

Charter Schools - 2018 Annual Report Form

1. INSTRUCTIONS

All charter schools are required by law to submit an Annual Report to the Georgia Department of Education by November 1 of each year [O.C.G.A. §20-2-2067.1(c)].

Your charter school's 2018 Annual Report requirement will be satisfied by completing the required tabs in this Charter Schools Annual Report Form and submitting this Form along with required attachments (see Table 1 below) via email no later than 12:00 Midnight on Thursday, November 1, 2018 (see submission instructions below).

OUTLINE

Tab 1: Instructions

Tab 2: School Information

Tab 3: Governing Board

Tab 4: Governance Accountability

Tab 5: Academic Accountability

Tab 6: Operations

Tab 7: Innovations

Tab 8: Use of Flexibility

REQUIRED ATTACHMENTS

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You must submit up to five required items via a single email no later than Midnight, Thursday, November 1, 2018 to satisfy your charter school's annual report requirements as follows:

Attachment 1: This Annual Report Form with answers to all the questions including all 2018-19 answers

Attachment 2: Proof of 2018 Georgia non-profit status

Attachment 3: Audit Report (audited financial statements)

Attachment 4: Signed and Notarized Governing Board Training Affidavit

Attachment 5: Signed and Notarized Annual Report Submission Affidavit

TABLE 1 WHICH ATTACHMENTS IS YOUR CHARTER SCHOOL REQUIRED TO SUBMIT?					
	Att. 2	Att. 3	Att. 4	Att. 5	
8	Proof of 2017 GEORGIA non- profit status	Audit Report	Governing Board Training Affidavit	Annual Report Submission Affidavit	
9	If your school is a...				
10	A. <u>Conversion</u> charter school + Charter is NOT YET held by a Georgia non-profit AND + School is INCLUDED in your local school system audit	NO	NO	YES	YES
11	B. <u>Conversion</u> charter school + Charter is held by a Georgia non-profit AND + School is INCLUDED in your local school system audit	YES	NO	YES	YES
12	C. <u>Conversion</u> charter school + In your first year of operation AND + Charter is held by a Georgia non-profit AND + School is NOT included in local school system audit	YES	NO	YES	YES
13	D. <u>Conversion</u> charter school + In your second or later year of operation AND + Charter is held by a Georgia non-profit AND + School is NOT included in local school system audit	YES	YES	YES	YES
14	E. <u>Start-up</u> charter school + In your first year of operation AND + No Revenues or Expenditures in previous year	YES	NO	YES	YES
15	F. <u>Start-up</u> charter school + In your first year of operation AND + Your school had Revenues or Expenditures in the previous year	YES	YES	YES	YES
16	G. <u>Start-up</u> charter school + In your second or later year of operation	YES	YES	YES	YES

INSTRUCTIONS FOR SUBMITTING REQUIRED ATTACHMENTS

To properly submit Attachment 1: Annual Report Form you must perform the following steps.

STEP ONE: Before you go any further, save this Excel spreadsheet on your computer. To do this:

Pull down the File menu from the upper left of your screen

Press "Save As"

Select "Desktop" or whatever location you chose on your computer

Enter "Your Charter School Name - Annual Report 2017" -- *but be sure to enter the actual name of your school instead of "Your Charter School Name". Be sure to put your school name FIRST, as in the example.*

Press Save.

STEP TWO: Answer all the questions in Tabs 2-8.

Be sure to Save your file frequently while you are working on it so that you don't lose any of your answers.

STEP THREE: Once you have answered the questions, Save your file one last time.

STEP FOUR: Attach your completed file to an email addressed to kpritchard@doe.k12.ga.us along with the Attachments (2 ,3, 4, and 5) that you are required to submit (*see Table 1 at lines 8-12 above*) .

STEP FIVE: Enter *Annual Report 2018 - Your School Name* as the Subject line of your cover email (be sure to replace "Your School Name" with the actual name of your school - -and be sure to put your school name first in the title of your Attachment 1 file).

STEP SIX: Indicate in your cover email what files you have attached to your email.

STEP SEVEN: Please indicate in your cover email which group (A-G) your school is in (*see Table #1 at lines 8-12 above*).

STEP EIGHT: Press Send.

STEP NINE: Check to be sure you receive an email within one business day from kpritchard@doe.k12.ga.us in which we confirm that we received your submission.

STEP TEN: Check to be sure that you receive a follow-up email within TEN business days.

Once we receive your initial submission, we will review it to see if you answered all required questions and submitted all required attachments.

We will then send you a follow-up email saying your submission was complete or that your submission is rejected.

If your submission is rejected, you will have to address the issues raised and then resubmit a completed Annual Report Form and attachments before the November 1, 2018 deadline.

PLEASE NOTE: Your legal obligation to submit your Annual Report is not met until you receive a follow-up email confirming that your submission is complete.

You should therefore not wait until November 1 to submit your Annual Report -- since you may have missed something and therefore would have no time to revise and resubmit your Annual Report Form and attachments.

We strongly recommend that you start answering the questions in Tabs 2-8 IMMEDIATELY upon receipt of this file.

41	To properly submit <u>Attachment 2: Proof GEORGIA of non-profit status</u> you must perform the following steps.
42	<u>STEP ONE:</u> Open an Internet browser window on your computer and go to https://ecorp.sos.ga.gov/BusinessSearch
43	<u>STEP TWO:</u> Type in your charter school's name.
44	<u>STEP THREE:</u> Click on your school to bring up your most recent Annual Registration Form.
45	<u>STEP FOUR:</u> Save your Annual Registration Form as a PDF file with and name the PDF file <i>Your School Name - non-profit</i> .
46	<u>STEP FIVE:</u> Attach the PDF file you saved in STEP FOUR (<i>at Line #41 above</i>) to the email you are sending us with your Annual Report Form (<i>see Line #26 above</i>).

