

Charter Schools Annual Report Survey

Question by Question Resource

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Georgia Department of Education

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"Making Education Work for All Georgians"

Section by Section Instructions

The survey is divided into sections with each page representing a separate section. At the beginning of each page you will have the Section number and Title. The following gives a brief description of each section of the annual report survey and accompanying instructions. *You do not need to read this before completing the survey.* This is an additional resource should you need clarification or further direction on a specific question in the survey.

Section I - General Information (Questions 1 – 10)

The first section (Section I) of the Annual Report collects general contact information regarding the school address, Principal's contact, type of school, date opened/converted, Title I status and GaDOE codes. There are nine questions in Section I.

Question 1 – Respondent Information

Please fill out Question 1 by entering the name of the respondent and their position in relation to the charter school. A qualified respondent, as defined in the Key Terms and Definitions, can be either of the following:

- Charter School Superintendent (not the Superintendent of the local school district),
- Charter School Principal,
- Charter School Assistant Principal,
- Charter School Manager, or
- Governing Board Member (not a member of the local school board).

Please fill in the Respondent's email address in the space provided as well.

Next, fill in the name and address of the charter school for which you are answering the survey.

Question 2 – Do you have a second campus or location?

Please select Yes or No. If you select YES, you do have a second campus or location, use the space provided to provide this additional address.

Question 3 – Type of charter school

Please select either "start-up" or "conversion" from the drop-down list. Please refer to the key terms and definitions if you are unsure which type of charter school your school is.

Question 4 – Non-Profit Status

If you are a start-up charter school, regardless of how many years you have been in operation, you must provide proof of non-profit status. Please go to the Georgia Secretary of State’s website and copy your non-profit status and paste the information in the space provided.

Question 5 – Date opened or converted

Please use the space provided to enter the date, in this format MM/DD/YEAR, of the first day of operation as a charter school. For example, if 2010-11 was your first year of operation and the first day of school was August 10, 2010, you would type: 08/10/2010.

Question 6 – Only answer this question if you, as the respondent, are not the Principal. If you are the superintendent, school manager, assistant principal or board member, please list the Principal’s Name and email address.

Question 7 – Please select YES or NO to indicate whether the current principal was the principal for the 2010-11 year also. If the current Principal also was principal in 2010-11, then use the space to write in the number of years the current Principal has been principal of this school. *For conversion schools only*, you should include the total number of years the Principal has been principal of this school. For example, if the Principal was Principal at this school beginning in 2003-04 school year and the school converted to charter school in the 2010-11 school year, the total years = 8 years.

Question 8 – GaDOE Codes

Please refer to the three digit district code given to you from the facilities department of GaDOE. The four digit school code was also provided to you by the facilities department of GaDOE. Please access MyGaDOE to view your district and school codes.

Questions 9 and 10 – Title I

Select Yes or No to indicate your Title I status for the years indicated.

Section II – School Summary (Questions 11-14)

The second section (Section II) is the only totally free response section and is designed for you to highlight the accomplishments and uniqueness of your charter school. This section will be used to compile a 'brag sheet' on your school for dissemination and promotion. Please take your time on this section to concisely explain what sets your charter school apart.

Question 11 – Mission Statement

Please enter your mission statement according to your charter. You can copy and paste this information from your charter contract.

Question 12 – Curriculum and Instruction

Please use this section to provide unique details of your curriculum design and instructional approach. You may want to look over the questions in Section VIII so that you do not repeat information you will need to respond to later in the survey.

Question 13 – Student Application and Enrollment

Please refer to the questions in Section VI Enrollment to help you answer this question. Please note, the question refers to the school year 2012 -13. In Section VI the enrollment details for school year 2010-11 and 2011-12 will be addressed.

Question 14 – Unique Accomplishments

Please use this section to highlight unique features of your school in the past school year that may not be addressed elsewhere in this survey. Topics such as parent and community involvement, student achievements in non-traditional areas, and qualitative measures are appropriate responses for this question.

Section III – Student Achievement (Questions 15 – 31)

Section III documents your AYP status and progress toward meeting your goals as specified in your Charter Contract. Your charter contract can be located at the following link:

http://public.doe.k12.ga.us/pea_charter.aspx?PageReq=CIIAPCharterSchools.

