Renewal Applications

Priority Improvement Schools
# Letter of Intent to Renew

Please provide a copy of the Board Resolution expressing formal intent to apply to CSI for renewal with this completed document on or before October 21, 2016

Important Note: Your application track is determined by your prior year’s accreditation level. If performance in the current year decreases, CSI staff may ask for additional information or materials as part of your renewal process.

## SCHOOL INFORMATION

<table>
<thead>
<tr>
<th>School Name</th>
<th>School Leader</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grades Served</td>
<td>School Code(s)</td>
</tr>
<tr>
<td>School Address</td>
<td></td>
</tr>
<tr>
<td>Current Enrollment</td>
<td>Geographic District</td>
</tr>
</tbody>
</table>

## DESCRIPTION

Mission and Vision

## ADDITIONAL INFORMATION

Please review the [Governing Documents page](#) on the CSI website.

Are you planning to make a modification to any of the items identified on the Governing Documents Modification Form as requiring advanced CSI approval?

- □ Yes  □ No

If yes, please submit the [Governing Documents Modification form](#) on/before the date you submit your renewal materials.

Do you anticipate requesting modification to any of the terms of the previous charter contract?

- □ Yes  □ No

If yes, please explain.

## WAIVERS

Do you plan to request a renewal of existing waivers?

- □ Yes  □ No

Do you plan to request additional waivers?

- □ Yes  □ No

If you plan to request additional waivers, please attach the necessary waiver requests and replacement plans to this document for CSI review and submission to CDE.

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Applicant Printed Name

Applicant Signature
<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>6/23/16</td>
<td>Webinar with Applicant to Discuss the Renewal Process</td>
</tr>
<tr>
<td>7/1/16</td>
<td>Application Released</td>
</tr>
<tr>
<td>~7/15/16</td>
<td>Monthly Phone Call with Applicant</td>
</tr>
<tr>
<td>~8/15/16</td>
<td>Monthly Phone Call with Applicant</td>
</tr>
<tr>
<td>~9/15/16</td>
<td>Monthly Phone Call with Applicant</td>
</tr>
<tr>
<td>~10/15/16</td>
<td>Monthly Phone Call with Applicant</td>
</tr>
<tr>
<td>10/21/16</td>
<td>Application Due</td>
</tr>
<tr>
<td>11/15/16</td>
<td>Applicant Presentation to CSI Board</td>
</tr>
<tr>
<td>11/18/16</td>
<td>Draft Staff Report and Recommendation Released to Applicants</td>
</tr>
<tr>
<td>12/2/16</td>
<td>Final Draft Staff Report and Recommendation Released</td>
</tr>
<tr>
<td>12/5/16</td>
<td>Discussion of Report and Recommendation with Staff and Applicants during Performance Management</td>
</tr>
<tr>
<td>12/13/16</td>
<td>CSI Board Action</td>
</tr>
</tbody>
</table>
CSI Annual Review of Schools (CARS)

INTRODUCTION TO THE RENEWAL PROCESS

The CSI Performance Frameworks (available at www.csi.state.co.us/accountability) were developed in conjunction with the National Association of Charter School Authorizers (NACSA) to evaluate school performance in the areas of Academic, Finance and Organization. The Institute has implemented this robust and comprehensive evaluation system through the use of tools that supplement these frameworks, including an Annual Performance Report, a Performance Calculator and Performance Dashboard, collectively called the CSI Annual Review of Schools, or CARS. It is the intention of the Institute to build upon the evaluation lens utilized by the State to provide a more comprehensive and robust evaluation that includes strong indicators of charter viability and sustainability. This annual review is the primary driver of high stakes decision-making around charter renewal and development. This document describes the supplemental evidence required to engage in the renewal process, and schools need only provide information that is new or augments the body of evidence collected through CARS throughout the charter term.

Renewal Process Components

PURPOSE OF THE RENEWAL APPLICATION

This renewal process is intended to provide schools with the opportunity to present new or supplemental evidence around school performance. This should not be duplicative of information the Charter School Institute already has on file. Additionally, applicants may utilize this process to communicate school plans for the next charter term, above and beyond information provided previously to CSI. This may take the form of strategic growth plans, changes to the educational model or selected curriculum, as well as anticipated operational changes such as the search for a new facility. This information helps to augment the existing body of evidence used in the CSI Staff Recommendation Report and may serve to inform the renewal contract, identify areas of needed CSI support, or update CSI records.

