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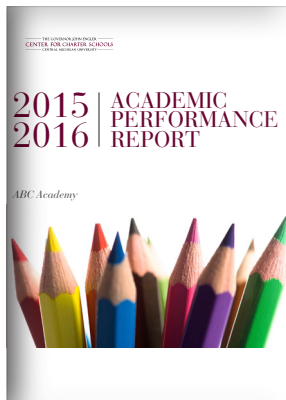
*ASK THE EXPERTS:*  
**HOW TO MAKE ANNUAL REPORTS  
WORK FOR YOUR OFFICE**

2016 NACSA LEADERSHIP CONFERENCE | OCTOBER 25, 2016

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# CMU'S APPROACH TO PERFORMANCE REPORTING

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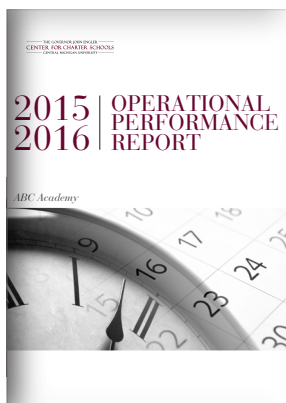


## PURPOSE OF PERFORMANCE REPORTS

- Clearly and consistently communicate the performance of a school in relationship to the expectations outlined in the charter contract
- Educational Tool for board members and administrators
- Transparency (boards, administration/staff, parents, public)
- Decision Making
- Strategic Planning

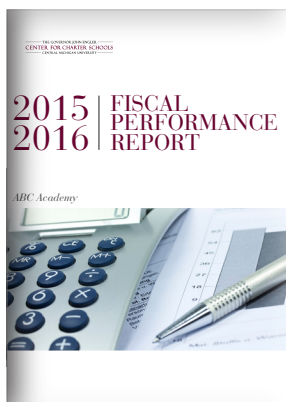
## AUDIENCE

- CMU (Board of Trustees, Authorizing Office)
- Schools (Board members, Administration, Management, Parents)
- Public



## ACADEMIC PERFORMANCE REPORT (APR)

- Released in June
- Educational goal performance
- State assessments (supplement—released in the fall)
- Comparative Data (Composite Resident District and other schools)

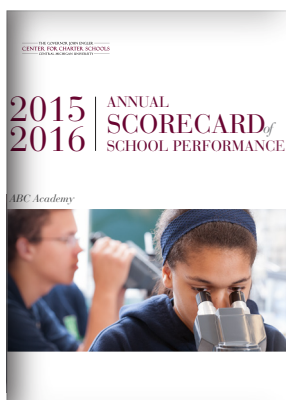


## OPERATIONAL PERFORMANCE REPORT (OPR)

- Released in August
- Compliance with the charter contract
- Compliance with applicable law

## FISCAL PERFORMANCE REPORT (FPR)

- Released in February
- Illustrate trending, comparability and overall fiscal health
- Provide information for planning purposes



## SCORECARD

- Released in February
- Overview and summary of academic, operational and fiscal reports

## TIMING

- Released as data becomes available

## RESOURCES

- Project team consisting of subject matter experts, data analysts, graphic designer and a project manager

# OUR APPROACH TO PERFORMANCE REPORTING

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Purpose of our performance reports:

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Audience for performance reports:

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What are we currently doing for performance reporting?

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What would we like to be doing for performance reporting?

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Challenges:

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Ideas:

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# PERFORMANCE REPORT CONTENT DEVELOPMENT

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## KEY QUESTIONS TO CONSIDER:

What are the expectations or metrics that are identified that would be beneficial?

What is the source of expectations/metrics (Charter Contract, Law, etc.)?

What do you want to measure and display?

## ACADEMIC

## OPERATIONAL/COMPLIANCE

# PERFORMANCE REPORT CONTENT DEVELOPMENT

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BOARD

FISCAL

OTHER

# DEVELOPMENT

EXPECTATION/ METRIC	SOURCE	DATA SOURCE (Available?)	DATA TIMING (consider Student Level Data reporting requirements)	DISPLAY (Chart, Indicator, Narrative)
Example: Students 3+ years at the school achievement designated benchmarks in reading and math.	Charter Contract	Computer Adaptive Test scores; three years Available: Yes	May-June	Bar chart and donut chart; bar chart of average scaled scores and donut chart of percent proficient; three years of data Scorecard: above and indicator
Example: Compliance Submissions completed at least 90% on-time AND 100% within five days.	Charter Contract	Epicenter compliance percentages Available: Yes	Anytime; for OPR pulled July 8	Data table, pie chart and green/red indicator
Example: Schools will remain fiscally viable.	Charter Contract	Audit Available: Yes	November	Data table and line chart
Example: School Board Demographics	Board Member Application	Database Available: Yes	Anytime; for OPR pulled July 8	Data table
Example: Number of Board Position Vacancies	Charter Contract (Bylaws)	Database Available: Yes	Anytime; for OPR pulled July 8	Bar chart
Example: Board Attendance	Board Meeting Minutes	Database Available: Yes	Anytime; for OPR pulled July 8	Bar chart
Example: Management Structure	Charter Contract (Schedule 5 – ESP Agreement)	Database Available: Yes	Anytime; for OPR pulled July 8	Table – standard display in all of the Performance Suite Reports
Example: Charter Contract Timeline	Charter Contract	Database Available: Yes	Anytime; for OPR pulled July 8	Table – includes key changes (if any) made during the specific Contract terms

*\*The above are just a few examples and are not all inclusive of what is presented in the CMU performance reports.*

# DEVELOPMENT

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<b>EXPECTATION/ METRIC</b>	<b>SOURCE</b>	<b>DATA SOURCE</b> (Available?)	<b>DATA TIMING</b> (consider Student Level Data reporting requirements)	<b>DISPLAY</b> (Chart, Indicator, Narrative)

# PLANNING

What resources do we need to produce performance reports? What are our current strengths and weaknesses in working toward production of performance reports?

*Example: Project team—content experts, data analyst, project manager, graphics*

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What are the challenges and how can we overcome them?

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# PLANNING

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## Timing of Production and Report Delivery

*Example: CMU develops a production schedule for each report to ensure all activities are aligned and individuals are working towards the report delivery goal. This schedule is highly detailed and constantly refined to maximize production efficiency.*

*Each report is provided in electronic and printed form, presented and discussed at individual school board meetings. Large presentation events are held where the report's subject matter expert provides the details of the report and how schools can use the material to drive informed decision making. Electronic copies are also publically available via the CMU website.*

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# NOTES

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———— THE GOVERNOR JOHN ENGLER ————  
**CENTER FOR CHARTER SCHOOLS**  
———— CENTRAL MICHIGAN UNIVERSITY ————

THE GOVERNOR JOHN ENGLER CENTER FOR CHARTER SCHOOLS  
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