Question 15– Select Yes or No to indicate whether your school made AYP for the 2010-11 school year. AYP status can be located on the GaDOE website, <http://www.gadoe.org/ayp2011.aspx>. Middle of the page under the heading School Detail, select the excel report, “2011 School Detail Report (07/21/2011).”

Questions 16 – 31

You must answer the following questions for your first three goals as specified in your charter contract.

For each goal as listed in your charter, please state the following:

- A) Goal,
- B) Target, and
- C) 2010-11 Results.

Then, select the choice that BEST describes your status towards meeting that goal:

Met goal,

Did not meet goal, or

Did not meet goal, but made progress.

You may only select “Met goal” if your target = 2010-11 Results. Otherwise you must select either “Did not meet goal,” or “Did not meet goal but made progress toward goal.” If you select that you made progress, please explain in the space provided. For example, if your goal was 85% of students will meet or exceed on the 3rd grade ELA CRCT, and only 84% of your students were meet or exceed, you cannot select “Met goal.” However, if you can show that 84% meets and exceeds is an improvement from 2009-10 results, then you can select “Did not meet but made progress toward goal” and provide the previous year’s scores as evidence. If 2010-11 is your first year of operation and you did not meet your goal, you can still mark “did not meet but made progress” If you have data showing scores improving over the school year or if you have prior year data on the students before they attended your charter school this year.

Section IV – Governance (Questions 32 – 38)

Section IV collects information on your charter school’s governing board and flexibility allowances.

Question 32 – Please list name, email address and term expiration date of the Chairman of your school’s governing board during the 2010-11 school year.

Question 33 – Please indicate whether there is a new Chairman for your charter school’s governing board for the upcoming 2011-12 school year.

Question 34 – If you have a new Chairman of your governing board, please list their name, email address and term expiration date.

Question 35 – This question pertains to number of board meetings held. A) and B) are for the 2010-11 school year and C) and D) are for the upcoming 2011-12 school year.

Question 36 – Per your charter contract, does your school receive maximum flexibility? The correct response can be found in your charter contract.

Questions 37 and 38 – Answer these two questions only if your school’s charter contract gives maximum flexibility. Question 37 refers to flexibilities used the most often or most frequently. Question 38 is available if you want to include additional flexibilities which are important but may not be utilized as frequently. For example, you might use teacher certification flexibility only once per year but it may be more crucial to your operations.

Section V – Organizational Characteristics (Questions 39 – 47)

Section V gets into the details of your schools organization and management including information on class scheduling and Educational Management Organization (EMO) partnerships.

Question 39 – For the 2010-11 school year, mark each grade that you had enrolled students.

Question 40 – For the upcoming 2011-12 school year, are you adding or subtracting any grades previously offered? If so, please list the new grades.

Questions 41 – 44 – These four questions are about agreements your school might have had with either an Educational Management Organization (EMO) or a Charter Management Organization (CMO). Please answer the Yes/No questions and then select the organization used only if you did work with an EMO or CMO. Questions 41 and 42 are for school year 2010-11 and questions 43 and 44 are for the upcoming 2011-12 school year.

Question 45 – For each grade in which you had students enrolled in the 2010-11 school year, list the average class size by grade level. For example if you had 3 Kindergarten classes at 20, 21 and 22 students, you're average class size = $(20+21+22)/3 = 21$. Please mark 0 or N/A for grade levels not offered in your school. The survey will direct you to finish the question if every space doesn't have an answer.

Question 46 – You can select as many of the scheduling options listed as applied during the 2010-11 school year.

Question 47 – Another question related to flexibility. This applies to those with maximum flexibility and those without maximum flexibility. Those with maximum flexibility should select all of the above. All others should select only those that are authorized by their charter contract.

Section VI – Enrollment Characteristics (Questions 48 – 55)

Section VI covers enrollment numbers and processes and is useful to document adherence to Federal guidelines. Please list actual numbers of students, not FTE counts.

