

**School District of Waupaca  
2018-2019  
Charter School Authorizer Annual Report**

## Authorizer Annual Report Checklist

When completing the Charter School Authorizer Annual Report, verify that:

- All sections of the report are present, and all schedules are completed and attached.
- For school district authorizers, the schedule of authorizer operating costs has been included as a supplement to the school district's annual audited financial statements submitted to DPI.
- The report has been completed at the authorizer level, rather than completed for an individual school.
- Authorizer operating costs have been identified in Section VI. This section should not be left blank.
- The operating costs reported in Section VI reflect **only** the costs the authorizing entity incurred while fulfilling the duties under Wis. Stat. s. 118.40 (3m)(a) to (e) which include:
  - Soliciting and evaluating charter school applications,
  - Considering the principles and standards for quality authorizing established by the National Association of Charter School Authorizers,
  - Giving preference in the awarding of contracts for the operation of charter schools that serve children at risk,
  - Approving high-quality charter schools that meet identified educational needs and promote a diversity of educational choices, and
  - Monitoring the performance and compliance with Wis. Stat. s. 118.40 of each charter school with which it contracts.

The operating costs in this section should **not** reflect the operating costs for the authorized charter school(s).

- The total amounts reported in Section VI and Section VII are not the same. As noted above, Section VI should only include operating costs the authorizing entity incurred while fulfilling the duties under Wis. Stat. 118.40 (3m)(a) to (e); while Section VII should include the costs of services the authorizing entity provided to the charter schools with which it contracts.
- Costs reported in Section VII are only the costs of services provided to the charter school(s). Examples of the types of costs that should be reported in this section include but are not limited to: costs for business office services, costs for food services, curriculum services, professional development services, etc.

**For further instructions and requirements related to completing each section of this**

report see the charter school authorizer annual report technical assistance document at <http://dpi.wi.gov/sms/charter-schools/information-authorizers>.

**SECTION I: AUTHORIZER INFORMATION**

<b>Authorizing Entity:</b>	<b>School District of Waupaca</b>
<b>Authorizer Address:</b>	<b>E2325 King Road, Waupaca, WI 54981</b>
<b>Authorizer Contact Person:</b>	<b>Stephen E. Johnson</b>
<b>Contact Person Title:</b>	<b>President, Board of Education</b>
<b>Contact Person Phone:</b>	<b>715-281-8000</b>
<b>Contact Person Email:</b>	<b>sjohnson@waupacaschools.org</b>

**SECTION II: CHARTER SCHOOL INFORMATION**

*(Add additional lines or attach additional sheets, if necessary.)*

<b>Charter Schools Currently Under Contract:</b>			
<b>School Name:</b>	<b>Contract Start Date:</b>	<b>Contract Expiration Date:</b>	<b>Grades Served:</b>
<b>Chain Exploration Center (CEC)</b>	<b>July 1, 2018</b>	<b>June 30, 2023</b>	<b>Yr 1: 3-5 Yr 2: 2-6 Yr 3: 1-7 Yrs 4-5: K-8</b>

<b>Charter Schools with Non-renewed or Revoked Contract:</b>			
<b>School Name:</b>	<b>Contract Start Date:</b>	<b>Date of Non-renewal or Revocation:</b>	<b>Reason for Non-renewal or Revocation:</b>

Charter Schools Currently Under Contract that have not Opened:		
School Name:	Contract Start Date:	Date School will Open:

Charter Schools that Closed:		
School Name:	Date of School Closure:	Reason for Closure:

### SECTION III: ACADEMIC PERFORMANCE OF CHARTER SCHOOLS

*(Provide a summary of the academic performance of each charter school that operated during the school year.)*

The School District of Waupaca ("SDW") has one charter school, the Chain Exploration Center ("CEC").

Within the charter contract, section 3.3-Methods of Measuring Student Progress and Goals for Progress outlines the commitment made by the CEC to implement examinations required by the State of Wisconsin, and standardized tests administered by the SDW each year. The CEC students' combined average is to be at or above the District average on these assessments administered to same-age peers. In 2018-2019 the CEC had students in grades 3-5. Same-age peers are the students at the Waupaca Learning Center ("WLC" – grades 3-4) and the Waupaca Middle School ("WMS" – grade 5).

The CEC satisfied its commitment in the area of academic performance:

**DPI School Report Card** – "Alt. Rating – Satisfactory Progress." The CEC did not receive scores in the four Priority Areas, so no comparison with same-age peers in other schools is possible.

