



BUILDING YOUR CASE: BEST PRACTICES FOR RENEWAL

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INTRODUCTIONS

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SESSION OUTCOMES

- Understand critical renewal practices that occur throughout the renewal lifecycle
- Identify key elements of a charter school renewal
- Explore multiple perspectives related to renewal rubrics, site visits, and aligned application processes

Poll Question One

What kind of authorizer are you?

- a. District Authorizer
- b. Board or Commission
- c. College or University
- d. Non-profit
- e. Other

Poll Question Two

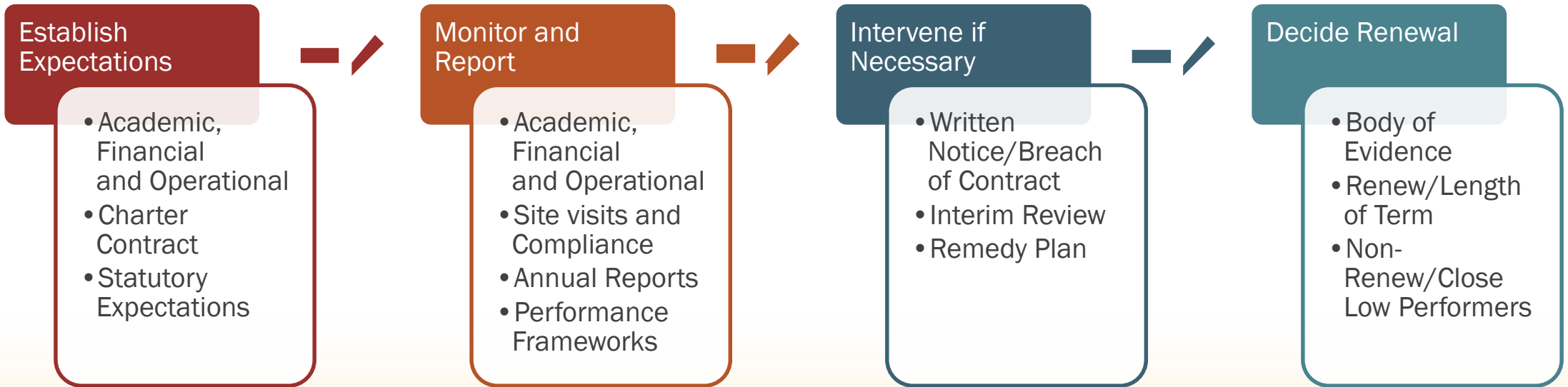
How experienced is your office when it comes to charter contract renewal?

- a. Very experienced
- b. Somewhat experienced
- c. Not experienced

CRITICAL RENEWAL PRACTICES

- Why are strong renewal practices critical?
 - They are essential for effective oversight, communication with charter schools, and public accountability and transparency
 - They help establish expectations, guide practice, assess progress, and inform decision making
 - They build a comprehensive body of evidence that support the authorizers decision

CRITICAL RENEWAL PRACTICES



Poll Question Three

Has your office experienced a charter
contract renewal issue?

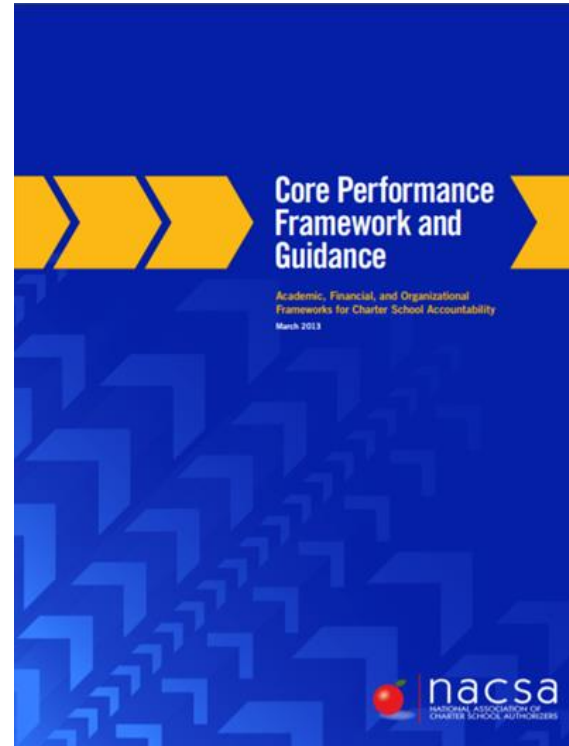
- a. Yes
- b. No
- c. YES!

