

# **APPENDIX M**

## **MODEL ACCOUNTABILITY REPORT**

**SCHOOL NAME**

**PREPARED FOR**

**OFFICE OF CHARTER SCHOOLS  
UNIVERSITY OF WISCONSIN-MILWAUKEE**

## **1.0 SCHOOL PROFILE**

- 1.01 School Name
- 1.02 School Address
- 1.03 Charter Holder
- 1.04 Board President
- 1.05 Administrator
- 1.06 Date Charter Approved
- 1.07 Date School Opened
- 1.08 Describe the major emphasis of the school.
- 1.09 Briefly describe the school's educational program.
- 1.10 Briefly describe the school's plan for meeting the needs of special education students.
- 1.11 List each federal program for which the school receives funding and briefly describe how the funds will be used.
- 1.12 Describe the programs which create a school culture of empowerment and learning.
- 1.13 Describe partnerships established by the school.
- 1.14 Describe major fund raising efforts and the results of these efforts.

### 1.15: Programs and Policies

Program	Yes	No
Year Around Calendar		
Lunch Served		
Breakfast Served		
Transportation Provided		
Uniform Required		
Dress Code Requirement		
Pre-K Day Care On Site		
Before School Care On Site		
After School Care On Site		

### 1.16: Facilities

School Facility	Yes	No
Gymnasium		
Cafeteria		
Auditorium		
Library		
Computer Laboratory		
Science Laboratory		
Owned By School		
Leased By School		
Square Footage		
Lease Rate Per Square Foot		
Lease Annual Cost		
Includes: Utilities __, Cleaning __, Maintenance __, Telecom __, Security __.		

### 1.17: Calendar (Days and Hours of Instruction)

		Grade(s) __	Grade(s) __	Grade(s) __
1	Grade Levels			
2	Start Time of Student Instructional Day			
3	End Time of Student Instructional Day			
4	Start-To-Close Instructional Day Minutes (Lines 3 - 2)			
5	Number of Minutes for Lunch			
6	Recess Time in Excess of 30 Minutes			
7	Number of Instructional Minutes Per Day (Lines 4 -5 -6)			
8	Total Number of Days In Teacher Calendar			
9	Number of Teacher Pre-service/Professional Development Days			
10	Number of Parent/Teacher Conference Days			
11	Number of Student Instructional Days (Lines 8 -9 -10)			
12	Total Instructional Minutes Per Year (Lines 7 x 11)			
13	Late Arrival/Early Release Minutes for Professional Development			
14	Total Instructional Minutes (Lines 12 - 13)			
15	Hours of Instruction Per Year (Lines 12 / 60)			



## **2.0 OPPORTUNITIES FOR IMPROVEMENT**

Opportunities of improvement are determined through needs analysis of each area of the Criteria. (The number of opportunities for improvement is illustrative only. Multiple opportunities will probably be identified for each criteria.)

### 2.1 Leadership

#### 2.1.1 Opportunity for Improvement #1

### 2.2 Strategic Planning

#### 2.2.1 Opportunity for Improvement #2

### 2.3 Student, Stakeholder, and Market Focus

#### 2.3.1 Opportunity for Improvement #3

### 2.4 Information and Analysis

#### 2.4.1 Opportunity for Improvement #4

### 2.5 Faculty and Staff Focus

#### 2.5.1 Opportunity for Improvement #5

### 2.6 Process Management

#### 2.6.1 Opportunity for Improvement #6

### 2.7 Organizational and Performance Results

#### 2.7.1 Opportunity for Improvement #7

## **3.0 STRATEGIC PLAN**

3.1 School Mission

3.2 School Core Values

3.3 School Vision

3.4 Strategic Goals

(Determined through prioritization of opportunities for improvement.)

(The number of strategic goals is illustrative only.)

3.4.1 Strategic Goal #1

3.4.2 Strategic Goal #2

3.4.3 Strategic Goal #3

3.4.4 Strategic Goal #4

3.4.5 Strategic Goal #5

3.4.6 Strategic Goal #6

## **4.0 Annual School Improvement Goals**

(Flow from the strategic goals and identify improvement efforts to be undertaken during the fiscal year.)  
(The number of annual school improvement goals is illustrative only.)