47	To properly submit <u>Attachment 3: Audit Report</u> you must perform the following steps.
48	O.C.G.A. 20-2-2065(b)(7), the State Board of Education charter rules, and your charter contract require that you submit an independent Audit Report conducted by the State Auditor or a Georgia licensed CPA.
49	<u>NOTE:</u> The Audit Report must include the opinion of the auditor as regards the accuracy of your school's accounting records, financial position, change in financial position, compliance with rules of various governing entities, including GAGAS (Generally Accepted Government Auditing Standards (the "Yellow Book") or, for those schools not yet converted to GAGAS, compliance with GAAP (Generally Accepted Accounting Principles). Charter Schools as defined by O.C.G.A. 20-2-2062 are public schools, therefore the Governmental Accounting Standards Board (GASB) Statements and Interpretations constitute GAAP.
50	If your school's audit firm cannot complete your audit in time to submit it by November 1, 2018, then you must submit your school's <u>unaudited</u> financial statements (Statement of Net Assets, Statement of Activities, and all Fund Financial Statements that have yet to be audited) by November 1, 2018 <u>along with a letter from your auditor</u> explaining why the deadline will not be met -- and then submit the Audit Report when it is <u>completed</u> .
51	If this applies to your school, please note that your school's legal obligations are not met unless you <u>BOTH</u> submit the unaudited financial statements by November 1, 2018 <u>AND</u> then submit the Audit Report when it is completed.
52	<u>STEP ONE:</u> Request that your Auditor present to you in a PDF file your FY 2018 Audit Report or (<i>if your Audit will not be done by November 1</i>) your FY 2018 unaudited financial statements with a letter explaining why the audit will not be done on time.
53	<u>STEP TWO:</u> Name the files <i>Your School Name - 2018 Audit Report</i> and attach the PDF file(s) you received from your Auditor in STEP ONE to the email you are sending us with your Annual Report Form.

54 To properly submit Attachment 4: Signed Governing Board Training Affidavit you must perform the following steps.

55 STEP ONE: Save this Word Document on your computer. To do this:

56 Pull down the File menu from the upper left of your screen

57 Press "Save As"

58 Select "Desktop" or whatever location you chose on your computer

59 Enter "Your Charter School Name - Governing Board Training Affidavit 2018" -- *but be sure to enter the actual name of your school instead of "Your Charter School Name", and put the school name first*

60 Press Save.

61 STEP TWO: Fill out the name of your school in the document

62 STEP THREE: Print the Affidavit

63 STEP FOUR: Have your governing board chair sign and the Affidavit in front of a notary public

64 STEP FIVE: Scan and save into a PDF file your signed "Your Charter School Name - Governing Board Training Affidavit 2018" -- but be sure to enter the actual name of your school instead of "Your Charter School Name", and put the school name first

65 STEP SIX: Attach your signed and notarized Governing Board Training Affidavit file to the email you are sending with your Annual Report Form.

66 To properly submit Attachment 5: Signed Annual Report Submission Affidavit you must perform the following steps.

67 STEP ONE: Save this Word Document on your computer. To do this:

68 Pull down the File menu from the upper left of your screen

69 Press "Save As"

70 Select "Desktop" or whatever location you chose on your computer

71 Enter "Your Charter School Name - Annual Report Submission Affidavit 2018" -- *but be sure to enter the actual name of your school instead of "Your Charter School Name", and put the school name first*

72 Press Save.

73 STEP TWO: Fill out the name of your school in the document

74 STEP THREE: Print the Affidavit

75 STEP FOUR: Sign and have notarized the Affidavit

76 STEP FIVE: Scan and save your signed Annual Report Submission Affidavit with "Your Charter School Name - Annual Report Submission Affidavit 2018" -- but be sure to enter the actual name of your school instead of "Your Charter School Name", and put the school name first

77 STEP SIX: Attach your signed and notarized Annual Report Submission Affidavit file to the email you are sending with your Annual Report Form (*see Line #26 above*).

78	Documents or Information you may need as you answer the questions in this Annual Report Form
79	Legal Documents/Governance Information
80	<ul style="list-style-type: none"> Your school's current charter contract
81	<ul style="list-style-type: none"> Contact information for Chair of the School Governing Board
82	<ul style="list-style-type: none"> Board meeting minutes for the 2017-18 school year
83	<ul style="list-style-type: none"> Proof of non-profit status <i>(if required)</i>
84	
85	Financial Documents
86	<ul style="list-style-type: none"> Statement of Net Assets
87	<ul style="list-style-type: none"> Unaudited Financial Statements
88	<ul style="list-style-type: none"> Contract agreements with service providers
89	<ul style="list-style-type: none"> Lease agreement <i>(if school has a lease)</i>
90	<ul style="list-style-type: none"> Contact info for CFO and Auditor
91	<ul style="list-style-type: none"> CFO's resume
92	
93	Academic Data
94	<ul style="list-style-type: none"> Progress toward your academic goals
95	<ul style="list-style-type: none"> Significant accomplishments in the 2017-18 school year
96	Personnel Information
97	<ul style="list-style-type: none"> Certification information
98	<ul style="list-style-type: none"> Background check information
99	Enrollment Information
100	<ul style="list-style-type: none"> Enrollment numbers for 2012-13, 2013-14, 2014-15, 2015-16, 2016-17, 2017-18 school years and estimate for 2018-19 school year
101	<ul style="list-style-type: none"> Lottery data and enrollment process
103	General School Information
104	<ul style="list-style-type: none"> System and School Codes (accessible via https://portal.doe.k12.ga.us/login.aspx)
105	<ul style="list-style-type: none"> Principal contact information
106	<ul style="list-style-type: none"> Address(es) for school campuses

107	FILLING OUT THE REST OF THE 2018 ANNUAL REPORT FORM
108	To fill out the rest of the 2018 Annual Report Form, please provide answers to each question beginning with Tab 2 and proceeding from tab to tab until you are done.
109	Instructions are provided throughout the Annual Report Form to clarify what is being requested and where you should place your answers.
110	Please note that if you are asked to type in an answer, the cell will expand to hold your entire answer.
111	If you need additional info about anything in the Annual Report Form, PLEASE SEND YOUR QUESTIONS VIA EMAIL (NO PHONE CALLS) TO kpritchard@doe.k12.ga.us and be sure to include your school name and the specific line number(s) about which you are asking. You will receive a reply within five business days.
112	<u>YOU MUST EMAIL YOUR QUESTIONS; WE ARE UNABLE TO ANSWER PHONE CALLS ABOUT THE ANNUAL REPORT FORM FROM 130 SCHOOLS</u>
113	THANK YOU!