MY RENEWAL PROCESS JUST WENT SIDEWAYS

- Interactive session
 1. What challenges have you encountered during your renewal cycles?
 2. How have you adapted your renewal processes to address those challenges?

PRE-RENEWAL

- Performance Frameworks



CSI Performance Frameworks	
ACADEMIC PERFORMANCE FRAMEWORKS	
1. Academic Achievement	
a. Are students achieving proficiency on state examinations in reading, math, writing, and science?	
b. Are student proficiency levels higher than in previous years?	
c. Are students performing well on state examinations in comparison to other schools in their geographic home district?	
d. Are students performing well on state examinations in comparison to other similar schools statewide?	
2. Academic Growth	
a. Are students making sufficient annual growth?	
b. Is the percentage of students making adequate levels of growth higher than in previous years?	
c. Is student growth high on state examinations in comparison to other schools in their geographic home district?	
d. Is student growth high on state examinations in comparison to similar schools statewide?	
3. Academic Gaps	
a. Are subgroup populations outperforming the state average for the same subgroup on proficiency?	
b. Are subgroup populations outperforming the state average on student growth?	
4. Postsecondary Readiness (required for high schools only)	
a. Is the school's composite ACT score at or above the state average?	
b. Are students graduating high school?	
c. Is the school's dropout rate at or below the state average?	
FINANCIAL PERFORMANCE FRAMEWORKS	
1. Near Term Measures	
a. Current Ratio (Working Capital Ratio): Current Assets divided by Current Liabilities	
b. Unrestricted Days Cash: Unrestricted Cash divided by (Total Expenses/365)	
c. Enrollment Variance: Actual Enrollment divided by Enrollment Projection in Charter School Board-Approved Budget	
d. Default	
e. General Fund Balance Ratio: Total Fund Balance (including unrestricted funds and funds (or real property) restricted for emergencies) divided by State Per Pupil Revenue (PPR) - meet TABOR	
2. Sustainability Measures	
a. Total Margin: Net Income divided by Total Revenue and Aggregated Total Margin: Total 3 Year Net Income divided by Total 3 Year Revenues	
b. Debt to Asset Ratio: Total Liabilities divided by Total Assets	
c. Cash Flow	
d. Debt Service Coverage Ratio: (Net Income + Depreciation + Interest Expense)/(Principal and Interest Payments)	
ORGANIZATIONAL PERFORMANCE FRAMEWORKS	
1. Students and the Education Program	
a. Is the school implementing the essential terms of the education program as defined in the current charter agreement?	
b. Is the school complying with applicable state education requirements, unless waived?	
c. Is the school protecting the rights of all students?	
2. Governance and Financial Management	
a. Is the school complying with governance requirements?	
b. Is the school meeting financial reporting and compliance requirements, including Generally Accepted Accounting Principles?	
3. Health, Safety, and the School Environment	
a. Is the school complying with health, safety, and facilities requirements?	
b. Is the school handling information appropriately?	
c. Is the school complying with employment law and credentialing requirements?	
4. Additional Obligations	
a. Is the school complying with all other obligations?	
2015-2016 Annual Performance Report	
3	

PRE-RENEWAL

- Monitoring and Intervention
 - Annual Reports
 - Site Visits
 - Interim Reports
 - Improvement Plans

September, 2017

On May 1,
School Co-
NCSC Co-
Director
Student,
Document
Interview
continued

The school
public sh
student.

