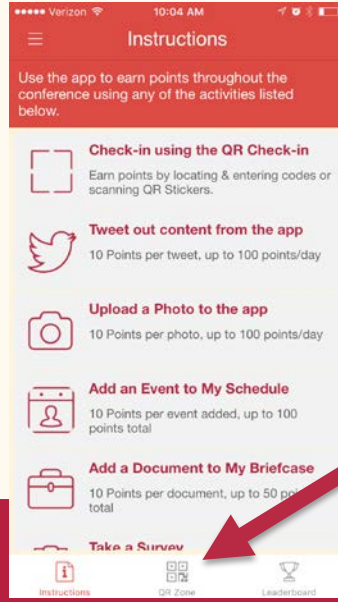
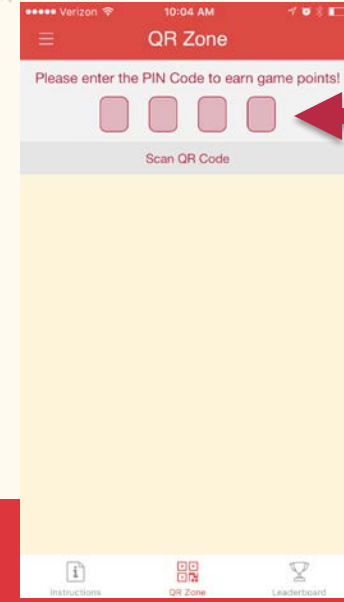


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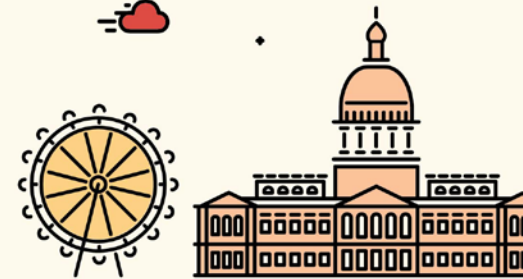
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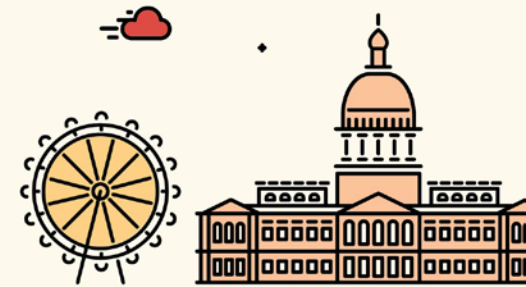


# STAND TOGETHER TO FACE THE FUTURE



2016 NACSA LEADERSHIP CONFERENCE | ATLANTA, GA

# THE WHY AND HOW OF USING NACSA'S NEW ANNUAL REPORT TEMPLATE



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## SESSION OBJECTIVES

1. Learn essential purposes of annual reporting on charter school performance
2. Learn about NACSA's Annual Report Toolkit and how to use the template



# SESSION OVERVIEW

- Introduction & Audience Poll
- Presentation of Toolkit and Template
- Questions and Discussion



## Why is Annual Reporting Essential?

- Let each school know how it's doing.
- Provide public transparency for schools, families, and the public.
- Identify school strengths and areas for improvement (without prescribing solutions).
- Let schools check their performance record annually – ensure accuracy.
- **No surprises** at renewal time - build a documented public record that will stand up to scrutiny.

# How to Build an Annual Report?

- Start with your performance expectations.
- Organize by sections:
  - School Overview
  - Academic Performance
  - Financial Performance
  - Organizational Performance



# Key Steps in Building an Annual Report

1. Identify the performance expectations and measures that are key for renewal.
2. Compile and summarize key data.
3. Organize the data into sections: School Overview, Academic Performance, Financial Performance, and Organizational Performance.
4. Explain the standards for each measure, and the rating system.
5. Clearly report performance results for each measure.
6. Highlight strengths and areas for improvement – without prescribing solutions.
7. Summarize the school's ratings at the front of the report.
8. Allow each school to review and respond to its draft report (factual corrections, more evidence).
9. Publish the annual report online and make it available to the public.



# NACSA's Annual Report Template

## [Charter School] At a Glance

<b>ACADEMIC PERFORMANCE</b>	MEETS STANDARD
State and Federal Accountability	
Academic Proficiency	
Academic Growth	
Postsecondary Readiness	
School-Specific Academic Measure(s)	
<b>FINANCIAL PERFORMANCE</b>	DOES NOT MEET STANDARD
Near-Term Financial Health	
Financial Sustainability	
<b>ORGANIZATIONAL PERFORMANCE</b>	DOES NOT MEET STANDARD
Education Program Compliance (including services for special populations)	
Financial Management and Oversight	
Governance and Reporting	
Student and Employee Rights and Requirements	
School Environment	
Additional Obligations (if applicable)	

For each measure in this report, the school receives one of the ratings described below:

RATING	DESCRIPTION
Exceeds Standard	The school is exceeding expectations and showing exemplary performance. This rating only applies to academic performance.
Meets Standard	The school is performing well and meeting expectations for performance.
Does Not Meet Standard	The school has failed to meet minimum expectations for performance.
Falls Far Below Standard	The school falls far below the stated expectations and/or significant concern(s) are noted. The failures are material and significant to the viability to the school.