Questions 48-50 – These three questions refer to your enrollment processes and numbers for the 2010-11 school year.

For Question 48 A) please list the number of students you expected to enroll. Then for B) list the number of student actually enrolled as of October 5, 2010 (which was the day the first FTE count was due).

For C) calculate the attrition rate = number of students who left the school at any point during the year/ the total number of students the school enrolled. Then multiply this number by 100 to get the percentage. For example, if you had 30 students leave the school at various times during the year and you enrolled a total of 120 students, your student attrition rate = $(30/120) = .25$, $.25 * 100 = 25\%$. For total number of students enrolled, count all students that enrolled in your school at any point during the 2010-11 school year.

For D) Please, list the average daily attendance of your school. If you prefer, you can list the average daily attendance by grade level.

Questions 51-52 - These two questions refer to your enrollment processes and numbers for the upcoming 2011-12 school year. For question 52, please calculate the percentage by taking the number of students who attended your school last year and are attending your school for a 2nd (or more) year(s)/ the total number of students enrolled for the 2011-12 school year. For example, if you have a total of 500 students in your school and 415 of those students attended the charter school in 2010-11, your percentage = $415/500 = .83 * 100 = 83\%$.

Questions 53 and 54 consider special enrollment opportunities that may not apply to all charter schools. Please select all that are applicable to your charter school and explain any differences for the upcoming 2011-12 year in question 54. For example, you could select none of the above, and then in question 54 select Yes and fill-in that since you will have high school students for the 1st time this year, you will be offering joint enrolment in post-secondary institutions that you didn't offer the year before when you didn't have any high school students.

Questions 55 – The last question of this section requires you to accurately report the number of students in your school that qualify for free or reduced lunch per the Federal regulations regardless of whether or not you offer lunch at your school. This is a mandatory reporting criterion of the Federal government and is used in funding formulas.

Section VII – Personnel (Questions 56 – 60)

Section VII includes personnel activity including numbers of teachers, administrators and other staff and their attrition rates.

Questions 56-59 – These three questions are in regards to staff employed during the 2010-11 school year. Please provide the number of full-time teachers, administrators and all other full-time staff employed during the 2010-11 school year.

Then for question **57**, provide the teacher and administrator attrition rates like you did for student attrition rates. Take the total number of full-time teachers that left during the year (whether voluntarily or involuntarily) and divide that by the total number of full-time teachers you employed during the year. Do the same for administrator attrition rate. Administrators include any management level school personnel – not administrative assistant or staff help. Please see the definitions page for further clarification.

For question **58**, list the total number of part-time employees whether they were teachers, paraprofessionals, administrators or any other staff.

For question **59**, list for each grade level in which students were enrolled the student to teacher ratio for the 2010-11 school year. To calculate this ratio, take the number of students in the grade level and divide by the number of full-time teachers for that grade level and round to the nearest whole number. For example, if you have 172 Kindergarten students and 11 full-time teachers, your ratio would be $172/11 = 15.6 = 16:1$, which is 16 students per every 1 teacher.

For consistency, please use student and teacher numbers as of Oct 5, 2010. If you don't have any students enrolled in a grade level, please enter N/A or the survey will think you haven't answered all the questions.

Question 60 – The last question of this section refers to numbers of full-time teachers, administrators and other staff you are employing for the upcoming 2011-12 school year. Please use the number of employees on your school's payroll as of today's date (the date you are filling out the survey).

Section VIII – Instructional Components (Questions 61 – 68)

Section VIII addresses the instructional components which distinguish you from other schools. Included in this section are instructional models used and programs offered.

Question 61 – Please refer to the 2010-11 school year and list the number of instructional days, the number of full school days. Because each school has a different school year start and end dates, please answer this question with respect to the first day of school in 2010 and the last day of school in 2011.

Then list the number of staff days, full-time days for which instructional staff (teachers, administrators, others) are paid and can receive professional development, prepare teaching lessons, etc without students.

Last, list the average number of instructional hours per day in the 2010-11 school year. If there are different hours per grade level, you can list by grade level or do a school-wide average.

