

# Hawaii Charter Schools

## REQUIREMENTS FOR ANNUAL SELF-EVALUATION REPORTS AND MULTI-YEAR REPORTS

The Annual Self Evaluation Reports shall consist of the following major sections:

1. The Annual Academic Accountability Plan;
2. A Review of the School's Administrative Compliance & Organizational Viability;
3. A Review of the School's Faithfulness to Terms of the Charter;
4. Plans for the Future;
5. Significant Governance Policies; and
6. A Financial Statement and Records

For all schools that qualify as Title I Schools, the Title I Plan shall serve as the Annual Academic Accountability Plan for that year.

1. **Beginning in 2007, The Annual Academic Accountability Plan** shall be submitted to the CSAO each year by August 1. It will also be utilized (with no change) for any school applying for Title I *school-wide* funding, and can also serve as the Academic portion of the Annual Report. This section of the report shall consist of the following elements:

(1) A Comprehensive Needs Assessment

- How do you know the needs of your students?
- Do you have a complete demographic and educational profile of students individually and collectively?
- How can you measure where your students (individually or collectively) "begin," and how can you measure their progress at least quarterly?
- Do you track cohorts over time?
- What are two or three critical academic needs identified by the school?
- What provisions are made for school personnel to discuss progress reports and read just teaching and learning strategies during each semester?

(2) School-wide Reform Strategies Using Best Practices

Title I Components and "Best Practices"

- i. Provide opportunities for all children to meet proficiency targets.
- ii. Use research-based methods and strategies.

- iii. Use strategies to specifically address low-achieving students.
- iv. Use strategies to measure if needs are met.
- v. Adopt best practices for the core subjects.
- vi. Set annual goals.
- vii. Assign responsibilities.
- viii. Increase instructional time.

Other *possible* school-wide components:

- Describe how the school is meeting the General Learning Outcomes.
- Describe how the school is educating the whole child through a comprehensive, articulated and personalized learning environment.
- Incorporate cutting edge technology for learning and school operations.
- Conduct innovative research in curriculum and strategies to communicate the nature and results of the innovations to others.
- Develop alternative learning strategies (project-based, portfolio-based, inquiry-based, multi-grade, etc.) and alternative assessments of these strategies.
- Incorporate community service and contribution to the social, cultural, safety, and economic life of the community and the social safety net.
- Other? \_\_\_\_\_

- (3) Teachers Instruction by highly qualified teachers and strategies to attract highly-qualified teachers.
- (4) Professional Development High quality professional development for teachers, setting up teacher mentoring programs, and using professional development funds effectively.
- (5) Parental Involvement Strategies to increase parental involvement and strategies such as meetings and surveys to measure parental involvement and satisfaction.
- (6) Collaborative Decision Making Measures to include teachers in the decision regarding the use of academic assessments.
- (7) Help for Low-Achievers Strategies to identify struggling students in a timely fashion and to provide them with effective and timely additional assistance.
- (8) Coordination of Programs Coordination and integration of federal, state and local services and programs.
- (9) Transitions For elementary schools, plans to assist preschool children in transition to your elementary school programs; for middle and high schools plans to assist students entering your school from different learning environments.

## **2. Administrative Compliance and Organizational Viability**

For the purposes of this subsection, "organizational viability" means that a charter school:

- (1) Has been duly constituted in accordance with its charter;
- (2) Has a local school board established in accordance with law and its charter;

- (3) Employs sufficient faculty and staff to provide the necessary educational program and support services and to operate the facility in accordance with its charter;
- (4) Maintains accurate and comprehensive records regarding students and as determined by the Charter School Administrative Office;
- (5) Meets appropriate standards of student achievement;
- (6) Cooperates with Board requirements in conducting its function as charter authorizer;
- (7) Complies with applicable federal, state, and county laws and requirements;
- (8) In accordance with the Charter School Administrative Office guidelines and procedures, is financially sound and fiscally responsible in its use of public funds, maintains accurate and comprehensive financial records, operates in accordance with generally accepted accounting practices, and maintains a sound financial plan;
- (9) Operates within the scope of its charter and fulfills obligations and commitments of its charter;
- (10) Complies with all health and safety laws and requirements; and
- (11) Complies with all Charter School Administrative Office directives, policies, and procedures.

### **3. Faithfulness to Terms of the Charter**

- a. Has the school made reasonable progress in meeting internally established Accountability Plan goals regarding faithfulness to the terms of the charter?
- b. Have the school's program and operation been consistent with the terms of its charter?
- c. Has the school made efforts to disseminate models for replication and best practices to other schools and to the public?
- d. Is the school within the bounds of applicable statutory and regulatory requirements?
- e. What significant changes have been made to the charter/DIP? (e.g., changes in school site, facilities, enrollments, grades, etc.)

### **4. Plans for the Future**

- a. Attach any Long Range Plan that defines the school's prioritized objectives for the next four years.
- b. What significant changes to your charter/DIP are foreseen for the future?

- c. What facility or facilities are planned? Please include written documentation in the appendix that the school remains in compliance with all building, health, safety, and insurance requirements, and that all related inspections and approvals are current.

## **5. Governance Policies**

- a. A list of the members and officers of the Local School Board and contact information;
- b. What rules of procedures have been adopted by the Local School Board (Roberts, Cushing, etc.)?
- c. Provide a list of the policies adopted by the Local School Board, including the following:
  - (1) “Sunshine” and Open Meeting Policies
  - (2) Conflict of Interest Policies
  - (3) Student Discipline Policies
  - (4) Personnel Policies, including disciplinary policies
  - (5) Procurement Policies
  - (6) Health and Safety Policies
  - (7) Other significant policies
  - (8) Emergency Response Plan
- d. Provide copies of minutes of the last three Local School Board meetings.
- e. Provide an example of routine financial reports provided to the Local School Board.

## **6. Financial Statement and Records**

The charter school shall submit the following information, attachments or documents:

- a. Its most recent annual financial report, using CSAO form;
- b. If a Title I school, its most recent Title I *budget plan* submitted to the DOE;
- c. A “data snapshot” of the school, in a format prescribed by the CSAO;
- d. A list of its administrative staff and contact information;
- e. Brief summary of important features of most recent collective bargaining agreement(s);
- f. A list of all outstanding debts, liens, loans;
- g. A full inventory of all school property.

\* For Multi-Year Reports, the same format shall be followed with multi-year data and information where appropriate.