#### iReady results - Spring 2019

Item	CEC gr 3-5	WLC / WMS
	Score	Score
<b>Grade 3</b>		
Reading	554.70	537.3
Mathematics	471.30	463.7
<b>Grade 4</b>		
Reading	583.80	565.0
Mathematics	488.80	481.6
<b>Grade 5</b>		
Reading	602.90	580.3
Mathematics	508.40	491.3

The iReady tests were administered three times during 2018-2019. At year end, 42 of the 58 (72%) [CEC] students scored above the District average in Reading, and 41 of the 58 (71%) scored above the District average in Math. [2018-2019 Governance Council Annual Report, pp. 15-16]

## Forward Exam results - Spring 2019

DATA RECOGNITION CORPORATION - Wisconsin Forward Exam Results - Spring 2019

Item	CEC gr 3-5					WLC gr 3-4					WMS - gr 5				SDW	STATE
	Advanced	Proficient	Basic	Below Basic	Not Tested	Advanced	Proficient	Basic	Below Basic	Not Tested	Advanced	Proficient	Basic	Below Basic	Adv/Prof	Adv/Prof
<b>Grade 3</b>																
English Language Arts (ELA)	15.0%	35.0%	50.0%	0.0%		6.2%	34.5%	46.9%	12.4%	0.0%						
	50.0%		50.0%			40.7%		59.3%							42.1%	38.7%
Mathematics	10.0%	65.0%	15.0%	10.0%		6.2%	43.4%	40.7%	9.7%	0.0%						
	75.0%		25.0%			49.6%		50.4%							53.4%	49.6%
<b>Grade 4</b>																
English Language Arts (ELA)	25.0%	55.0%	20.0%	0.0%		14.0%	34.1%	31.8%	19.4%	0.8%						
	80.0%		20.0%			48.1%		51.2%							52.3%	42.9%
Mathematics	5.0%	50.0%	45.0%	0.0%		10.9%	39.5%	34.9%	14.0%	0.8%						
	55.0%		45.0%			50.4%		48.9%							51.1%	45.3%
Science	30.0%	45.0%	25.0%	0.0%		23.3%	29.5%	36.4%	10.1%	0.8%						
	75.0%		25.0%			52.8%		46.5%							55.7%	52.8%
Social Studies	45.0%	35.0%	10.0%	10.0%		27.9%	21.7%	20.2%	29.5%	0.8%						
	80.0%		20.0%			49.6%		49.7%							53.7%	52.3%
<b>Grade 5</b>																
English Language Arts (ELA)	16.7%	44.4%	38.9%	0.0%						6.8%	32.4%	29.1%	31.8%			
	61.1%		38.9%							39.2%		60.9%		41.5%	46.9%	
Mathematics	27.8%	33.3%	27.8%	11.1%						10.8%	41.2%	28.4%	1.7%			
	61.1%		38.9%							52.0%		30.1%		53.1%	46.0%	

### SECTION IV: FINANCIAL PERFORMANCE OF CHARTER SCHOOLS

*(Provide a summary of the financial performance of each charter school that operated during the school year.)*

The Authorizer is confident that the CEC Inc. is, as an instrumentality of and in partnership with the SDW, operating in a manner consistent with creating and sustaining financial stability and well-being. CEC operating statements and cashflow are closely and regularly monitored by the CEC Governance Council, which receives monthly financial reports from the CEC Administrator and from the Governance Council Treasurer.

The CEC Inc. provided a financial report in its 2019-2018 Governance Council Annual report, noting the following accomplishments:

1. The CEC Inc. submitted an application for 501(c)(3) designation. [Note: The determination was granted effective February 2019.]
2. The CEC Inc. completed its first 990 tax filing, including the four supplemental schedules required. The submission was reviewed and approved by the Governance Council.
3. At the direction of legal counsel, the CEC Inc. established its own dedicated checking account, to be utilized for fundraising activities and other support functions for the school that are outside of the public school funding provided by the SDW.
4. The CEC was notified it had been awarded a Federal Subgrant totaling \$650,625 over a 5-year period that begin in July 2018.
5. Grant income received by the District on behalf of the CEC in 2018-2019 totaled \$165,944. This included \$154,859 for year 1 of the Federal Subgrant. The other grants were primarily local awards, ranging from \$50 to \$7,500 for specific project support.
6. The CEC provided the Authorizer with operating statements for year 1 of the Federal Subgrant award and the charter school's basic budget allocation for 2018-2019. The Federal Subgrant Year 1 budget was underspent; carryover into Year 2 was requested (and granted). The CEC came in slightly under budget for the District allocation.
7. In accordance with their Conflicts of Interest Policy. CEC Governance Council members certified that no conflicts of interest exist between Governance Council members and parties they engage in business with.

