



Advancing Equity and Access Through Quality Authorizing

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Components of the Annual Report Toolkit



Academic Performance Framework

Core Question: Is the charter school's education program a success?

September 2024

The Annual Report Toolkit is a product of CA 2.0—Advancing Equity and Access through Quality Authorizing, an initiative led by the California Charter Authorizing Professionals (CCAP). WestEd's support in the initial development of the 2021 Toolkit is appreciated.



Operations and Governance Framework

Core Question: Is the charter school operating and governed effectively?

September 2024

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Financial Health and Sustainability Framework

Core Question: Is the charter school financially viable?

September 2024

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Public Policy Purpose Framework

Core Question: Is the charter school serving public policy purposes?

September 2024

The Annual Report Toolkit is a product of CA 2.0—Advancing Equity and Access through Quality Authorizing, an initiative led by the California Charter Authorizing Professionals (CCAP). The first draft of the Public Policy Purpose Framework was added to the Toolkit in the 2024 revisions.



Three Annual Performance Report Options with Annotated Samples

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The Annual Performance Progress Report Framework

- ▶ *Framework* Format
 - ▶ There are three different report options to fit the local authorizing context
 - ▶ There is/are
 - ▶ An introduction to frame the report
 - ▶ Annotated Sample
 - ▶ Separate ‘Grab and Go’ Template
 - ▶ The work is grounded in the Four Core Performance Questions

Purpose of the Annual Performance Progress Report

- ▶ Assesses the charter school's progress toward renewal
- ▶ Initiates continuous improvement conversation with charter schools, supports differentiated oversight, supports any necessary plans or actions
- ▶ Conveys the charter school's annual performance and performance trend over time
- ▶ Provides an overview of authorizing and oversight, including
 - ▶ An *Executive Summary*, including any required actions
 - ▶ Summarized annual progress and progress over time
 - ▶ General school information

The Annual Performance Report: *Overview*

AUTHORIZING OVERVIEW

The administrative procedures used for charter authorizing and oversight align with the Board of Education's Charter Policy and California Education Code. These procedures guide the work of the authorizing agency and oversight staff to provide charter school governing boards, administrators, and the public with a clear understanding of its authorizing and oversight practices. Authorizer oversight supports and promotes charter schools as integral partners in meeting the diverse educational needs and priorities of the students and families in the community.

The three phases of authorization—petition, oversight, and renewal—form a unified process. They coherently connect the petition for a new school, the review of the school's performance during the life of its charter, and the renewal decision.

Determining whether a school is progressing toward renewal is a robust and collaborative process that begins with an annual review of legal updates. The oversight process does not include a yearly review of every legal requirement but a comprehensive check of many items, specifically focusing on continuous improvement in identified areas of concern. Regularly scheduled meetings with charter school officials provide a venue for discussing the oversight process, existing and new compliance requests, and expectations of evidence request submissions.

Charter school leaders and governing boards bear responsibility for ensuring full legal compliance of their Local Educational Agency, including but not limited to those items reviewed by the authorizer. The evidence-collection process aligns with annual school self-reflections on critical topics such as local assessment administration procedures, educational partner engagement, continuous improvement efforts, equity, access, and services provided to special populations.

The annual site visit focuses on information gathered throughout the oversight process. Further discussion and program observation can be used to validate claims made throughout the year. All supporting documentation is archived as part of a permanent record documenting progress toward renewal.

Annual charter oversight includes several key components:

- Attendance at charter school public meetings
- Desk audits, including a review of requested documents, a compliance review of the school's website, and a compliance review of the Local Control and Accountability Plan (LCAP).
- Progress monitoring the school's ability to fulfill the terms of its charter each year of the term
- Formal and informal site visits, including onsite review of documents containing sensitive and personally identifiable information (e.g., IEPs, safety plans).

Opens with an introduction and overview of the charter school authorizing and oversight

The Annual Performance Report: *Executive Summary*

EXECUTIVE SUMMARY

Identified Strengths, Areas for Improvement & Required Actions

This section of the *Annual Performance Report* provides an authorizing agency summary of identified strengths and areas for improvement based on indicators and metrics aligned with four guiding questions:

- Is the charter school's education program a success?
- Is the charter school financially viable?
- Is the charter school operating and governed effectively?
- Is the charter school serving public policy purposes?

Use the available dropdown lists to select based on current year's status.

Is the school identified for any technical assistance?	
Was a notice to cure an alleged violation issued?	No
Based on key indicators, is the charter school on track for renewal?	Yes
What is the Performance Level assigned by CDE? (High, Middle, Low)	Middle

Areas of Identified Strength

Education Program

- High graduation rate
- Low suspension rate
- More than one year's academic growth

Governance and Operations

- No complaints or serious deficiencies in governance and operations
- Board-approved plan exists to address modest challenges noted in the financial framework

Summarize key areas of identified strength from the current year's oversight. It helps to group the areas in alignment with the core questions:

Ed Program, Fiscal, Governance, Operations and Public Policy

Repeat this process for identified areas for improvement.

Areas Identified for Improvement

Education Program

Authoring Agency Required Actions

By October 31, 2024, please submit evidence of each

- Authorizer staff will monitor LCAP for alignment with needs found in the academic data, support the school with resources for mathematics instruction², and monitor the plan to address internal control deficiencies in the most recent audit.
- By October 31, the school will provide a plan to correct low performance in math and CCI, including alignment in the LCAP.

The *Executive Summary* highlights the most important aspects of charter school performance in the current year. Information should be succinct, hence the bulleted lists.