ACADEMICS

Section 2: Indicator Summary Table

Indicator	Meets Contract Agreement	Partially meets Contract Agreement	Does not meet Contract Agreement
Student Academic Proficiency		NA	
Student Academic Growth ^a			
Academic Growth in proficiency and growth between major student subgroups	X		
Student Attendance	X		
Student Enrollment from Year to Year	X		
Financial Performance and Sustainability	X		
Revenue: Board Performance and Oversight		NA	
Advisory of Policies Transitions in Support of Program	X		
Transparency	X		
School Social and Academic Climate		NA	
Parent and Community Engagement	X		

^a The target of national NAEP
^b Because ACI in Maine State
^c ACADA, ACI
^d ACADA, ACI

ACADA is a public school

School Improvement Plan

Area	Expected Outcome	Proposed Activities	Oversight	Timeline	Documentation
GOVERNANCE	School policies and procedures will be established that provide for the effective and efficient management of SPAA.	SPAA will identify and adopt required and needed policies and procedures throughout the school year. Identified priority policies and procedures will be adopted prior to the beginning of the 17/18 school year. Policies and procedures will be posted on SPAA web site.	SPAA Board Chair Head of School	A list of priority and required policies and procedures will be created prior to July 1, 2017. SPAA policies and procedures will be discussed and adopted at monthly SPAA Board meeting during 2017/18 school year	A list (data base) of proposed SPAA policies and procedures. Policies and procedures posted on SPAA web site. Minutes from SPAA Board meetings. SPAA Board self-evaluation
GOVERNANCE	The SPAA Board will operate in an efficient and effective manner in carrying out their responsibilities as SPAA Board members.	SPAA Board members will be provided with trainings, workshops, etc. to improve their knowledge/skills. Regular opportunities will be provided for self-reflection and monitoring the effectiveness of the SPAA Board.	SPAA Board Co-Chair Head of School Facilitator	A SPAA Board workshop will be held July 2017. SPAA Board will conduct self-evaluations of their performance in July/August 2017, January 2018 and June 2018.	Agenda and Minutes from July Workshop, trainings, etc. Results of SPAA Board self-evaluation and action plan to address areas of need. Results from SPAA Board self-evaluations. Feedback from CSC
FINANCE	SPAA will manage their budget and fiscal responsibilities in an effective and efficient manner.	SPAA Board will adopt a 17/18 budget that provides for appropriate programming at SPAA and is balanced with	SPAA Board Head of School Finance Director	Adopt SPAA by June 6, 2017	Copy of adopted SPAA budget for 17/18.

Academic Performance

Reading Achievement

Proficiency Over Time

Are students achieving proficiency over time on the state examinations (CSAP/TCAP & CMAS/PARCC)?

Are students achieving proficiency over time on the state examinations (CSAP/TCAP & CMAS/PARCC)?