### 4.1 Annual School Improvement Goal #1

**(Items 1 through 8 stated below are repeated for each goal.)**

4.1.1 Strategic Goals Addressed

4.1.2 Background Analysis

4.1.3 Key Indicators of Success

4.1.4 Approach

4.1.5 Deployment

4.1.6 Data Collection Plan

4.1.7 Results

4.1.8 Analysis of Results

### 4.2 Annual School Improvement Goal #1

### 4.3 Annual School Improvement Goal #2

### 4.4 Annual School Improvement Goal #3

## 5.0 STUDENT DEMOGRAPHICS

5.1: Student Enrollment by Year (DPI Third Friday September Count)

Year	
# Students	

5.2: Student Enrollment by Grade (DPI Third Friday September Count)

Grade	03	4K	5K	1	2	3	4	5	6	7	8	9	10	11	12
# Students															

5.3: Student Enrollment by Ethnic and Gender Designations (DPI Third Friday September Count)

Grade	3K		4K		5K		01		02		03		04		05	
Ethnicity	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Asian																
Black																
Hispanic																
White																
American Indian																
Other																

5.3: Student Enrollment by Ethnic and Gender Designations – *Continued*

Grade	06		07		08		09		10		11		12	
Ethnicity	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Asian														
Black														
Hispanic														
White														
American Indian														
Other														

5.4: Student Enrollment by Zip Code (DPI Third Friday September Count)

Zip Code	532__	532__	532__	532__	532__	532__	532__	532__
# Students								



5.5: Special Education Enrollment (December 1 Count)

Grade	03	4K	5K	1	2	3	4	5	6	7	8	9	10	11	12
Total School Enrollment															
Special Education Enrollment															
Autism															
Cognitively Disabled															
Deaf or Blind															
Emotional/Behavior Disability															
Hearing Impaired															
Orthopedically Impaired															
Other Health Impaired															
Significant Developmental Delay															
Special Learning Disabled															
Speech and Language															
Traumatic Brain Injury															
Visually Impaired															

5.6: Special Education Enrollment (December 1 Count) *PAST YEARS Recorded Below*

Year	AUT	CD	DB	EBD	HI	ORI	OHI	SDD	SLD	SLI	TBI	VI	TOTAL

5.7: Special Education Entry/Exit

Year	Total SE	Transfers In	Transfers Out	Initial Referrals	Identified From Referrals	Dismissals	Total Year End

5.8: Percent Average Daily Attendance (Derived From DPI ADA Data)

Year	
Percent	

5.9: Number of Students Promoted or Retained

Grade	03	4K	5K	1	2	3	4	5	6	7	8	9	10	11	12
Total Number Promoted															
Total Number Retained															
Regular Education Promoted															
Regular Education Retained															
Special Education Promoted															
Special Education Retained															

A student graduating from the school is considered to be promoted.

5.10: Student Mobility

	2006-07	2007-08	2008-09	2009-10	2010-11	2011-12
Number of New Enrollees During School Year						
	2007-08	2008-09	2009-10	2010-11	2011-12	
Number of Student Who Returned (Counted on 3rd Friday)						
Number of Students Who Did Not Return						
Number of Students Who Graduated At End Of Prior Year						
	2008-09	2009-10	2010-11	2011-12		
Number of Student Who Returned (Counted on 3rd Friday)						
Number of Students Who Did Not Return						
Number of Students Who Graduated At End Of Prior Year						
	2009-10	2010-11	2011-12			
Number of Student Who Returned (Counted on 3rd Friday)						
Number of Students Who Did Not Return						
Number of Students Who Graduated At End Of Prior Year						
	2010-11	2011-12				
Number of Student Who Returned (Counted on 3rd Friday)						
Number of Students Who Did Not Return						
Number of Students Who Graduated At End Of Prior Year						
	2011-12					
Number of Student Who Returned (Counted on 3rd Friday)						
Number of Students Who Did Not Return						
Number of Students Who Graduated At End Of Prior Year						

5.11: Number and Percentage of Students Qualifying for Free and/or Reduced Lunch

Year	# Students	# R Lunch	% R Lunch	# F Lunch	% F Lunch	# Total F&R	% Total

5.12: Student Participation in School Sponsored Activities

Year	Activity Code 1	Activity Code 2	Activity Code 3	Activity Code 4	Activity Code 5	Activity Code 6

Add code with activity code here:

01: \_\_\_\_\_ 06: \_\_\_\_\_  
 02: \_\_\_\_\_  
 03: \_\_\_\_\_  
 04: \_\_\_\_\_  
 05: \_\_\_\_\_

5.13: Student discipline by infraction

Year	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	Total

Infraction Code:

01 – Inappropriate Dress	02 – Tardiness	03 – Insubordination	04 – Disruption
05 – Disrespect	06 – Harsh Teasing	07 – Use of Obscenities	08 – Use of Ethnic Slurs
09 – Bullying	10 – Fighting	11 – Assault of Student	12 – Assault of Employee
13 – Sexual Assault	14 – Possession/Use of Drugs	15 – Possession/Use of Weapons	16 – Other