114	You have reached the end of Tab 1: Instructions
115	Please proceed to Tab 2: School Information and begin answering the questions there.

Charter Schools - 2018 Annual Report Form

2. SCHOOL INFORMATION

This section gives you a chance to provide basic information regarding your school's current charter contract, the grades you serve, your enrollment, your authorizer, and your lottery operations information. Please note that, where applicable, we included the information you submitted in last year's annual report, so all you have to do is check the accuracy of what is entered, change things that are different this year, and add in any missing information.

116 CONTACT INFORMATION FOR THE PERSON WHO COMPLETED THIS SURVEY	
117	Tell us how best to reach you in case we have any questions about your survey answers
	Put your contact information in this column
118	Your name
	Jessie Montoya
119	Your title
	Board Relations Specialist
120	Your direct phone number
	616-464-2729
121	Your email address
	jmontoya@nhaschools.com

122 SCHOOL INFORMATION	
123 CHARTER INFORMATION	
124	CHARTER BASICS
	Put information in this column
125	What is the name of your charter school that you use <i>in practice</i> (e.g., on your stationary)?
	Atlanta Heights Charter School
126	What is the <i>official</i> name of your charter school as listed in your charter?
	Atlanta Heights Charter School
127	What is the <i>beginning date</i> of your current charter term (MM/DD/YYYY)?
	July 1, 2018
128	What is the <i>ending date</i> of your current charter term (MM/DD/YYYY)?
	June 30, 2021
129	In what <i>month and year</i> was your <i>first charter approved</i> (MM/YYYY)?
	May-10
130	In what <i>month and year</i> did your charter school first <i>open</i> (MM/YYYY)?
	Aug-10
131	Is your school a Start-Up or a Conversion charter school?
	Start-up
132	What grades will you serve at the end of your charter term?
	K-8
133	AUTHORIZER INFORMATION
	Put information in this column
134	Is your school a locally-approved school or a State Charter School?
	State Charter Schools Commission
135	If locally-approved, please provide the following information:
136	Which school district(s) signed your charter?
137	Name of your district's charter liaison
138	Charter liaison's title
139	Charter liaison's direct phone number
140	Charter liaison's email address

Your charter term is shown near the beginning of your charter contract. The start date will be July 1, YYYY and the end date will be June 30, YYYY

141	CAMPUS INFORMATION	Enter MAIN CAMPUS information in this column	Enter 2nd campus information in this column	Enter 3rd CAMPUS information in this column	Enter 4th campus information in this column
142	Name of campus (Please enter info for each campus)	Atlanta Heights Charter School			
143	Street Address	3712 Martin Luther King Jr. Dr.			
144	City	Atlanta			
145	County	Fulton			
146	Zip Code	30331			
147	Phone Number	404-472-3003			
148	Fax Number	678-264-2132			
149	Website	https://www.nhaschools.com/school/Atlanta-Heights			
150	System Code (all codes are accessible via https://portal.doe.k12.ga.us/login.aspx)	783			
151	Building Code				
152	School Code	0410			
153	Attendance Zone(s):	Atlanta Public Schools			
154					
155					
156					
157	How many years has this campus been located in this facility?	7			
158	Does the school own or lease/rent this facility?	lease/rent			
159	If lease/rent, who is your landlord?	National Heritage Academies			
160	If lease/rent, does your school have plans to purchase this or any other facility for this campus?	No			
161	If lease/rent, what is the whole dollar amount of the monthly mortgage or lease payment?	\$103,772			

162	LEADERSHIP INFORMATION			
163	Principal name (Please enter info for each campus)	Alisha Fisher		
164	Title	Principal		
165	Direct Phone Number	470-214-2819		
166	Email Address	84.afisher@nhaschools.com		
167	Is this a new principal for current school year? (enter 1 for yes 0 for no)	1		
168	If new Principal this year, please list the former Principal's name	Nicole Bullen		

169	GRADES SERVED	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19
170	What grades are you serving	K-8	K-8	K-8	K-8	K-8	K-8

171	ENROLLMENT	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19
172	How many students did you / do you expect to have <i>enrolled</i> in your school		772	742	744	748	755
173	DEMOGRAPHIC	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19
174	# of White Students				1	1	2
175	# of Black Students				725	724	716
176	# of Hispanic Students				14	18	31
177	# of Asian/Pacific Islander Students				1	1	2
178	# of American Indian/Alaskan				2	3	3
179	# of Multi-Race Students				1	1	1
180	# of Economically Disadvantage				701	711	661
181	# of English Language Learners				13	12	9
182	# of Students With Disabilities				74	75	66
183	DEMOGRAPHIC PERCENTAGE	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19
184	% of White Students	#DIV/0!	0%	0%	0%	0%	0%
185	% of Black Students	#DIV/0!	0%	0%	97%	97%	95%
186	% of Hispanic Students	#DIV/0!	0%	0%	2%	2%	4%
187	% of Asian/Pacific Islander Students	#DIV/0!	0%	0%	0%	0%	0%
188	% of American Indian/Alaskan	#DIV/0!	0%	0%	0%	0%	0%
189	% of Multi-Race Students	#DIV/0!	0%	0%	0%	0%	0%
190	% of Economically Disadvantage	#DIV/0!	0%	0%	94%	95%	88%
191	% of English Language Learners	#DIV/0!	0%	0%	2%	2%	1%
192	% of Students With Disabilities	#DIV/0!	0%	0%	10%	10%	9%