	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030	2030-2031	2031-2032	2032-2033	2033-2034	2034-2035	2035-2036	2036-2037	2037-2038	2038-2039	2039-2040	2040-2041	2041-2042	2042-2043	2043-2044	2044-2045	2045-2046	2046-2047	2047-2048	2048-2049	2049-2050	2050-2051	2051-2052	2052-2053	2053-2054	2054-2055	2055-2056	2056-2057	2057-2058	2058-2059	2059-2060	2060-2061	2061-2062	2062-2063	2063-2064	2064-2065	2065-2066	2066-2067	2067-2068	2068-2069	2069-2070	2070-2071	2071-2072	2072-2073	2073-2074	2074-2075	2075-2076	2076-2077	2077-2078	2078-2079	2079-2080	2080-2081	2081-2082	2082-2083	2083-2084	2084-2085	2085-2086	2086-2087	2087-2088	2088-2089	2089-2090	2090-2091	2091-2092	2092-2093	2093-2094	2094-2095	2095-2096	2096-2097	2097-2098	2098-2099	2099-2100	2100-2101	2101-2102	2102-2103	2103-2104	2104-2105	2105-2106	2106-2107	2107-2108	2108-2109	2109-2110	2110-2111	2111-2112	2112-2113	2113-2114	2114-2115	2115-2116	2116-2117	2117-2118	2118-2119	2119-2120	2120-2121	2121-2122	2122-2123	2123-2124	2124-2125	2125-2126	2126-2127	2127-2128	2128-2129	2129-2130	2130-2131	2131-2132	2132-2133	2133-2134	2134-2135	2135-2136	2136-2137	2137-2138	2138-2139	2139-2140	2140-2141	2141-2142	2142-2143	2143-2144	2144-2145	2145-2146	2146-2147	2147-2148	2148-2149	2149-2150	2150-2151	2151-2152	2152-2153	2153-2154	2154-2155	2155-2156	2156-2157	2157-2158	2158-2159	2159-2160	2160-2161	2161-2162	2162-2163	2163-2164	2164-2165	2165-2166	2166-2167	2167-2168	2168-2169	2169-2170	2170-2171	2171-2172	2172-2173	2173-2174	2174-2175	2175-2176	2176-2177	2177-2178	2178-2179	2179-2180	2180-2181	2181-2182	2182-2183	2183-2184	2184-2185	2185-2186	2186-2187	2187-2188	2188-2189	2189-2190	2190-2191	2191-2192	2192-2193	2193-2194	2194-2195	2195-2196	2196-2197	2197-2198	2198-2199	2199-2200	2200-2201	2201-2202	2202-2203	2203-2204	2204-2205	2205-2206	2206-2207	2207-2208	2208-2209	2209-2210	2210-2211	2211-2212	2212-2213	2213-2214	2214-2215	2215-2216	2216-2217	2217-2218	2218-2219	2219-2220	2220-2221	2221-2222	2222-2223	2223-2224	2224-2225	2225-2226	2226-2227	2227-2228	2228-2229	2229-2230	2230-2231	2231-2232	2232-2233	2233-2234	2234-2235	2235-2236	2236-2237	2237-2238	2238-2239	2239-2240	2240-2241	2241-2242	2242-2243	2243-2244	2244-2245	2245-2246	2246-2247	2247-2248	2248-2249	2249-2250	2250-2251	2251-2252	2252-2253	2253-2254	2254-2255	2255-2256	2256-2257	2257-2258	2258-2259	2259-2260	2260-2261	2261-2262	2262-2263	2263-2264	2264-2265	2265-2266	2266-2267	2267-2268	2268-2269	2269-2270	2270-2271	2271-2272	2272-2273	