RENEWAL EVALUATION

As mentioned above, the primary driver of the renewal evaluation is CARS. Additional documents considered may include:

- CDE School Performance Framework Reports
- CSSI pre-post visits and evaluation
- Parental and community input
- Progress with UIP performance objectives
- Previous contract milestones and goals
- Evidence provided in the renewal application

Renewal Applications must be submitted in electronic form no later than October 21st, 2016. Schools must also submit a signed Board Resolution expressing intent to apply to CSI for renewal. Submit all materials to csi_info@csi.state.co.us.
RENEWAL APPLICATION

Renewal applications should focus on providing evidence of the effectiveness of the school’s mission and vision. New and supplemental information (as described in the panel at the right) should be items that are not previously collected through CARS.

The application should be as concise as possible. All requested documentation should be provided as attachments to the narrative. This includes any specific, documented evidence, tables, statistics, and other information which may require elaboration beyond the score of the narrative.

Important Note:
Your application track is determined by your prior year’s accreditation level. If performance in the current year decreases, CSI staff may ask for additional information or materials as part of your renewal process.

Renewal Narrative and Materials

The items listed below will comprise your physical renewal application

Please provide the following documents and narrative detailed below. Your narrative should speak to the proven effectiveness of your mission and vision, and when combined with the information requested below, should not exceed 15 pages total.

ACADEMIC PROGRAM
Any student outcomes or academic data should be supplied as part of the Annual Performance Report process in accordance with APR criteria and requirements. However, your renewal narrative may include a description of:
1. Major academic trends & key findings
2. Any programmatic & curricular changes implemented during the prior contract term or proposed changes for the next charter term

FINANCE
Please provide a copy of the most recent version of the following documents:
3. Most recent quarterly detailed financial statement prepared in accordance with 22-45-102 C.R.S.
4. Most recent quarterly detailed balance sheet
5. 5-year budget (current year + 4 additional years) and list of corresponding assumptions.
6. Financial policies and procedures

LEADERSHIP & GOVERNANCE
Please provide a copy of the most recent version of the following documents:
7. School leader evaluation
8. Board self-evaluation

In your narrative, please describe:
9. Progress towards strategic goals
10. Any organizational changes implemented during the prior contract term or proposed changes for the next charter term.
Supplemental Checklist of Items for Renewal

As part of your review, CSI is requesting the following information and/or documents. Please provide these materials with your Letter of Intent, Board Resolution, and Renewal Application on October 21st, 2016.

Note: The list below is standard for all Priority Improvement and Turnaround schools. Schools may receive a tailored checklist that contains additional items requested by CSI that are specific to the individual school or consideration during renewal.

**Renewal Process**
- Meeting notices and/or community invitations about the renewal, including handouts and minutes
- Evidence of formalized community partnerships, including letters of support for renewal from partners
- CSSI report or comparable comprehensive external school wide evaluation conducted within the last year

**Academic Program**
- Username and password to interim assessment interface (e.g. NWEA, Scantron)
- Other data collected internally by the school related to student engagement, community engagement, satisfaction, school culture, and readiness benchmarking

**Leadership and Governance**
- Organizational chart and staffing plan
- 3-year strategic plan (if applicable)
- Board profile matrix
- Board policy book
- Membership and Minutes for School Accountability Committee meetings for the past year
- Board minutes and agendas for the past year

**Operations**
- Staff and Student/Parent Handbooks
- Enrollment plan
- Facility agreement
- Evidence of compliance with the approved waiver replacement plan for CRS 22-9-106 (performance evaluations)

Please check each box to verify the items have been included in the application narrative or submitted as attachments to the application, and sign below.

Applicant Printed Name ____________________________  Applicant Signature ____________________________
COLORADO
CHARTER SCHOOL
INSTITUTE

The mission of the Charter School Institute shall be to foster high-quality public school choices offered through Institute schools that deliver rigorous academic content and high academic performance in a safe environment and on par with the highest performing schools, including particularly schools for at-risk students.

The vision of CSI is to be a national leader as a highly effective charter school authorizer by building a portfolio of high performing public charter schools through authorizing practices that promote a variety of successful and innovative educational designs, including an emphasis on schools that serve at-risk youth.