183 **LOTTERY**

LOTTERY		Enter 1 for Yes or 0 for No for each School Year					
		2013-14	2014-15	2015-16	2016-17	2017-18	2018-19
184							
185	Number of students enrolled using the statutory enrollment preference				25	21	16
186	Number of students that have a sibling of a student enrolled in the charter school.				25	21	16
187	Number of students that have a sibling of a student enrolled in another local school designated in the charter contract				n/a	n/a	n/a
188	Number of students whose parent or guardian is a member of the governing board of the charter school or is a full-time teacher, professional, or other employee at the charter school.				0	0	0
189	Number of students matriculating from a local school designated in the charter contract				n/a	n/a	n/a
190	Number of students who matriculate from a pre-kindergarten program which is associated with the school, including, but not limited to, programs which share common facilities or campuses with the school or programs which have established a partnership or cooperative efforts with the school.				n/a	n/a	n/a
191							
192	Number of lottery participants for each year in which you had a lottery				300	246	188
193	Number of open seats available before the lottery				128	122	79
194	Number of students who accepted the seat they won via the lottery				128	122	79
195	Number of students on the wait list as of the first day of school				172	135	115
196	Did your school conduct a weighted lottery to fill any open seats?				0	0	0
197	If yes, what weight was given for each category?				n/a	n/a	n/a
198	Economically disadvantaged				n/a	n/a	n/a
199	Students with disabilities				n/a	n/a	n/a
200	Migrant students				n/a	n/a	n/a
201	Limited English proficient students				n/a	n/a	n/a
202	Neglected or delinquent students				n/a	n/a	n/a
203	Homeless students				n/a	n/a	n/a
204	How many seats were awarded to students in each weighted category?				n/a	n/a	n/a
205	Economically disadvantaged				n/a	n/a	n/a
206	Students with disabilities				n/a	n/a	n/a
207	Migrant students				n/a	n/a	n/a
208	Limited English proficient students				n/a	n/a	n/a
209	Neglected or delinquent students				n/a	n/a	n/a
210	Homeless students				n/a	n/a	n/a
211	Did your school receive any out-of-district applications?				0	0	0
212	Did you include out-of-district applicants in a lottery?				0	0	0
213	If yes, enter the number of out-of-district lottery participants for each year in which you had a lottery				n/a	n/a	n/a
214	If yes, enter the number of out-of-district students who accepted the seat they won via the lottery				n/a	n/a	n/a
215	For which grades did you hold a lottery?	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19
216	K				0	0	0
217	1				1	1	1
218	2				1	1	1
219	3				1	1	1
220	4				1	1	1
221	5				1	1	1
222	6				1	1	1
223	7				1	1	1
224	8				1	1	1
225	9						
226	10						
227	11						
228	12						

229 If you contract with an Education Service Provider (ESP) a for-profit or non-profit organization that contracts with a charter school to provide services including but not limited to, curriculum design, professional development, student assessments, financial and operational management, facilities management, and human resources management, such as Education Management Organizations (EMOs), Charter Management Organizations (CMOs), Education Service Organizations (ESOs) and other education service providers you are required to answer the following questions. If you do not, please go on to Tab 3.

230	DO YOU USE AN ESP FOR ANYTHING AT ALL?	Enter 1 for Yes or 0 for No for each School Year					
231		2013-14	2014-15	2015-16	2016-17	2017-18	2018-19
232	Did your school contract with an ESP?		1	1	1	1	1
233	If NO please SKIP the next set of questions and proceed to Tab 3 - Governance Accountability						

234	ESP NAME	Enter Yes only for those that apply in each School Year					
235	Please indicate which ESP your school contracted with for each year	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19
236	Accelerated Learning Solutions						
237	Charter Schools USA						
238	Connections Academy						
239	Dubois Consortium of Charter Schools						
240	Edgenuity						
241	EdisonLearning						
242	K12, Inc.						
243	KIPP						
244	National Heritage Academies		1	1	1	1	1
245	Prestige Charter School Solutions						
246	Other ESPs used (Please insert names in space below and indicate Yes for each year in which the ESP provided services for your school) Insert other ESP names below	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19
247							
248							
249							

246 EDUCATION SERVICE PROVIDERS -- EMO (for-profit Education Management Organization), CMO (non-profit Charter Management Organization)

247	ESP SERVICES	Enter Yes only for those that apply each School Year					
248	Please indicate which services your ESP or a company affiliated with your ESP provided to your school for each year	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19
249	Whole school management				1	1	1
250	Curriculum				1	1	1
251	Curriculum support				1	1	1
252	Data management				1	1	1
253	Extended day services (after school, Saturday session)				0	0	0
254	Facility support or services				1	1	1
255	Finances and budget				1	1	1
256	Food services				1	1	1
257	Human resources/employment services				1	1	1
258	Professional development and teacher training				1	1	1
259	Purchasing				1	1	1
260	Remedial education/tutoring				1	1	1
261	Special Education				1	1	1
262	Transportation support or services				0	0	0
263	Other services provided (Please insert in space below)						
264							
265							
266							

267	ESP COSTS	Enter percentage for each School Year					
268	Please enter the percentage of your state and local revenues that you pay to your ESP for each year for the basic services they provide	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19
269	Please enter the percentage of your state and local revenues that you pay to your ESP or any company affiliated with your ESP for each year for your facility				0%	0%	0%
270	Please enter the percentage of your state and local revenues that you pay to your ESP or any company affiliated with your ESP for each year for any facility-related services they provide				0%	0%	0%
271	Please enter the percentage of your state and local revenues that you pay to your ESP or any company affiliated with your ESP for each year for any other additional services they provide				100%	100%	100%*

272	Please enter the total percentage of your state and local revenues that you pay to your ESP or any company affiliated with your ESP for everything they do for you				100%	100%	100%*
-----	--	--	--	--	------	------	-------

*NHA's management fee shall consist of all revenues less all operating cost of the school as detailed in the budget, the board spending funds (described in the management agreement) and reserve fund (described in the management agreement) as approved by the commission during Atlanta Heights' renewal.

