

Audubon Center of the North Woods Charter School Annual Report / WBWF Report – Trends from FY16

FY16 Annual Reports submitted by the 34 schools authorized by ACNW were of mixed quality and met compliance requirements to varying degrees. This document is designed to help your school avoid common challenges to ensure a quality and timely Annual Report that meets statutory requirements.

Compliance areas of greatest challenge:

- Professional development plan and implementation for an individual who does not hold a valid administrative license and who serves in an administrative, supervisory, or instructional leadership position
 - The report must include a description of the professional development activities completed in the year of the report, not only the plan itself (i.e., the FY17 report should include activities completed in FY17).
 - This section must include ALL individuals in such roles.
- Professional development plan and implementation for school's licensed staff
 - The report must include a description of the professional development activities completed by the school's licensed staff in the year of the report, not only the plan itself (i.e., the FY17 report should include activities completed in FY17).
- Board training
 - The report must include information on the specific board training completed by EACH board member.
 - Be specific and comprehensive. Include name of board member, training topic or title, date, and trainer.
 - If a board member attended no training, indicate as such.
- Board approval of annual report
 - The board should approve the annual report prior to submission to ACNW and the school community.
 - FY17 Annual Report is due to ACNW by November 1, 2017. Plan completion of the report and board approval accordingly.
 - The report must also be distributed to the school community (staff and families) and posted to the school's website by November 1, 2017.
- Implementation of statutory purposes
 - Include both primary purpose and additional purpose(s) as outlined in the school's charter contract.
- Implementation of EE goals
 - Provide a narrative overview of the school's EE program and how it is increasing students' environmental literacy, as well as how the school applies EE values and strategies to the needs and unique aspects of the school's educational program and/or student population.
- WBWF areas
 - Report on WBWF applicable goal areas (ready for kindergarten, reading well by third grade, achievement gap closure, career and college readiness, graduation). This can be done through the academic goal reporting section.
 - Include information on educational effectiveness, assessment and evaluation.
 - Report student and parent satisfaction data.
- Current year staffing
 - Please ensure that the current year staffing (FY18) is included in the report in addition to prior year staffing (FY17).

Additional areas:

- Report to the school community
 - The annual report should tell a comprehensive story to multiple stakeholders (parents, community members, general public, staff, legislators, and authorizer); it is not about meeting minimal compliance requirements, but providing a high quality report about your school's performance to interested parties.
- Use the template provided by ACNW for the appropriate year
 - Some requirements change per statute, MDE requirements, or the charter contract. Be sure to use or reference the ACNW FY17 WBWF and Annual Report Template and Guidance.
- Repeating language exactly from previous years' reports
 - We encourage you to leverage information and language from previous years' reports; however, ensure that the report is an accurate portrayal of FY17 and not a clone of previous years' reports.
 - Please be sure that dates accurately reflect the correct year (i.e., information on FY16 labeled as 2014-15 makes it unclear whether the data is actually from the previous year or if it is repeated language from a previous year that has not been updated).
- Submitting a scanned PDF as opposed to a file converted to PDF
 - Printed and scanned reports lose significant visual quality and are not searchable.
 - Convert the final Word document to PDF through Adobe or free online PDF converters (such as CutePDF).