**SECTION V: OTHER CONTRACT TERMS AND EXPECTATIONS (OPTIONAL)**

*(Provide a summary and discussion of any additional contract terms or expectations that the authorizer deems relevant to its report on the overall performance of the charter schools it authorizes.)*

**Section 7** of the charter contract (**Student Recruitment and Means of Achieving Race/Ethnic Balance**) contains commitments with regard to demographic makeup of the student population, and includes a nondiscrimination statement (7.1), a commitment to equal access (7.2), and a detailed description of the admission requirements and lottery process (7.3).

The CEC lottery was held in accordance with requirements specified by the State and our charter contract.

The CEC pledged to monitor the demographic makeup of the student population and to implement outreach efforts to underrepresented groups within our district. Below is Student Information drawn from the DPI’s Report Cards for our individual school (same-age peers) and our district in 2018-2019. While the CEC’s demographics are generally consistent with their same-age peers in other schools and with the district as a whole, in 2018-2019 the percentage of students identified as having disabilities was markedly lower than the two schools noted and the district. The CEC Administrator has indicated that the charter school’s percentage of students with disabilities increased in 2019-2020.

**Wisconsin Department of Public Instruction - SCHOOL REPORT CARDS - 2018-2019**

School Information	CEC gr 3-5	WLC gr K-5	WMS gr 6-8	SDW
Percent Open Enrollment	5.1%	6.1%	4.0%	Not reported by DPI
White	91.5%	90.5%	92.9%	92.9%
Students with Disabilities	5.1%	19.4%	12.6%	12.6%
Economically Disadvantaged	33.9%	43.5%	40.6%	40.6%
English Learners	0.0%	0.5%	0.2%	0.2%

**Student performance commitments** addressed in the charter contract that are in addition to the Academic Performance Measures noted in Section III (above) of this report include:

1. Implementation of a collaborative project-based learning model with project choices. [Contract section 3.3, Assessment #2] In 2018-2019 every student participated in seven project cycles of varying lengths. All students completed 21<sup>st</sup> Century Skills Learning Rubrics with their advisors (teachers). Their scores indicated 54 of the 58 students (93%) have increased proficiency on their 21<sup>st</sup> Century Skills during 2018-2019. The CEC formed a committee to develop a competency-based framework of 21<sup>st</sup> Century Skills across grade levels. Committee members included the Governance Council’s high school student representative, the CEC Administrator, a CEC Advisor, and the Governance Council President.
2. Implementation of Personalized Learning Plans (PLPs) for each student. [Contract section 3.3, Assessment #3]. Each student established a PLP. The CEC sees these as a work in progress that will continue to be refined as learning targets are mapped out at the District level. We are pleased to

note that the CEC's philosophy and initial steps toward PLPs were featured in a 2019 Innovative Schools Network publication titled, Transformational Personal Learning Practices, by Dr. Steven Rippe and Nicole Luedke.

3. Student Participation in Multiple Service-Learning Projects with Community Partners. [Contract section 3.3, Assessment #4] At the close of the 2018-2019 school year, 100% of students at the CEC had met their goal hours of documented community service. Examples included conducting the recycling and composting programs for the building, preparing and planting the school's community garden, trash pickup on school ground, a food drive in the nearby community, reading with kindergarten book buddies, and removing invasive mustard plants from a nearby State Park.

The operations of the CEC Governance Council are guided by the bylaws that they created and approved in 2017-2018, prior to the school's first year of operation. District legal counsel reviewed the bylaws prior to their adoption by the CEC Governance Council.

The CEC Governance Council presented their 2018-2019 Annual Report to the SDW Board of Education at the BOE's June 2019 monthly meeting.

The SDW provides a link to the CEC's website on the District website. The postings on the CEC website are designed to provide maximum transparency of the school's operations, and include a description of the school, notices to the public required by law, Governance Council meeting minutes, a calendar of events, copies of the CEC's quarterly newsletter for parents, and more!

<https://www.chainexplorationcenter.org/>.

