



2016 NACSA LEADERSHIP CONFERENCE

The Why and How of Using NACSA's New Annual Report Template

Full transparency. Accountability. Performance. These are the pillars of a quality choice movement, yet not all authorizers provide their schools with annual reports that summarize performance, identify strengths, and flag areas of needed improvement. Are you hesitant to adopt an annual report as part of your oversight practices? Would you like to adopt an annual report process, but aren't sure where to begin? Join us as we introduce NACSA's newest resource: the Annual Report Toolkit and receive a step-by-step tutorial on how to use this tool from its creator.

Session Title: The Why and How of Using NACSA's New Annual Report Template

Session speakers: Margaret Lin (Margaret Lin Consulting)
Heather Wendling (NACSA)

Context: *(In what context was this information presented? Workshop? Panel discussion? What were the goals of the session?)*

The session was a presentation followed by discussion/Q&A. The session objectives were to:

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

Key Takeaways: *(Please provide 3 key takeaways from your session. What points do you want to reinforce with attendees? If they learned 3 things from the session, what should they be?)*

Producing an annual public performance report on each charter school you oversee is important for several reasons including:

1. It lets each school and its stakeholders know how the school is doing on its agreed-upon expectations (set forth in law and contract). An annual report informs the school's governing board, leadership, teachers, and community whether or not it is on track to earn renewal, preventing surprises at renewal time. It also identifies the school's strengths and weaknesses (while leaving solutions to the school).



2. It provides information to families trying to make informed choices, to community members, to the school's supporters, and to the general public.
3. **It's a big favor to yourself as an authorizer.** Annual reports help you build a documented public record to inform and defend renewal, non-renewal, or revocation decisions. In instances when a decision is contested, you'll have a record that will stand up to scrutiny.

Additional Resources: *(Where can attendees receive additional information? Resources on the Knowledge Core? Other publications? NACSA consulting services or other member benefits? These will be published on the website alongside the PowerPoint and any handouts you send me, so no need to attach those resources. However, feel free to share links to pages on the NACSA website, contact information for speakers/facilitators, links to topical news articles or videos you may have shared, etc.)*

NACSA's new toolkit, "Annual Reports Made Easy," is posted on NACSA's website and includes a sample annual reporting template and links to sample annual reports from several authorizers.

Other relevant resources are NACSA's *Principles & Standards for Quality Charter School Authorizing*, <http://www.qualitycharters.org/for-authorizers/principles-and-standards/>, and NACSA's *12 Essential Practices*, <http://www.qualitycharters.org/for-authorizers/12-essential-practices/>.

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