273	ESP ACCOUNTABILITY	Enter Yes (1) or No (0) for each School Year					
		2013-14	2014-15	2015-16	2016-17	2017-18	2018-19
274	Do you (did you) have a tool and a process for evaluating the performance of your ESP, providing feedback to your ESP, and documenting their performance each year?				1	1	1
275	If Yes, did you evaluate your ESP last year?				0	0	1
276	If Yes, did your ESP's performance meet all, most, some, or none of your required standards last year?						Most
277	If your ESP's performance did NOT meet all your required standards last year, did you place them on an improvement plan?						0
278	Do you have the right to terminate your ESP if they fail to meet your school's required standards?				1	1	1
279	If you were to terminate your ESP, would you be required to pay them a termination fee ?				0	0	0
280	If you were to terminate your ESP, would you be required to pay them all the money they lent to you (either directly or by deferring management fees) over the course of their management contract up until that point?				0	0	0
281	If you were to terminate your ESP, would you be required to vacate your facility ?				1	1	0

282	You have reached the end of Tab 2: School Information.
283	Please proceed to Tab 3: Governance Accountability and continue answering the questions there.

Charter Schools - 2018 Annual Report Form

3. GOVERNANCE ACCOUNTABILITY

This section provides you an opportunity to show the Governance Accountability of your school. Please verify the data you entered for last year is correct. Some of the information for this section comes from your governing board roster and your meeting minutes. Please note that, where applicable, we included the information you submitted in last year's annual report, so all you have to do is check the accuracy of what is entered, change things that are different this year, and add in any missing information.

287 GOVERNANCE ACCOUNTABILITY

288	CHAIR OF THE GOVERNING BOARD	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23
289	Name of your Governing Board Chair	Lara Hodgson	Lara Hodgson	Lara Hodgson	Lara Hodgson	Lara Hodgson	Lara Hodgson				
290	Direct Phone Number	678-429-1707	678-429-1707	678-429-1707	678-429-1707	678-429-1707	678-429-1707				
291	Email Address	lohodgson@gmail.com	lohodgson@gmail.com	lohodgson@gmail.com	lohodgson@gmail.com	lohodgson@gmail.com	lohodgson@gmail.com				
292	If you had more than one Governing Board Chair last year, please enter:										
293	Name of earlier Governing Board Chair										
294	Direct Phone Number										
295	Email Address										

296	GOVERNING BOARD MEMBERS AND MEETINGS	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23
297	Are any serving board members a charter school employee?					0	0				
298	If yes, how many?					0	0				
299	Are they voting members?					0	0				
300	What position(s) do they hold in the school?					0	0				
301	What are the skillsets represented on the board (education, finance, legal, etc.)?					Leadership, Business, Human Services, Education, Counseling	Leadership, Business, Human Services, Education, Counseling, Project Management				
302	How many voting members are on the Governing Board?					5	6				
303	How many meetings did the Governing Board have last year, and how many are scheduled for this year?					10	10				
304	How many Governing Board members typically attended board meetings last year?					4	4				
305	Which Governing Board members are certified in LKES (must be at least 2 members)?					Ronald Skeete & Kristy Kueber-Pope					

306	GOVERNANCE	Enter YES or PARTIALLY only for those that apply in each School Year									
307		2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23
308	Board complies with all applicable general governance requirements					Yes	Yes				

309	Board has a leadership succession plan		Yes	Yes	Partially	Partially	Partially				
310	Board meetings focus primarily on education		Yes	Yes	Yes	Yes	Yes				
311	Board meetings include frequent review of student assessment results		Yes	Yes	Yes	Yes	Yes				
312	Board meetings include a review of curriculum effectiveness		Yes	Yes	Yes	Yes	Yes				
313	Board meetings include a review of the effectiveness of instructional methods		Yes	Yes	Yes	Yes	Yes				
314	Board members participate in guided classroom walkthroughs at least once per year		Yes	Yes	Yes	Yes	Yes				
315	Board members focus on governance and stay out of management decision making		Yes	Yes	Yes	Yes	Yes				
316	Board members do not interfere with school operations		Yes	Yes	Yes	Yes	Yes				
317	Board members donate volunteer time to the schools		Yes	Yes	Yes	Yes	Yes				
318	Board members donate financially to the schools		Yes	Yes	Yes	Yes	Yes				
319	Other Governance best practices (Please insert in space below and enter YES or PARTIALLY in the columns to the right)										
320											
321											
322											
323											
324											

325	TRAINING FOR THE GOVERNING BOARD									
326	Please provide the training hours for all governing board members with more than one year of service for the 2017-18 school year.									
327	For EXISTING GOVERNING BOARDS AND MEMBERS : The Charter school governing board members must participate in a minimum of twelve (12) hours of annual training									
328	Governing Board Member Name	Year(s) of Service	Best Practices in Charter School Governance (minimum three hours)		Legal Requirements of a State Charter School (minimum three hours)		Academic Accountability (minimum three hours)		Financial Compliance (minimum three hours)	
			# of Hours	Provider	# of Hours	Provider	# of Hours	Provider	# of Hours	Provider
329	Lara Hodgson	8	3	SCSC	3	SCSC	3	SCSC	3	SCSC
	Ronald Skeete	7	3	SCSC	3	SCSC	3	SCSC	3	SCSC
	Karen Degrammont	8	3	SCSC	3	SCSC	3	SCSC	3	SCSC
330	James Milliman	5	3	SCSC	3	Georgia Charter Schools Association (GCSA)	3	Georgia Charter Schools Association (GCSA)	3	SCSC
331										
332										
333										