2273-2274	2274-2275	2275-2276	2276-2277	2277-2278	2278-2279	2279-2280	2280-2281	2281-2282	2282-2283	2283-2284	2284-2285	2285-2286	2286-2287	2287-2288	2288-2289	2289-2290	2290-2291	2291-2292	2292-2293	2293-2294	2294-2295	2295-2296	2296-2297	2297-2298	2298-2299	2299-2300	2300-2301	2301-2302	2302-2303	2303-2304	2304-2305	2305-2306	2306-2307	2307-2308	2308-2309	2309-2310	2310-2311	2311-2312	2312-2313	2313-2314	2314-2315	2315-2316	2316-2317	2317-2318	2318-2319	2319-2320	2320-2321	2321-2322	2322-2323	2323-2324	2324-2325	2325-2326	2326-2327	2327-2328	2328-2329	2329-2330	2330-2331	2331-2332	2332-2333	2333-2334	2334-2335	2335-2336	2336-2337	2337-2338	2338-2339	2339-2340	2340-2341	2341-2342	2342-2343	2343-2344	2344-2345	2345-2346	2346-2347	2347-2348	2348-2349	2349-2350	2350-2351	2351-2352	2352-2353	2353-2354	2354-2355	2355-2356	2356-2357	2357-2358	2358-2359	2359-2360	2360-2361	2361-2362	2362-2363	2363-2364	2364-2365	2365-2366	2366-2367	2367-2368	2368-2369	2369-2370	2370-2371	2371-2372	2372-2373	2373-2374	2374-2375	2375-2376	2376-2377	2377-2378	2378-2379	2379-2380	2380-2381	2381-2382	2382-2383	2383-2384	2384-2385	2385-2386	2386-2387	2387-2388	2388-2389	2389-2390	2390-2391	2391-2392	2392-2393	2393-2394	2394-2395	2395-2396	2396-2397	2397-2398	2398-2399	2399-2400	2400-2401	2401-2402	2402-2403	2403-2404	2404-2405	2405-2406	2406-2407	2407-2408	2408-2409	2409-2410	2410-2411	2411-2412	2412-2413	2413-2414	2414-2415	2415-2416	2416-2417	2417-2418	2418-2419	2419-2420	2420-2421	2421-2422	2422-2423	2423-2424	2424-2425	2425-2426	2426-2427	2427-2428	2428-2429	2429-2430	2430-2431	2431-2432	2432-2433	2433-2434	2434-2435	2435-2436	2436-2437	2437-2438	2438-2439	2439-2440	2440-2441	2441-2442	2442-2443	2443-2444	2444-2445	2445-2446	2446-2447	2447-2448	2448-2449	2449-2450	2450-2451	2451-2452	2452-2453	2453-2454	2454-2455	2455-2456	2456-2457	2457-2458	2458-2459	2459-2460	2460-2461	2461-2462	2462-2463	2463-2464	2464-2465	2465-2466	2466-2467	2467-2468	2468-2469	2469-2470	2470-2471	2471-2472	2472-2473	2473-2474	2474-2475	2475-2476	2476-2477	2477-2478	2478-2479	2479-2480	2480-2481	2481-2482	2482-2483	2483-2484	2484-2485	2485-2486	2486-2487	2487-2488	2488-2489	2489-2490	2490-2491	2491-2492	2492-2493	2493-2494	2494-2495	2495-2496	2496-2497	2497-2498	2498-2499	2499-2500	2500-2501	2501-2502	2502-2503	2503-2504	2504-2505	2505-2506	2506-2507	2507-2508	2508-2509	2509-2510	2510-2511	2511-2512	2512-2513	2513-2514	2514-2515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ANNUAL REPORTS