Question 62 – Please refer to the number of instructional days (full school days) you listed for the 2010-11 school year in the question above. Did the total number of days students were in school differ from the school days planned before the first day of school? If so, please list the reason why. Examples include weather days, extra holidays, etc.

Question 63 – There are six nationally recognized instructional models listed. Please select if your school used any of these models for the 2010-11 school year. Please select none of the above or other if applicable.

Question 64 – Is your charter school categorized as any of the four instructional models listed? For example, using technology such as computers in the classroom would not classify your school as technology-based but an online school would be technology-based. Similarly, dual language school requires that each student learn English and a second language that is school-wide. Offering or requiring other language classes than English, however, would not classify.

Question 65 – Please select any of the following services that were offered to students in the 2010-11 school year.

Question 66 – For this question, you can select any of the grouping arrangements used in your charter school during the 2010-11 school year. For example, for a single gender school that groups several grade-levels together in one class would select: multi-age grouping, single gender classes and single gender school.

Question 67 – Please select yes or no if any students were educated in your school during the 2010-11 school year and were in grades 9, 10, 11 or 12.

Question 68 – This question is only for those who selected Yes, high school students were educated at your charter school in the 2010-11 school year. If this applies, select any of the three options that were offered. You may select more than 1 choice.

Section IX – Financials (Questions 69 – 76)

Now we switch to the budget for your charter school. While charter schools have flexibility in how they spend their funds, collecting budget information will help explain how flexibility is used.

Question 69 – It is very hard to end the year with a zero balance, so please list what your balance was at the end of the 2010-11 school year. Please list the surplus balance or if appropriate, the negative amount (amount over budget) you ended the 2010-11 school year. Include in your total funds private, state and federal funds.

Question 70 – Some schools maintain a reserve fund. If you had a reserve fund for the 2010-11 school year, please list what percentage your reserve fund is of your operating expenses. To calculate, please divide your reserve fund by your total 2010-11 school year expenses. Then multiply this by 100. For example, if your reserve fund was \$25,000 and your school spent \$300,000 in expenses for the 2010-11 school year, your percentage is $25,000/300,000 * 100 = .083 * 100 = 8.3\%$. Your reserve fund represents 8.3% of your total operating expenses.

Question 71 – For the 2010-11 school year provide the following three amounts:

Revenue – Total revenue brought in via private funds, state funds, federal funds or any other means

Liabilities – All expenses attributable to the 2010-11 school year

Private fundraising – All funds raised from outside sources other than state and federal funds

Question 72 – Of your expenses for the 2010-11 school year, please provide the following expenses:

Management fees – any fees spent on a education or other management organization; If you did not contract with a management organization please enter N/A

Audit fee – all expenses associated with getting an audit for the 2010-11 school year

Question 73 – For the 2010-11 school year, regarding expenses, please list the percentage each of the three areas represent of your total expenses. The total of the three percentages does not have to equal 100% as you might have other expenses that do not fall in one of the three categories. Please see definitions page for clarification on what to include in each category.

Question 74 and 75 – Each charter school must designate a Chief Financial Officer. Please list the name and email address of your Chief Financial Officer. Then proceed to the website listed and verify that your CFO meets the GaDOE Guidance for Charter Schools.

Question 76 – Similarly, each charter school must conduct an audit each year. Please list the name of the auditor used and their license number.

Section X – Facilities (Questions 77 – 80)

The last section has four questions on facilities. Please indicate

Question 77 – Please indicate which statement most accurately reflects your charter school’s facility. If other, please explain.

Question 78 & 79 – For those charter schools who are leasing their facility, please indicate your plans in the near future regarding purchasing or building your own facility. Then provide your monthly lease amount. For the lease amount, if the lease is shorter than 12 months, please indicate the term of the lease.

Those who own their own building can skip questions 78 and 79.

Question 80 – Please list the number of years your charter school has been operating in its current facility. For conversion schools, please include the total number of years the school has been in that facility, including years prior to conversion.

Thank you for completing the Annual Report Survey!!!

Please remember, that if you are a start-up charter school (regardless of what operating year you are in), then you must also submit your audited (or unaudited) financial statements to the Charter Schools Division by the September 30, 2011 deadline.