#### **SECTION VI: AUTHORIZER OPERATING COSTS**

*(Complete and attach audited Schedule of Charter School Authorizer Operating Costs.)*

- 1- **\$500.00** - 2018-2019 dues for the School District of Waupaca's membership in the National Association for Charter School Authorizers, purchased in support of our stated commitment to considering NACSA's principles and standards for quality charter schools as we fulfill our authorizer responsibilities.
- 2- There were no additional expenses incurred by the School District of Waupaca that were related to authorizer operations in 2018-2019. For example, authorizer participation in the Wisconsin Resource Center for Charter School's workshops and annual conference, and in the 2018-2019 Innovative Schools Network annual conference, occurred at no cost to the District.

#### **SECTION VII: SERVICES PROVIDED TO CHARTER SCHOOLS**

*(Complete and attach Schedule of Charter School Authorizer Services and Costs.)*

The School District of Waupaca ("SDW") has one charter school, the Chain Exploration Center ("CEC"). As expressed within the charter contract, the Authorizer is committed to the providing services to the CEC, including: *[charter contract page numbers and sections cited]*

- 1- **Providing "administrative services** ... in the same manner as other SDW schools, including, but not limited to, the following: purchasing, accounts payable, accounting services, recordkeeping, reporting and other compliance monitoring and fulfillment, building and grounds maintenance, and testing of students." *[p. 2, section 2]*

- 2- **Providing support** for the CEC that shall be the same support given to other SDW schools. *[p. 10 / 8.2]*
- 3- **Being responsible for salaries and benefits** of CEC staff, including professional development of CEC staff in the same manner allocated to all SDW employees. *[p. 10 / 8.2]* Staffing levels shall be allocated to the CEC by the SDW in the same manner as in all SDW schools. *[p. 11 / 8.4]*
- 4- **Providing funding based on the per pupil formula** applied to all schools in the SDW. *[p. 10 / 8.2]* The CEC shall receive Federal funds as distributed by allocation qualifications. *[p.13 / 10.5]*
- 5- **Providing equivalent district curriculum and technology funds** to sustain a quality curriculum at the CEC. *[p. 11 / 8.6]* The CEC shall receive the same amount of money annually, on a per pupil basis, for curriculum and technology purposes as other SDW schools. *[p. 11 / 10.4]*
- 6- **Providing a facility** to house the CEC. *[p. 11 / 8.15]*, and will not charge rent or facility fees *[p. 13 / 10.2]* The SDW will ensure that the building(s) ... meet(s) all building codes and other building requirements for a public school facility. *[p. 13 / 10.2]*
- 7- **Providing insurance** for all operations and personnel involved in the operations and governance of the CEC. *[p. 11 / 8.5]*
- 8- **Providing food service** at the CEC. *[p. 11 / 8.9]*
- 9- **Including the CEC in the usual and annual audit of the SDW.** *[p. 13 / 10.1]*

The cost of providing these services is captured on the Schedule of Charter School Authorizer Services and Costs, and described in a narrative that begins on the same page as the schedule.



**School District of Waupaca**

**Section VI**

**SCHEDULE OF CHARTER SCHOOL AUTHORIZER OPERATING COSTS**

**FISCAL YEAR ENDING JUNE 30, 2019**

<b>OPERATING ACTIVITY</b>	<b>WUFAR OBJECT CODE</b>	<b>COST</b>
EMPLOYEE SALARIES	100	
EMPLOYEE BENEFITS	200	
PURCHASED SERVICES	300	
NON-CAPITAL OBJECTS	400	
CAPITAL OBJECTS	500	
INSURANCE & JUDGEMENTS	700	
OTHER: ANNUAL DUES – NATIONAL ASSOCIATION OF CHARTER SCHOOL AUTHORIZERS	900	\$500.00
OTHER (REPLACE OTHER WITH AN ACTIVITY NAME)	900	
<b>TOTAL</b>		

2018-2019 dues for the School District of Waupaca’s membership in the National Association for Charter School Authorizers, purchased in support of our stated commitment to considering NACSA’s principles and standards for quality charter schools as we fulfill our authorizer responsibilities.