334	Please provide the training hours for all NEW governing board members for the 2017-18 school year.									
335	For NEW GOVERNING BOARDS AND MEMBERS : The NEW Charter school governing board members (including past governing board members with a break in service of greater than one year) and the entire governing board of newly-approved charter schools must participate in a minimum of twelve (12) hours of training within their first year of service as governing board members.									
336	Governing Board Member Name	Best Practices in Charter School Governance (minimum three hours)		Legal Requirements of a State Charter School (minimum three hours)		Academic Accountability (minimum three hours)		Financial Compliance (minimum three hours)		
337		# of Hours	Provider	# of Hours	Provider	# of Hours	Provider	# of Hours	Provider	
338	Kristy Keuber-Pope	3	SCSC	3	SCSC	3	SCSC	3	SCSC	

339			SCSC		SCSC		SCSC		SCSC
340			SCSC		SCSC		SCSC		SCSC
341			SCSC		SCSC		SCSC		SCSC
342			SCSC		SCSC		SCSC		SCSC
343			SCSC		SCSC		SCSC		SCSC
344			SCSC		SCSC		SCSC		SCSC
345			SCSC		SCSC		SCSC		SCSC
346			SCSC		SCSC		SCSC		SCSC
347			SCSC		SCSC		SCSC		SCSC

348 **Please provide the PROPOSED training plan for all governing board members for the 2018-19 school year.**

349 For EXISTING GOVERNING BOARDS AND MEMBERS: The Charter school governing board members must participate in a minimum of twelve (12) hours of annual training

350 For NEW GOVERNING BOARDS AND MEMBERS: The NEW Charter school governing board members (including past governing board members with a break in service of greater than one year) and the entire governing board of newly-approved charter schools must participate in a minimum of twelve (12) hours of training within their first year of service as governing board members.

351	Governing Board Member Name	Best Practices in Charter School Governance (minimum three hours)		Legal Requirements of a State Charter School (minimum three hours)		Academic Accountability (minimum three hours)		Financial Compliance (minimum three hours)	
		# of Hours	Provider	# of Hours	Provider	# of Hours	Provider	# of Hours	Provider
352									
353	Lara Hodgson	3	SCSC	3	SCSC	3	SCSC	3	SCSC
354	Ronald Skeete	3	SCSC	3	SCSC	3	SCSC	3	SCSC
355	Karent Degrammont	3	SCSC	3	SCSC	3	SCSC	3	SCSC
356	James Milliman	3	SCSC	3	SCSC	3	SCSC	3	SCSC
357	Kristy Kueber-Pope	3	SCSC	3	SCSC	3	SCSC	3	SCSC
358	Tara Ross	3	SCSC	3	SCSC	3	SCSC	3	SCSC
359									
360									
361									
362									

348 **You have reached the end of Tab 3: Governance Accountability.**

349 **Please proceed to Tab 4: Academic Accountability and continue answering the questions there.**

Charter Schools - 2018 Annual Report Form

4. ACADEMIC ACCOUNTABILITY

This section provides you an opportunity to show the academic status of your school. Please verify the data is correct. If you have questions or concerns about the data, please send your questions via email to kpritchard@doe.k12.ga.us. DO NOT CHANGE THE DATA

DO NOT CHANGE THE DATA

The information for this section comes from both your charter contract (where you will find the goals and performance measures for each year) and your accountability system data (where you will find your actual performance for each year of your charter term)

KEY	Score is Higher than District
	Score is Lower than District

350	Content Mastery														
351	For years 2012 - 2014 this score was 60% of total CCRPI score, and for years 2015-2017 it was 50% of total CCRPI score.														
352	Sys-tem Id	School Id	System Name	School Name	Cluster	2014 District	2014 School	2015 District	2015 School	2016 District	2016 School	2017 District	2017 School	2018 District	2018 School
353	783	410	State Charter Schools	Atlanta Heights Charter School	E	42.5	35.4	26.7	20.1	27.2	20.2	28.0	23.1		
354	783	410	State Charter Schools	Atlanta Heights Charter School	M	42.9	37.8	24.4	18.9	24.9	22.4	25.7	23.6		
355	Progress														
356	For years 2012 - 2014 this score was 25% of total CCRPI score, and for years 2015-2017 was 40% of total CCRPI score. Additionally, in years 2012-2016 the score included English Language Arts, mathematics, science and social studies and in 2017														
357	included only English Language Arts and mathematics.														
358	Sys-tem Id	School Id	System Name	School Name	Cluster	2014 District	2014 School	2015 District	2015 School	2016 District	2016 School	2017 District	2017 School	2018 District	2018 School
359	761	410	State Charter Schools	Atlanta Heights Charter School	E	15.4	13.5	34.2	30.9	32.6	30.2	33.9	36.5		
360	761	410	State Charter Schools	Atlanta Heights Charter School	M	15.9	16.3	34.3	33.8	31.6	34.2	33.5	34.6		
361	Beating the Odds														
362	Sys-tem Id	School Id	System Name	School Name	Cluster	2014	2015	2016	2017	2018					
363	761	410	State Charter Schools	Atlanta Heights Charter School	EM	DNBTO	DNBTO	BTO	BTO						
364	Value-Added Impact Score:														
365						2015		2016		2017		2018			
366						Overall		Overall		Overall		Overall			
367	Sys-tem Id	School Id	System Name	School Name	Cluster	District	School	District	School	District	School	District	School	District	School
368	761	410	State Charter Schools	Atlanta Heights Charter School	E	0.0092	-0.0201	0.0189	0.0145	0.0599	0.0980				
369	761	410	State Charter Schools	Atlanta Heights Charter School	M	-0.0134	-0.0053	-0.0105	0.0489	0.0211	0.0898				
370	SWSS Target														
371	Sys-tem Id	School Id	System Name	School Name	Cluster	2016 School	2017 SWSS Target	2017 School	2018 SWSS Target	2018 School					
372	761	410	State Charter Schools	Atlanta Heights Charter School	EM	57.5	58.8	64.3	60.0						
373	CCRPI Single Score														
374	Sys-tem Id	School Id	System Name	School Name	Cluster	2014 District	2014 School	2015 District	2015 School	2016 District	2016 School	2017 District	2017 School	2018 District	2018 School
375	761	410	State Charter Schools	Atlanta Heights Charter School	EM	63.5	56.8	64.3	57.9	64.5	57.5	66.9	64.3		