# SCHOOL OVERVIEW

- Background (Mission, Grades Served, Location, Leadership, Enrollment)
- Enrollment by Grade
- Demographics (Gender, Race/Ethnicity, Low Income, Special Education, English Learners)

# I. ACADEMIC PERFORMANCE

This section provides an overview of the school's performance in the year reviewed on a variety of academic measures the school is accountable for achieving, as established by applicable federal and state law and the charter contract.

INDICATORS AND MEASURES	SCHOOL PERFORMANCE	MEETS STANDARD?	NOTES
<b>STATE AND FEDERAL ACCOUNTABILITY</b>		MEETS STANDARD	
State Rating	B		
<b>STUDENT ACADEMIC PROFICIENCY</b>		MEETS STANDARD	
Proficiency – English (All)	75%		
Proficiency – English (Subgroups)			
Proficiency Comparison – English			
Proficiency – Math (All)			
Proficiency – Math (Subgroups)			
Proficiency Comparison – Math			
Proficiency – Science (All)			
Proficiency – Science (Subgroups)			
Proficiency Comparison – Science			
<b>STUDENT ACADEMIC GROWTH</b>		[RATING]	
Growth – English (All)			
Growth – English (Subgroups)			
Growth – Math (All)			
Growth – Math (Subgroups)			
Growth – Science (All)			
Growth – Science (Subgroups)			
<b>POSTSECONDARY READINESS (HIGH SCHOOLS ONLY)</b>		[RATING]	
Graduation Rate			
College Matriculation Rate			
SAT Performance			
ACT Performance			
<b>SCHOOL-SPECIFIC ACADEMIC MEASURES (IF APPLICABLE)</b>		[RATING]	
Mission-Specific Academic Goal(s)			
Additional Academic Performance Measures			

## II. FINANCIAL PERFORMANCE

This section provides an overview of the school's performance in the year reviewed, and a view of recent historical trends, on financial measures the school is accountable for achieving, as established by applicable federal and state law and the charter contract. These measures provide information about the school's financial health and sustainability.

## Near-Term Measures

- **Current Ratio** measures a school's ability to pay its obligations over the next 12 months (calculated as the ratio of short-term assets to short-term liabilities).
- **Unrestricted Days Cash on Hand** indicates how many days the school could operate without receiving additional funding (calculated as the school's total cash divided by the average daily cost to operate the school).
- **Enrollment Variance** shows how well the school is meeting its enrollment projections (calculated as actual enrollment divided by enrollment projection in the school's board-approved budget).
- **Debt Default** indicates whether a school is meeting its debt obligations or covenants.

## Sustainability Measures

- **Total Margin** measures a school's revenues compared to its expenses—i.e., did the school operate at a surplus or deficit in the given time period?
- **Debt to Asset Ratio** compares the school's financial liabilities to its assets.
- **Cash Flow** indicates the trend in the school's cash balance over a period of time (similar to Days Cash on Hand, but indicating long-term vs. near-term sustainability).
- **Debt Service Coverage Ratio** indicates a school's ability to cover its debt obligations in the current year.

	3-YR AVG.	FY15 VALUE	FY16 VALUE	MEETS STANDARD?	NOTES
<b>NEAR-TERM MEASURES</b>				[RATING]	
Current Ratio					
Unrestricted Days Cash on Hand					
Enrollment Variance					
Debt Default					
<b>SUSTAINABILITY MEASURES</b>				[RATING]	
Total Margin					
Debt to Asset Ratio					
Cash Flow					
Debt Service Coverage Ratio					



### III. ORGANIZATIONAL PERFORMANCE

Charter schools are required to meet certain regulatory requirements and responsibilities as established by applicable state and federal law and their charter contracts. This section reports the school's overall performance in the year reviewed in fulfilling legal requirements and fiduciary/public stewardship responsibilities, and other measures relevant to organizational health and performance.

INDICATORS AND MEASURES	MEETS STANDARD?	NOTES
<b>EDUCATION PROGRAM COMPLIANCE</b>	[RATING]	
Implementing the material terms of the education program as defined in the current charter contract		
Complying with applicable education requirements		
Protecting the rights of students with disabilities		
Protecting the rights of English Language Learner (ELL) students		
<b>FINANCIAL MANAGEMENT AND OVERSIGHT</b>	[RATING]	
Meeting financial reporting and compliance requirements		
Following Generally Accepted Accounting Principles (GAAP)		
<b>GOVERNANCE AND REPORTING</b>	[RATING]	
Complying with governance requirements		
Holding management accountable		
Complying with reporting requirements		
<b>STUDENT AND EMPLOYEE RIGHTS AND REQUIREMENTS</b>	[RATING]	
Protecting the rights of all students		
Meeting attendance goals		
Meeting teacher and other staff credentialing requirements		
Respecting employee rights		
Completing required background checks		
<b>SCHOOL ENVIRONMENT</b>	[RATING]	
Complying with facilities and transportation requirements		
Complying with health and safety requirements		
Handling information appropriately		
<b>ADDITIONAL OBLIGATIONS</b>	[RATING]	
Complying with all other obligations		

# KEEP IN TOUCH

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