**SCHOOL DISTRICT OF WAUPACA**

**SECTION VII**

**SCHEDULE OF CHARTER SCHOOL AUTHORIZER SERVICES AND COSTS**

**FISCAL YEAR ENDING JUNE 30, 2019**

<b>SERVICES PROVIDED</b>	<b>FUNCTION CODE</b>	<b>COST</b>
1- REGULAR CURRICULUM	120000	\$258,069.47
2- SPECIAL EDUCATION	150000	\$10,640.64
3- HEALTH SERVICES	214000	\$908.10
4- PSYCHOLOGICAL SERVICES	215000	\$5,018.18
5- CURRICULUM DEVELOPMENT	221200	\$0.00
6- INSTRUCTIONAL STAFF TRAINING	221300	\$17,564.88
7- GENERAL ADMINISTRATION	230000	\$32,412.27
8- BUILDING ADMINISTRATION	240000	\$54,308.25
9- BUSINESS SERVICES	252000	\$6,210.47
10- GENERAL OPERATIONS	253000	\$35,626.32
11- PUPIL TRANSPORTATION	256000	\$42,929.72
12- TECHNOLOGY	266000	\$18,451.14
13- UNDIFFERENTIATED CURRICULUM	110000	\$1,972.64
14- OTHER SPECIAL NEEDS	170000	\$167.99
15- OCCUPATIONAL THERAPY	218000	\$1.14
16- LIBRARY MEDIA	222000	7539.17
17- BUSINESS ADMINISTRATION – MAINTENANCE	254000	\$86,563.86
18- BUSINESS ADMINISTRATION – FACILITIES ACQUISITION/REMODELING	255500	\$24,564.24
19- FOOD SERVICE	257000	\$26,354.12
20- CENTRAL SERVICES – INFORMATION	263000	\$1,293.10
<b>TOTAL</b>		<b>\$630,595.70</b>

The cost of honoring the commitments described on page 5 of this report is captured on this Schedule of Charter School Authorizer Services and Costs. The narrative that follows is a brief description of what was covered within each Service category.

## Narrative Describing Costs Associated with Services Provided

- 1- **Regular Curriculum** [120000] • CEC teaching staff wages and benefits, plus approximately \$2,000 for art supplies covered by the CEC's basic budget allocation. The costs associated with staff who were shared with other schools were attributed to the CEC on a per-pupil basis.
- 2- **Special Education** [150000] • Prorated attribution of wages and benefits for one special education instructor and one special education aide.
- 3- **Health Services** [214000] • Prorated attribution of district-level services provided by health services staff. No CEC students had direct services provided by health staff. The attribution covers CEC share of health books purchased for the school (\$18); and for wages and benefits associated with the time health services staff spent on issues related to districtwide concerns such as policy development, safety, nutrition, and staff training.
- 4- **Psychological Services** [215000] • Prorated attribution of wages and benefits for a guidance counselor.
- 5- **Curriculum Development** [221200] • The School District of Waupaca did not use this Function Code.
- 6- **Instructional Staff Training** [221300] • Primarily prorated attribution for professional development provided at the district level (\$4,045), salaries for the District's Director of Teaching and Learning, and instructional coaches (\$11,420). Also includes conference registration fees for CEC staff and Governance Council members, and CEC organizational memberships (\$1,980).
- 7- **General Administration** [230000] • Primarily classroom furniture (\$21,544); painting of gym ceiling (\$7,716); prorated attribution of cost associated with a progress invoice for the 2018-2019 District audit.
- 8- **Building Administration** [240000] • Primarily wages and benefits for charter school Administrator and Secretary.
- 9- **Business Services** [252000] • Prorated attribution of wages and benefits for District Business Manager and Business Office staff.
- 10- **General Operations** [253000] • Primarily prorated attribution of building maintenance costs (staff wages and benefits) (\$14,717); classroom supplies, materials storage, external sign for charter school (\$5,254)
- 11- **Pupil Transportation** [256000] • Primarily prorated attribution of District (daily) pupil transportation (\$41,584); charter school field trip transportation (\$1,346)
- 12- **Technology** [266000] • Prorated attribution of district-wide technology expenses, primarily staff wages and benefits, plus some non-capital equipment and non-instructional software
- 13- **Undifferentiated Curriculum** [110000] • Books and other supplies that were covered by the CEC's school budget.
- 14- **Other Special Needs** [170000] • Primarily Scripps National Spelling Bee registration.
- 15- **Occupational Therapy** [218000] • A small amount of staff mileage. CEC students did not need Occupational Therapy services in 2018-2019.
- 16- **Library Media** [222000] • Primarily prorated attribution of wages and benefits.
- 17- **Business Administration – Maintenance** [254000] • Costs associated with upgrades to the charter school facility to reconfigure space to support teaching and learning at a project-based school with a wider range of grades (transformation from 4K-2 to 4K-8 facility).
- 18- **Business Administration – Facilities Acquisition/Remodeling** [255500] • Costs associated with remodeling the charter school facility to support the purpose and programs of the school (primarily related to improved floor coverings – tile & carpet).
- 19- **Food Service** [257000] • Prorated attribution of food service costs.
- 20- **Central Services – Information** [263000] • Prorated attribution of utility costs.