376 You have reached the end of Tab 4: Academic Accountability.
 377 Please proceed to Tab 5: Financial Accountability and continue answering the questions

405	FINANCIAL EFFICIENCY RATING	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19
406	What is your Financial Efficiency Rating, as reported in CCRPI?				NA	2.5	2.5

407	AUDIT INFORMATION
408	If your school is <u>required</u> to file Attachment 3 - Audit Report, please answer the following questions.
409	If your school is <u>NOT</u> required to file Attachment 3 - Audit Report, please go to Tab 5 Operational Accountability.

410	AUDIT FIRM	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19
411	What is/was the name of your school's audit firm?	Plante Moran	Plante Moran	Mauldin & Jenkins	Mauldin & Jenkins	Mauldin & Jenkins	Mauldin & Jenkins
412	What is/was the license number of your school's audit firm?	1102002948	ACF005830	26931	26931	26931	26931

413	AUDIT DEADLINE	Enter 1 for Yes or 0 for No					
414	Will your school's audit firm have completed your audit in time to submit it by November 1 deadline?	1	1	1	1	1	1
415	If <i>NOT</i> , when will it be completed?	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19

416	AUDIT RESULTS	Enter Yes for each School Year in which the answer applies					
417		2013-14	2014-15	2015-16	2016-17	2017-18	2018-19
418	For which of your audits did the report indicate you had received an <i>unqualified audit</i> ?	1	1	1	1	1	1
419	For which of your audits did the report include <i>findings or material weaknesses</i> ?	0	0	0	0	0	0
420	If findings or material weaknesses were NOT reported please proceed to Tab 6: Operations						
421	If findings or material weaknesses WERE reported in any year, please answer the question below.						

422	AUDIT RESPONSE - If findings or material weaknesses were reported in any year	Enter requested information for each School Year in which findings or material weaknesses were reported					
423		2013-14	2014-15	2015-16	2016-17	2017-18	2018-19
	Were the findings resolved?						
424	If findings or material weaknesses were reported, what steps were taken to resolve and eliminate the finding or weakness?						

425 **You have reached the end of Tab 5: Financial Accountability.**

426 **Please proceed to Tab 6: Operational Accountability and continue answering the questions there.**

Charter Schools - 2018 Annual Report Form

6. OPERATIONS

This sections gives you the opportunity to show your school's Operations requirements as well as Operational Accountability expectations as defined in your contract.

427

OPERATIONS

428	FACULTY	Enter Answers in Space Below					
		2013-14	2014-15	2015-16	2016-17	2017-18	2018-19
430	Number of Faculty Members:				64	63	62
431	# of White Faculty Members				3	5	3
432	# of Black or African American Faculty Members				58	54	56
433	# of Hispanic Faculty Members				1	3	2
434	# of Asian/Pacific Islander Faculty Members				0	0	0
435	# of American Indian/Alaskan				0	0	0
436	# of Multi-Race Faculty Members				2	1	1
437	What percent of your faculty and staff have had a fingerprint/background check for each school year? (Enter %)				100%	100%	100%
438	What percent of your current faculty and staff have a clearance certificate from GaPSC? (Enter %)				83%	84%	98%
439	What percent of your current faculty and staff have a Special Education Certification?				6%	3%	1%
440	What percent of your current faculty and staff have Gifted Certification?				0%	1%	1%
441	What percent of your current faculty and staff have ESOL Endorsement?				1%	1%	1%

442	SCHOOL SAFETY PLAN	Enter Answers for each School Year					
		2013-14	2014-15	2015-16	2016-17	2017-18	2018-19
443	When did your school safety plan last revise its safety plan following your annual review of that plan? (MM/YYYY)	9/3/2013	8/11/2014	8/24/2015	8/13/2016	8/21/2017	9/17/2018
444	When did your local emergency management agency last review your school safety plan? (MM/YYYY)	9/24/2013	9/9/2014	8/24/2015	9/7/2016	8/30/2017	8/30/2017
445	When did GEMAHS (Georgia Emergency Management Agency Homeland Security) last review your school safety plan? (MM/YYYY)	9/24/2013	9/5/2014	8/24/2015	9/7/2016	8/30/2017	8/30/2017

446	RECORDS RETENTION	Enter Answers for each School Year					
		2013-14	2014-15	2015-16	2016-17	2017-18	2018-19
447	What is the TITLE of the person on your staff who attended State records retention training in the past year?	Compliance Coordinator and Student	Compliance Coordinator and Student	Compliance Coordinator and Student	Compliance Coordinator and Student	Compliance Coordinator and Student	Compliance Coordinator and Student
448	What is the TITLE of the person on your staff who is responsible for ensuring compliance with the State records retention schedule?	Principal	Principal	Principal	Principal	Principal	Principal

449	TRANSPORTATION	Enter Answers for each School Year					
		2013-14	2014-15	2015-16	2016-17	2017-18	2018-19
450	Does your school provide student transportation?				0	0	0
451	If yes, is there any cost to the students?						
452	If students must pay, do all students pay the same amount?						
453	If no, please explain						
454	What is the amount paid?						
455	How many students have left your school because of the cost of transportation?				0	0	0
456	How many students have been unable to enroll because of the cost of transportation?				0	0	0
457	Does your school provide FOR student transportation (i.e., provide public transportation access or an alternative)?				0	0	0
458	If yes to above, is there any cost to students for the transportation?						
459	If students must pay, do all students pay the same amount?						
460	What is the amount paid?						

