

School/University Partnership Office
(989) 964-4623
Fax: (989) 964-4636

November 16, 2015

Dear Academy Board Member:

Attached please find the 2014-15 Annual Report from the School / University Partnership Office. As accountability and transparency become increasingly important to all of us who work with charter schools, the 2014-15 Annual Report provides a benchmark of where compliance, governance, and accountability stood at the end of last school year (June 30, 2015) and where they need to go moving forward.

As the report is rich with important information, please read it fully and carefully. There may be areas where you will need to provide to SVSU a plan of improvement for the 2015-16 school year. **Plans are due to SVSU by December 16, 2015.**

A few points of clarification:

- 1) If your Academy had an Educational Program Review, the school as a whole needs to carefully review and make necessary adjustments, if needed.
- 2) SVSU expects incomplete documentation on personnel sheets be resolved by June 30 each year. If you have incomplete personnel sheets, documentation should be sent to us immediately. As many of you know, the Michigan Department of Education is looking closely at certification as well as compliance with fingerprinting and unprofessional conduct checks. As a reminder, the CHRI Designee is the only person who can receive and view State/FBI fingerprint results. They in turn send a Red/Green Light letter to hiring personnel.
- 3) Fiscal responsibility includes:
 - a) Budgets are adopted, monitored, and amended in accordance with legal requirements.
 - b) Financial decisions are based on timely and accurate data and provided to the Academy Board on a monthly basis.
 - c) Financial reports are forwarded to SVSU monthly in compliance with contractual terms.
 - d) Budgets are based on accurate population trends.
 - e) Budget is balanced and not in deficit, requiring a Deficit Elimination Plan.
 - f) All borrowing is done in a legally prescribed manner and in compliance with contractual terms.
 - g) Responses to audit or management letters are completed in a timely manner.
 - h) Grant monies are accounted for and administered properly.

It should be noted that the annual report information will be a factor in our AdvancEd Accreditation documentation and a major component of the re-authorization process.

Should something appear to be inaccurate, I would ask that you contact the office. It is our intent to make this a living document, and we will work on developing a more comprehensive report in the future. Your input will be invaluable.

Sincerely,



David A. Lewis
Director

c: School Leaders/Compliance Officers

2014-15 AUTHORIZER ANNUAL REPORT

ACADEMY: Chatfield School

SCALE: Exemplary, Adequate, Needs Improvement

ACHIEVEMENT:

| | MET | NOT MET |
|---|--------------------|---------|
| 1. Educational Program Document/Review: | ✓ | |
| 2. State Assessments: | See comments below | |
| 3. School Improvement Plan: | ✓ | |
| 4. Score Card: | N/A | N/A |
| 5. Top-to-Bottom: | N/A | N/A |

Comments:

1. Educational Program Document/Review – Educational Program document of August 2015 was provided to SUPO. The Education Program Review will be scheduled in the 2015-16 school year.
2. State Assessment – The Michigan Department of Education (MDE) implemented a new assessment system in 2014-15. Michigan Student Test of Educational Progress (M-STEP) results are not available to SVSU at this time. MDE’s assessment website states, “The M-STEP is a very different test than tests administered in past years, therefore, results should not be compared to those from prior years. Because this is a different test measuring different standards, scores should not be compared to scores on the MEAP test. This year’s M-STEP data will provide a baseline to which future year’s data can be compared.” SVSU will be collecting and monitoring interim student growth scores utilizing Northwest Evaluation Association (NWEA) data beginning FY 2016-17.
3. School Improvement Plan – 2014-15 School Improvement Plan is on file.
4. Score Card – Not applicable.
5. Top-to-Bottom – Not applicable.

ACHIEVEMENT STATUS: Exemplary: While Michigan continues its transition to new assessments, accountability is in flux for the 2014-15 academic year.

COMPLIANCE:

| | COMPLETE | NOT COMPLETE |
|---|----------|--------------|
| 6. Oversight Document: | ✓ | |
| 7. Transparency: | ✓ | |
| 8. Transportation (<i>if applicable</i>): | N/A | N/A |
| 9. Personnel Sheets: | ✓ | |

Comments:

- 6. Oversight Document - Complete.
- 7. Transparency - Complete.
- 8. Transportation - Not applicable.
- 9. Personnel Sheet - Need date of fingerprint for Julia Schlusler (teacher).

COMPLIANCE STATUS: Exemplary

GOVERNANCE:

| | NO ISSUES | ISSUES |
|---|------------------|---------------|
| 10. Fiscal Responsibility: | ✓ | |
| 11. Board Retention: | ✓ | |
| 12. Board Training: | ✓ | |
| 13. Protocol (OMA, FOIA, communication): | ✓ | |

Comments:

- 10. Fiscal Responsibility - Stable.
- 11. Board Retention - No issues.
- 12. Board Training - One member attended board training.
- 13. Protocol - No issues.

GOVERNANCE STATUS: Exemplary

OVERALL STATUS: Exemplary