- Why prepare an annual report?
 - Provides information to help a school develop and improve, provides the school the opportunity to regularly check its record with the authorizer, and provides public transparency.
- What should be in an annual report?

IMPROVEMENT PLANS

- When does a school need an improvement plan?
- Who develops the improvement plan?

INTERIM REPORTS


- Why are interim reports useful?
- When should you request/require interim reports?
- What should be included in interim reports?

SITE VISITS

- Why perform a site visit?
- When do you do a site visit?
- How are site visits incorporated into your authorizing practices?

PRE-RENEWAL

- Communication and engagement with school leaders and staff
 - Board meetings
 - Check-in phone calls
 - Guidebooks and resources



CSI Annual Review of Schools (CARS)


INTRODUCTION TO THE RENEWAL PROCESS

The CSI Performance Frameworks (available at http://www.csi.state.co.us/school_resources/accountability/CARS) 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 a CARS 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
- CSI 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 20, 2017**. Schools must also submit a signed **Board Resolution** expressing intent to apply to CSI for renewal. Submit all materials to ryanmarks@csi.state.co.us.

RENEWAL

- Renewal processes
 - Timeline
 - Guidance
 - Steps

Maine Charter School Commission

Charter School Renewal Application Guidance

Maine Charter School Comm
182 State House Station
Augusta, Maine
04333-0182
Phone: (207) 624-6729
Web: www.maine.gov/csc

June 30, 2017

Maine Charter School Commission
Renewal Application Guidance

Charter Renewal Process	
Submission of Self-Assessment	The school submits a self-assessment to the Maine Charter School Commission in March.
Performance Report	In June, the Maine Charter School Commission submits a Performance Report summarizing the school's performance record to date, and provides notice of any weaknesses or concerns perceived by the Maine Charter School Commission concerning the school that may jeopardize its position in seeking renewal if not timely rectified. The school will be given the opportunity to respond to this report and submit any corrections or clarifications as part of its Application.
Submission of Application for Renewal	The school submits the completed Application to the Maine Charter School Commission no later than September 30 of the school's fifth year. The completed Application must follow the content and format guidelines set forth in the following pages and must be complete upon submission.
Application review	The Maine Charter School Commission reviews the completed Application.
Renewal visit	The Maine Charter School Commission will conduct a school visit. The renewal inspection team prepares a renewal inspection report summarizing the team's findings.
Public Interview	The Maine Charter School Commission will hold a Public Hearing. Other interested parties, including community members, students, and teachers are given the opportunity to provide comments to the Maine Charter School Commission regarding renewal of the school's charter.
Findings of Fact	The Findings of Fact, which is prepared by the Maine Charter School Commission, is a summary of the findings drawn from the schools Application, the Renewal visit, and the Public Hearing.
Renewal Decision	The Maine Charter School Commission will vote on the renewal of the school's charter contract at its business meeting in November.
Application for Substantive Changes to Current Program	If the School would like to make substantive changes to its program, including, but not limited to, grade span served, program delivery, or target population the MCSC will require additional data analysis and research-based evidence after the initial charter is renewed.

Jul	7/10/17 Application Released 7/13/17 Webinar with Applicant to Discuss the Renewal Process ~7/15/17 Monthly Phone Call with Applicant
Aug	~8/15/17 Monthly Phone Call with Applicant
Sep	~9/15/17 Monthly Phone Call with Applicant
Oct	~10/15/17 Monthly Phone Call with Applicant 10/20/17 Application Due
Nov	11/6/17 Applicant Presentation to CSI Board 11/17/17 Draft Staff Report and Recommendation Released to Applicants
Dec	12/1/17 Final Draft Staff Report and Recommendation Released 12/4/17 Discussion of Report and Recommendation with Staff and Applicants during Performance Management 12/12/17 CSI Board Action

RENEWAL

- Renewal Application
 - What does the authorizer need to know?
 - What needs to be in a renewal application?

CSI COLORADO Charter School Institute
Opening New Horizons in Public Education

Renewal Application
Performance with Distinction Schools
(with your permission to file this with the Colorado Department of Education)

Colorado Charter School Institute
1500 Logan Street, Suite 210
Denver, CO 80203

www.csi-state.co.us
Phone: (303) 866-3299
Fax: (303) 866-2530

CSI COLORADO **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 20, 2017**.

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

School Name	School Teacher
Grades Served	School District
School Address	
Current Certificate	Geographic District

DESCRIPTION
Mission and Vision

ADDITIONAL INFORMATION

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

Are you planning to make a modification to any of the items identified on the Governance Documents Modification Form in requiring additional CSI approval? ☐ Yes ☐ No

If yes, please submit the [Governance Documents Modification Form](#) on/after the date you submit your renewal materials.

Do you anticipate requesting modifications 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.

Applicant/Principal Name

Applicant Signature

Colorado Charter School Institute
1500 Logan Street, Suite 210
Denver, CO 80203

www.csi-state.co.us
Phone: (303) 866-3299
Fax: (303) 866-2530

RENEWAL

- Renewal report and renewal recommendation

Colorado
Charter School Institute

2016-2017 Charter Renewal Application Report and Recommendation

Ricardo Flores Magon Academy

School Mission Statement

The RFMA collection takes absolute responsibility to prepare all students for high school, college, and life, regardless of home language or background. By employing high expectations, a profound passion for teaching and learning, and an emphasis on social consciousness.