The authorizer's required actions should be carried over the subsequent year's oversight and monitored until resolved.

The Annual Performance Report: *Academic*

PERFORMANCE PROGRESS REPORT

The *Annual Performance Report* provides a year-to-year summary of the charter school's performance on key metrics, further detailed in the *Appendix: Staff Report* and performance throughout the charter term.

On Track for Renewal	Substantially on Track Action May Be Required	Not on Track for Renewal Action Is Required
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All aspects of the *Annual Performance Report*, including the *Appendix: Staff Report*, align with four guiding questions:

ACADEMIC PERFORMANCE

Is the charter school's education program a success?

State Assessment Participation

Metric 1a	Multi-Year Performance Rating			
	Year 1	Year 2	Year 3	Year 4
Charter Term & Year	Choose an item.	Choose an item.	Choose an item.	Choose an item.
CCASPP Participation: ELA	Choose an item.	Choose an item.	Choose an item.	Choose an item.
CAASPP Participation: Math	Choose an item.	Choose an item.	Choose an item.	Choose an item.

Option 1 Sample

Based on data collected in the *Appendix: Staff Report*, this section supports the reader's understanding of whether the charter school's education program is/is not on track for renewal. Key metrics include:

- Assessment participation rates
- CA Dashboard Academic Indicators
- CA Dashboard academic engagement and climate indicators
- Verified and post-secondary data
- Education program equity & access
- Alternate metrics (DASS)

The Annual Performance Report: Financial

PERFORMANCE PROGRESS REPORT

The *Annual Performance Report* provides a year-to-year summary of the charter school's performance on key metrics, further detailed in the *Appendix: Staff Report* and performance throughout the charter term.

On Track for Renewal	Substantially on Track Action May Be Required	Not on Track for Renewal Action Is Required
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FINANCIAL HEALTH AND SUSTAINABILITY PERFORMANCE

Is the charter school financially viable?

Short Term Metrics	Multi-Year Performance Rating			
Charter Term & Year	Year 1	Year 2	Year 3	Year 4
Metric 1: Days of Cash on Hand	Choose an item.	Choose an item.	Choose an item.	Choose an item.
Metric 2: Cash Flow Projection	Choose an item.	Choose an item.	Choose an item.	Choose an item.
Metric 3: Enrollment Variances	Choose an item.	Choose an item.	Choose an item.	Choose an item.
Metric 4: Average Daily Attendance (ADA) to Enrollment Variance	Choose an item.	Choose an item.	Choose an item.	Choose an item.
Metric 5: Unduplicated Pupil Percentage (UPP) Variance	Choose an item.	Choose an item.	Choose an item.	Choose an item.
Metric 6: Budgeted Local Control and Accountability Plan (LCAP)	Choose an item.	Choose an item.	Choose an item.	Choose an item.

Option 1 Sample

Based on data collected in the *Appendix: Staff Report*, this section supports the reader's understanding of whether the charter school's fiscal operation is/is not on track for renewal. Key metrics include:

- Short-Term
- Sustainability and
- Fiscal Controls

The Annual Performance Report: Operations

PERFORMANCE PROGRESS REPORT

The *Annual Performance Report* provides a year-to-year summary of the charter school’s performance on key metrics, further detailed in the *Appendix: Staff Report* and performance throughout the charter term.

On Track for Renewal	Substantially on Track Action May Be Required	Not on Track for Renewal Action Is Required
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OPERATIONS AND GOVERNANCE PERFORMANCE

Is the charter school operating and governed effectively?

Metrics 1-5	Multi-Year Performance Rating			
	Year 1	Year 2	Year 3	Year 4
Charter Term & Year	Choose an item.	Choose an item.	Choose an item.	Choose an item.
Reporting and Compliance	Choose an item.	Choose an item.	Choose an item.	Choose an item.
Governance	Choose an item.	Choose an item.	Choose an item.	Choose an item.
Health and Safety	Choose an item.	Choose an item.	Choose an item.	Choose an item.
Personnel	Choose an item.	Choose an item.	Choose an item.	Choose an item.
Transparency (Governance & Ops)	Choose an item.	Choose an item.	Choose an item.	Choose an item.

Based on data collected in the *Appendix: Staff Report*, this section supports the reader’s understanding of whether the charter school’s day-to-day operations and governance systems are/are not on track for renewal.

Option 1 Sample

The Annual Performance Report: Equity & Access

PERFORMANCE PROGRESS REPORT

The *Annual Performance Report* provides a year-to-year summary of the charter school's performance on key metrics, further detailed in the *Appendix: Staff Report* and performance throughout the charter term.

On Track for Renewal	Substantially on Track Action May Be Required	Not on Track for Renewal Action Is Required
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ADVANCING EQUITY AND ACCESS PERFORMANCE

Is the charter school serving public policy purposes?

Metrics 1-3	Multi-Year Performance Rating			
Charter Term & Year	Year 1	Year 2	Year 3	Year 4
Implementing the Approved Program	Choose an item.	Choose an item.	Choose an item.	Choose an item.
Recruitment – Demographic Balance	Choose an item.	Choose an item.	Choose an item.	Choose an item.
Community & Public School System Service	Choose an item.	Choose an item.	Choose an item.	Choose an item.

Based on data collected in the *Appendix: Staff Report*, this section supports the reader's understanding of whether the charter school is/ is not on track for renewal based on the original intent of the *CA Charter Schools Act*.

Option 1 Sample



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CCAP is here to support you!
Questions: info@calauthorizers.org

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