5.14: Percentage of Students Identified as Being Habitually Truant (State Legal Definition)

*Regular Education / Special Education*

Grades	Number of Students	
	Regular	Special
3		
4K		
5K		
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		

5.15: Number of Students Suspended Out of School

*Regular Education / Special Education*

Grades	Number of Students		Number of Suspensions		Number of Days	
	Regular	Special	Regular	Special	Regular	Special
3						
4K						
5K						
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						

5.16: Number of Students Expelled

*Regular Education / Special Education*

Grades	Number of Students	
	Regular	Special
3		
4K		
5K		
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		

## 6.0 FACULTY AND STAFF DEMOGRAPHICS

### 6.1 FTE of Faculty Members by Position (September Third Friday) \*

Year	AR	AP	CR	ED	FL	LB	MU	OT	P	PE	RS	SE	SL	SP	SW

\* FTE - Full Time Equivalent Includes administrators

#### Faculty Code (Codes are illustrative and may be modified.)

AR – Art	FL – Foreign Language	P – Principal	SL – Speech/Language
AP – Assistant Principal	LB – Librarian	PE – Physical Education	SP – School Psychologist
CR – Regular Education	MU – Music	RS – Resource Teacher	SW – Social Worker
ED – Executive Director	OT – Occupational Therapist	SE – Special Education	

### 6.2 FTE of Staff Members by Position (September Third Friday) \*

Year	AA	AC	BM	CR	FS	MN	SE	SEA

\* FTE - Full Time Equivalent

#### Staff Code (Codes are illustrative and may be modified.)

AA – Administrative Assistant	CR – Classroom Aide	SE – Security
AC – Academic Program Coordinator	FS – Food Service	SEA – Special Education Aide
BM – Business Manager	MN – Maintenance	

### 6.3 Faculty Gender and Ethnic Percentage (September Third Friday) \*

Gender	Asian	Black	Hispanic	Native American	White	Other
M						
F						

\* Based on number of individuals, not FTE.

### 6.4 Staff Gender and Ethnic Percentage (September Third Friday) \*

Gender	Asian	Black	Hispanic	Native American	White	Other
M						
F						

\* Based on number of individuals, not FTE.

### 6.5 Percent Average Daily Attendance of Faculty

Year	
Percent	

Note: Total ADA is not an average of monthly ADA. It must be calculated separately.

### 6.6 Percent Average Daily Attendance of Staff

Year	
Percent	

Note: Total ADA is not an average of monthly ADA. It must be calculated separately.

### 6.7: Faculty Mobility

	2006-07	2007-08	2008-09	2009-10	2010-11	2011-12
Number of New Faculty Hires During School Year						
	2007-08	2008-09	2009-10	2010-11	2011-12	
Number of Returning Faculty During School Year						
Number of Faculty Who Resigned						
Number of Faculty Who Were Dismissed						
	2008-09	2009-10	2010-11	2011-12		
Number of Returning Faculty During School Year						
Number of Faculty Who Resigned						
Number of Faculty Who Were Dismissed						
	2009-10	2010-11	2011-12			
Number of Returning Faculty During School Year						
Number of Faculty Who Resigned						
Number of Faculty Who Were Dismissed						
	2010-11	2011-12				
Number of Returning Faculty During School Year						
Number of Faculty Who Resigned						
Number of Faculty Who Were Dismissed						
	2011-12					
Number of Returning Faculty During School Year						
Number of Faculty Who Resigned						
Number of Faculty Who Were Dismissed						

### 6.8 Staff Mobility

	2006-07	2007-08	2008-09	2009-10	2010-11	2011-12
Number of New Staff Hires During School Year						
	2007-08	2008-09	2009-10	2010-11	2011-12	
Number of Returning Staff During School Year						
Number of Staff Who Resigned						
Number of Staff Who Were Dismissed						
	2008-09	2010-11	2010-11	2011-12		
Number of Returning Staff During School Year						
Number of Staff Who Resigned						
Number of Staff Who Were Dismissed						
	2009-10	2011-12	2011-12			
Number of Returning Staff During School Year						
Number of Staff Who Resigned						
Number of Staff Who Were Dismissed						
	2011-12					
Number of Returning Staff During School Year						
Number of Staff Who Resigned						
Number of Staff Who Were Dismissed						

### 6.9 Classroom Pupil/Teacher Ratios \*

Grade	3K	4K	5K	1	2	3	4	5	6	7	Average
2006-07											

\* Number of pupils in grade divided by the FTE of regular education teachers assigned to the grade.