School Leadership

Current School Leader: Kaye Tsavilima
Applicant Board: Gina Del Castillo, Jerry McElroy, Susan Cox, Anna Halaburda, Jayla Watje, Viviana Casillas, Mattias O'Meara, Jorge Castañeda

Recommendation

CSI Staff recommends that the renewal application received from Ricardo Flores Magon Academy be approved for a contract term of three (3) years with an automatic two-year extension provision.

School Context		Enrollment Over Time		Accreditation Rating Over Time				
Year Opened/Transferred	2007-2008	2011-2012		2012-2013	2013-2014	2014-2015	2015-2016	
Grades Served	K-8	Performance		Improvement	Improvement	Improvement	Performance	
School Model	College Prep	Student Demographic Information 2015-2016						
Location	Westminster	Enrollment						
District of Residence	Westminster District 02	351						
District Accreditation	Priority Improvement	82.6%						
District Type	General	97.7%						
Original Application Type	New School	71.6%						
		6.6%						
		6.0%						

DRAFT

2016 Charter Renewal Report & Recommendation: Ricardo Flores Magon Academy | 1

01
BA
for Technology
and Science

Baxter Academy

Baxter Academy
54 York Street
Portland, ME 04101

Maine Charter School Commission

YEAR 4 PERFORMANCE REPORT

June 2017

RENEWAL

- Renewal Outcomes
 - Renewal/non-renewal
 - Charter contract length
 - Performance contract
 - Milestones
 - Informing the Board

Renewal Actions by School Performance—Quick Reference

BASE Contract Term		
	Considerations	Eligible Schools
5 Year	<ul style="list-style-type: none"> Upward trend 2+ years from medium performance Consistently high performance 	Caprock CECFC CSEC
3 Year	<ul style="list-style-type: none"> Upward trend 2+ years from low performance Upward performance 1 year from medium performance 	RFMA TRCS
2 Year	<ul style="list-style-type: none"> Upward trend from very low performance Declining trend from high performance Stagnant medium to low performance 	MSCS NAS-L TPAAK
1 Year	<ul style="list-style-type: none"> Consistently low performance Trend of moderate to low performance 3+ years on the clock 	NAS-T
Non-Renewal*	<ul style="list-style-type: none"> Consistently low performance Trend of low performance 4+ years on the clock 	

*School will close at end of current contract term.

+2 Year PERFORMANCE Contract Term

Schools receiving a 3, 2, or 1 year contract term are eligible to have a +2 Year Performance contract term added to their Base contract term.

If the school meets the performance milestones stated in the contract, then the contract is automatically extended an additional two years. (Two years provides adequate amount of additional data for trend analyses to be performed.) If a school fails to meet the performance milestones stated in the contract, then the school comes up for renewal prior to the end of the Base contract term.

Other Factors to Consider When Making Renewal Decisions

- ⇒ Level of community support
- ⇒ Comparison to geographic options (performance, demographics, model, etc.)
- ⇒ Performance by level (EMH) over time
- ⇒ Progress towards closing the achievement gap (Resolution 1549)
- ⇒ Availability of other schools of choice or similar models
- ⇒ Proximity to next performance rating

This Quick Reference is provided to the CSI Board for informational purposes only. The CSI Board reserves the right to consider other factors and take additional actions outside of those described above when making renewal decisions.

Poll Question Four

Does your office use a rubric to rate applications?

- a. Yes, we use a rubric.
- b. No, we don't use a rubric.
- c. Sort of. We use a note-catcher.

RENEWAL PRACTICES

- Rubric or no rubric?
 - Pros
 - Cons

Looking Back

1. Academic Performance

Criteria	Notes
a. Using the results contained in the Performance Framework, the school has or has not met its performance expectations.	
b. Details of academic performance – related evidence, supplemental data or contextual information that may not be captured in authorizer records. Submissions may include supplements related to the Renewal Performance Report.	
c. Evidence of outcomes related to any mission-specific academic goals and measures established in the charter contract not already captured in Renewal Performance report.	