461	Operational Accountability	Enter Answers for each School Year					
		2013-14	2014-15	2015-16	2016-17	2017-18	2018-19
462	Operational Goals included in your charter contract:						
463	Are the curricular and educational programs aligned with mission?	1	1	1	1	1	1
464	Are you complying with all applicable laws, rules, regulations and provisions of your charter contract?	1	1	1	1	1	1
465	Does the school comply with reporting requirements?	1	1	1	1	1	1
466	QBE/FTE Reporting	1	1	1	1	1	1
467	Personnel Reporting	1	1	1	1	1	1
468	Student Record Reporting	1	1	1	1	1	1
469	CCRPI Data Reporting	1	1	1	1	1	1
470	Special Education Data Reporting	1	1	1	1	1	1
471	Required Data Surveys	1	1	1	1	1	1
472	Positive School Experience	Enter Answers for each School Year					
473	Positive discipline plan	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19
474	Positive Behavioral Interventions & Supports (PBIS)				1	1	1
475	Other: (Enter Below)						
476							
477							
478							

479	Student Discipline - at least 1 time per year	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19
480	% of Students that received In-School Suspension				0.50%	0.75%	0.00%
481	% of Students that received Out-of-School Suspension				2.74%	2.62%	1.25%
482	% of Students that received Expulsion				0.00%	0.00%	0.00%
483	% of White Students that received In-School Suspension				0.00%	0.00%	0.00%
484	% of White Students that received Out-of-School Suspension				0.00%	0.00%	0.00%
485	% of White Students that received Expulsion				0.00%	0.00%	0.00%
486	% of Black Students that received In-School Suspension				0.52%	0.78%	0.00%
487	% of Black Students that received Out-of-School Suspension				2.87%	2.74%	1.30%
488	% of Black Students that received Expulsion				0.00%	0.00%	0.00%
489	% of Hispanic Students that received In-School Suspension				0.00%	0.00%	0.00%
490	% of Hispanic Students that received Out-of-School Suspension				0.00%	0.00%	0.00%
491	% of Hispanic Students that received Expulsion				0.00%	0.00%	0.00%
492	% of Asian Students that received In-School Suspension				0.00%	0.00%	0.00%
493	% of Asian Students that received Out-of-School Suspension				0.00%	0.00%	0.00%
494	% of Asian Students that received Expulsion				0.00%	0.00%	0.00%
495	% of American Indian/Alaskan Students that received In-School Suspension				0.00%	0.00%	0.00%
496	% of American Indian/Alaskan Students that received Out-of-School Suspension				0.00%	0.00%	0.00%
497	% of American Indian/Alaskan Students that received Expulsion				0.00%	0.00%	0.00%
498	% of Multi-Race Students that received In-School Suspension				0.00%	0.00%	0.00%
499	% of Multi-Race Students that received Out-of-School Suspension				0.00%	0.00%	0.00%
500	% of Multi-Race Students that received Expulsion				0.00%	0.00%	0.00%
501	What percentage of students were absent 6 days or more?				14.92%	28.75%	2.89%
502	What percentage of parents responded to the Georgia Parent Survey?				64.233 (CCRPI score)	81.104 (CCRPI score)	0.00%
503	What percentage of Teacher/Staff/Administrators responded to the Georgia School Personnel Survey?				64.270 (CCRPI score)	75.905 (CCRPI score)	0.00%
504	School Climate	Enter Answers for each School Year					
522	What is your School Climate Star Rating (1-5)?	NA	N/A	N/A	2	4	N/A

523 **You have reached the end of Tab 6: Operations.**
524 **Please proceed to Tab 7: Innovations and continue answering the questions there.**

Charter School - 2018 Annual Report Form

7. INNOVATIONS

This section gives you a chance to share information on your charter schools's Essential and Innovative Features from your charter contract.

525 Essential and Innovative Features

526 Instructions: Presented below are the Essential or Innovative Features included in your charter contract. In the columns to the right of each item, please indicate whether it has been Fully, Mostly, Partially, or Not Yet Implemented.

527	Please complete the Report below.					
528	Essential or Innovative Features Implementation	2017-18	2018-19	2019-2020	2020-21	2021-22
529	Academic program that includes a tiered approach to teaching and learning that allows customized instruction based on individual learning needs	Fully	Fully			
530						
531						
532						
533						
534						
535						
536						
537						
538						
539						
540	Mission Specific Goals	2017-18	2018-19	2019-2020	2020-21	2021-22
541						
542	100% of teachers will receive a full lesson observation within the first 6 weeks of school	Met	Met			
543	95% of the students will take at least two interim assessments in ELA and Math	Met	Met			
544						
545						
546						
547						
548						
549						
550						
551						

540 You have reached the end of Tab 7: Innovations

541 Please proceed to Tab 8: Autonomy and continue answering the questions there.

Charter Schools - 2018 Annual Report Form

8. USE OF WAIVERS

In exchange for the Charter School's agreement to meet or exceed the performance-based goals and measurable objectives set forth in your charter contract, the State Board grants the maximum flexibility or waiver allowed by law to the Charter School.

This section allows you to share how you utilize the waivers granted by your charter contract ensures the success of your students.

541	USE OF WAIVERS
542	Please choose the three (3) most valuable waivers your charter school has used in the past year.
543	
544	
545	
546	Other (Please list below)
547	N/A
548	
549	
550	
551	
552	What is the value of these waivers to your charter school?
553	N/A
554	
555	
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You have reached the end of Tab 8: Use of Waivers
You have therefore finished the your 2018 Charter School Annual Report Form.
THANK YOU!