

School/University Partnership Office
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October 1, 2014

Dear Academy Board Member:

Attached please find the first 2013-14 Annual Report from the School / University Partnership Office. Several of you had requested an "annual report" from us as your authorizer to formally indicate "how you're doing." As accountability and transparency become increasingly important to all of us who work with charter schools, the 2013-14 Annual Report provides a benchmark of where things stood at the end of last school year (June 30, 2014) and where they need to go moving forward.

There is much information in the report, and you are asked to read it fully and carefully. There may be areas where you will need to provide to SVSU a plan of improvement for the 2014-15 school year. Plans are due to SVSU by November 1, 2014.


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. As many of you know, MDE is looking closely at certification as well as compliance with fingerprinting and unprofessional conduct checks. MDE reiterated at their recent Certification Update Meeting that three (3) requests are required for Unprofessional Conduct Checks.
- 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.

"Your success is my passion." In that spirit, let us stay focused on where things are and where they need to grow. This is especially meaningful for those schools that will be approaching reauthorization in the near future.

Should something appear to be inaccurate, I would ask that you contact me at your earliest convenience by electronic mail to submit corrections for us to review. This annual report is a baseline document. 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. While we provide "authorization" and act in an oversight role, we do see ourselves as your educational colleague.

Sincerely,


Craig Douglas, Director

c: School Leaders
Compliance Officers

2013-14 AUTHORIZER ANNUAL REPORT

ACADEMY: Chatfield School

SCALE: Exemplary, Adequate, Needs Improvement

ACHIEVEMENT:

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

Comments:

1. Educational Program document was provided to SUPO in May 2014. An Educational Program Review is not scheduled for the 2014-15 school year.
2. State Assessment - 2013-14 MEAP scores for grades 3-8 are at or above the state average in all categories.
3. School Improvement Plan is on file.
4. Score Card - Lime.
5. Top-to-Bottom - 82.

ACHIEVEMENT STATUS: Exemplary

COMPLIANCE:

	COMPLETE	NOT COMPLETE
6. Oversight Document:	✓ See comments	
7. Transparency:	✓	
8. Transportation (<i>if applicable</i>):	na	na
9. Personnel Sheets:	✓	

Comments:

6. Oversight Document - 2014-15 Advertising for open enrollment did not include opportunities for night and weekend. Monthly agendas need to be sent to SVSU with 5 days before meeting date.
7. Transparency - Website is complete for 13-14 school year.
8. Transportation - NA
9. Personnel Sheet - Complete for 13-14 school year.

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 - Final evaluation will be determined after review of the 2013-14 audit.
- 11. Board Retention - No issues.
- 12. Board Training - Board training needs to be scheduled.
- 13. Protocol - No issues.

GOVERNANCE STATUS: Exemplary

OVERALL STATUS: Exemplary