### 6.10 Staffing Ratios\*

		A	B	C	D
1	Personnel Type	Total Employees	Faculty	Staff	Administrators
2	Number of Personnel				
3	Student/Personnel Ratios				
4	Number of Students				

\* Divide the number of students (Box 4A) by the number of employees in each classification (Boxes 2A, 2B, 2C, 2D).



6.11 Teacher I (FTE \_\_\_\_ ) Special Education Case Load (December 1 Count) Duplicate for Each Special Education Teacher

Grade	03	4K	5K	1	2	3	4	5	6	7	8	9	10	11	12
Total School Enrollment															
Special Education Enrollment															
Autism															
Cognitively Disabled															
Deaf or Blind															
Emotional/Behavior Disability															
Hearing Impaired															
Orthopedically Impaired															
Other Health Impaired															
Significant Developmental Delay															
Special Learning Disabled															
Speech and Language															
Traumatic Brain Injury															
Visually Impaired															

## 7.0 SATISFACTION

Satisfaction Surveys are presented in Appendix I.

### 7.1 Parent-Teacher Conference Attendance

Conference Period	Face-To-Face Conference At			Media Conference	
	School	Home	Other	Telephone	Other

### 7.2 Student Satisfaction (Note: The Office of Charter Schools will provide these data.)

Safety and Discipline	Care
Learning	Success
Friendship and Respect	

### 7.3: Parent Satisfaction (Note: The Office of Charter Schools will provide these data.)

Quality of Education	Feeling Welcome
Expectations	Information
Challenge	Involvement
Communication	Care for Students

### 7.4: Faculty Satisfaction (Note: The Office of Charter Schools will provide these data.)

Leadership	Measurement/Knowledge
Strategic Planning	Faculty Focus
Student/Stakeholder/Market	Process Management

## **8.0 STUDENT ACHIEVEMENT RESULTS**

(Student achievement data presented will vary from school to school depending on assessment process in place.)

8.1 State test results (\* Note: The Office of Charter Schools will provide these data.)

8.2 Standardized test results

8.3 Benchmark test results

8.4 Portfolio and observation results

**9.0 FINANCIAL RESULTS** (\* **Note:** this information is to be provided through the annual audit report.  
Financial category detail is presented in Appendix J.

9.1 Total Revenue

CATEGORY	TOTAL	PER PUPIL
State per Pupil Aid		
Special Education		
Federal Funds (see (b) below)		
Grants		
Donations From Sponsor		
Other Donations		
Other Revenue		
<b>Total</b>		

9.2 Federal Revenue (Break Out)

CATEGORY	TOTAL	PER PUPIL
Title I		
Title II		
Title III		
Title IV		
Title V		
Title VI		
Other Federal Funds (List each source individually, for example, Safe and Sound grant)		
<b>Total</b>		

9.3 Total Expenditures

CATEGORY	TOTAL	PER PUPIL
Instruction		
Instructional Support		
Pupil Services		
Administration		
Board*		
Facilities		
Contracted Services		
Debt Service		
Other Expenditures		
<b>Total</b>		

\*Report Administration Expenses and School Board Expenditures separately if the School is operated under a management contract

9.4 Fund Balance

	July 1 (Current Year)	June 30 (Current Year)	Difference	Cumulative Fund Balance
Fund Balance				

9.5 Revenue Per Pupil *PAST YEARS*

Year	State/Pupil	Special Education	Federal	Grants	Sponsor Donations	Other Donations	Other	Total

9.6 Breakout of Federal Revenue *PAST YEARS*

Year	Title I	Title II	Title III	Title IV	Title V	Title VI	Other

9.7 Expenditures Per Pupil \*Board *PAST YEARS*

Year	Instruction	Instruction Support	Pupil Service	*Board	Admin/ Board	Facilities	Contracted Services	Debt Service	Other	Total

\*Report Administration Expenses and School Board Expenditures separately if the School is operated under a management contract

# 10.0 CONTRACT COMPLIANCE RESULTS

## 10.1 Contract Compliance Record (\* Note: The Office of Charter Schools will provide these data.)

Date Due	Requirement Item	Date Submitted
07/01	School Year Calendar and Days and Hours of Instruction <i>(Provide again if changes are made)</i> <a href="#">CONTRACT Section 4.12 &amp; Appendix B</a>	
08/01	Certified Public Accountant Contact Information (Performing Annual Audit) <a href="#">CONTRACT Section 3.1(11), Section 4.11 &amp; Appendix B</a>	
08/01	Annual School Accountability Progress Report for Previous Year <a href="#">CONTRACT Section 5.3(2)(d) &amp; Appendix B</a>	
09/01	Annual School Accountability Plan for Current Year <a href="#">CONTRACT Section 5.3(2)(c) &amp; Appendix B</a>	
09/01	List of Current Board <b>and</b> Administrative Team Members <a href="#">CONTRACT Section 3.1(2), 3.1(6) &amp; Appendix B</a>	
10/01	Letter certifying compliance with Staff Background Check Requirements <a href="#">CONTRACT Section 4.3 &amp; Appendix B</a>	
10/01	DPI FORM <b>MC1567</b> Third Friday in September Enrollment Report <b>and</b> Enrollment by Grade Showing Number of Students ___ and FTE ___ <a href="#">CONTRACT Section 4.4, Section 4.14 &amp; Appendix B</a>	
10/31	Annual Financial Audit (Includes Section 9.0) <a href="#">CONTRACT Section 3.1(11), Section 4.11 &amp; Appendix B</a>	
10/31	First Quarter Administrative Fee Payment <a href="#">CONTRACT Section 4.6 &amp; Appendix B</a>	
12/01	DPI FORM <b>PI9550-IIC</b> Highly Qualified Teacher Plan <a href="#">CONTRACT Section 4.14</a>	
12/17	DPI FORM <b>PI1202</b> Fall Staff Report <a href="#">CONTRACT Section 4.14 &amp; Appendix B</a>	
12/31	Second Quarter Administrative Fee Payment <a href="#">CONTRACT Section 4.6 &amp; Appendix B</a>	
02/01	DPI FORM <b>MC1567</b> Second Friday January Pupil Count Report <a href="#">CONTRACT Section 4.14 &amp; Appendix B</a>	
04/15	Third Quarter Administrative Fee Payment <a href="#">CONTRACT Section 4.6 &amp; Appendix B</a>	
05/15	Pupil Membership Audit <a href="#">CONTRACT Section 4.14 &amp; Appendix B</a>	
06/01	WKCE Test Results: Data, ID Code and ID Code Verification <a href="#">CONTRACT Section 3.1(5)(a) &amp; Appendix B</a>	
06/01	Proposed Budget for Coming Year <a href="#">CONTRACT Section 6.1 &amp; Appendix B</a>	
06/15	Fourth Quarter Administrative Fee Payment <a href="#">CONTRACT Section 4.6 &amp; Appendix B</a>	
<b>Non Dated Requirement Item</b>		
	Insurance Coverage Summary/Certificate <i>(Provide again if changes are made)</i> <a href="#">CONTRACT Section 3.1 (14) &amp; Appendix B</a>	
	Strategic Plan Initial/Revised <i>(Provide updates whenever plan is modified)</i> <a href="#">CONTRACT Section 5.3(2)(a) &amp; Appendix B</a>	
	Vendor Subcontracts <b>over \$5,000</b> <i>(Submit when existing contracts expire or are modified)</i> <a href="#">CONTRACT Section 5.1 (Management), Section 4.8 (Transportation), Section 4.10 (Access to Records) &amp; Appendix B</a>	
	Tax Exempt Status under IRC 501(c)(3), Non-Stock Corp. Bylaws, and ALL Current Board Policies/Procedures in Bylaws <i>(Provide again if changes are made)</i> <a href="#">CONTRACT Section 4.2 &amp; Appendix B</a>	
	Copy of all Board Minutes /Agendas <b>within 45 days of publishing throughout school year – submit any remaining prior school year minutes/agendas by 6/30</b> - Minutes last in for: _____ <a href="#">CONTRACT Section 6.2 (1) &amp; Appendix B</a>	
	Copy of notices for: <i>(Provide again if changes are made)</i> <a href="#">CONTRACT Section 7.6</a> ◆ All School Admission Lotteries for Current Year ◆ Annual Meeting Notice for Current Year	
	Initial Building Title/Lease <i>(Provide again if changes are made)</i> <a href="#">CONTRACT Section 7.4 &amp; Appendix B</a>	
	Initial Building Occupancy <i>(Provide update if modified)</i> <a href="#">CONTRACT Section 7.4 &amp; Appendix B</a>	

## **11.0 ORGANIZATIONAL ACTIVITIES AND RESULTS** (Due August 1 of Each Year)

### 11.1 Organizational Activity and/or Result Information

In this section, the school can add any information regarding organization activities and/or results which should be considered in an evaluation.