2

Looking Back - Academic Performance

Strengths

Questions, Concerns

Address the overall section. These notes may be used at the public hearing to address concerns.

Rate: () Inadequate () Minimally Developed () Fully Developed () Excellent

RENEWAL PRACTICES

- Site Visit

Renewal Site Visit Guidebook

2017 Renewal Cycle



Evaluation and Assessment

COLORADO CHARTER SCHOOL INSTITUTE | 1580 LOGAN STREET STE 210 DENVER, CO 80203

Site Visit Protocol

Purpose and Overview

The site visit will primarily focus on corroborating and augmenting the information found in the charter renewal application and the CSI Annual Review of Schools (CARS) Report, and to verify that the school is implementing improvement strategies with fidelity.

The CSI Performance Frameworks provide the basis for the CSI Annual Review of Schools. The Performance Frameworks explicitly define the measures by which CSI holds schools accountable with regards to academic, financial, and organizational performance. The three areas of performance covered by the frameworks—academic, financial, and organizational—correspond directly with the three components of a strong charter school application, the three key areas of responsibility outlined in strong state charter laws and strong charter school contracts, and are the three areas on which a charter school's performance should be evaluated.

In each of these three areas, the frameworks ask a fundamental question: how did the school perform last year?

Structure

The site visit structure will parallel the structure of the CARS Report and will include academic, organizational, and financial components. Similar to the CARS Report, the visit will focus on academics but the visit will also include organizational and financial components as needed based on school performance or need. While the site visit protocol will primarily focus on areas for school improvement, the visit will also include an opportunity for the school to highlight components of their program that are unique or are a source of pride for the school.

The academic component of the site visit will draw on the major improvement strategies identified in the Unified Improvement Plan (UIP) and improvement strategies identified by the school leader during the pre-visit call. Additionally, the organizational and financial components of the site visit will focus on areas identified for improvement in the CARS Report, the CSI Compliance Process, or through conversations with CSI staff.

The site visit is designed primarily to be informational, and facilitate access to observational and anecdotal information about the school's performance. However, the review team and the school leader will establish clear and observable outcomes for the site visit through the pre-visit questionnaire and pre-visit planning meeting.

During the site visit, the CSI team will look for evidence to support the areas identified in the pre-visit planning meeting. In addition, the CSI team may request to gather information (via observation, interview, or document review) based on other areas of need.

After the visit, the CSI team will compile evidence gathered during the site visit and provide a summary narrative to school leaders within three weeks. The summary narrative will be included in the renewal report provided to the CSI board.

Charter renewal site visits are differentiated in length and scope based on the school's accreditation rating. The site visit is not required for schools entering the renewal process with a plan type of

CSI Renewal Site Visit Guidebook

5

RENEWAL PRACTICES

- Expansion and renewal alignment

VII. Looking to the Future

This section provides the opportunity to detail the school's plans for the next charter term.

1. Adjustments to the Performance Framework, if any

Describe and state the rationale for any proposed changes in targets for the performance indicators as stated in the existing contract.

2. Describe, if applicable, plans to change the school's current model as it relates to the topics below. Include a timetable for plan implementation.

Substantive changes, including, but not limited to, grade span served, program delivery, or target population will require additional data analysis and research-based evidence after the initial charter is renewed.

a. Education Plan

- Mission, Vision, Identification of targeted student population and the community the school hopes to serve
- Academic Program
- Special Student Populations
- Assessment
- School Climate and Discipline

For information on Sub recipient Award Calculation and Allocation Policy and Procedure for IDEA Grant see: <http://www.maine.gov/csc/Allocationspolicy011017final.pdf>

b. Organizational Plan

- School Calendar and Daily Schedule
- Student Recruitment and Enrollment
- Staffing and Human Resources
- Management and Operation
- Parent and Community Development

c. Governance Plan

- Governing Body
- Governing Board Composition

QUESTIONS?

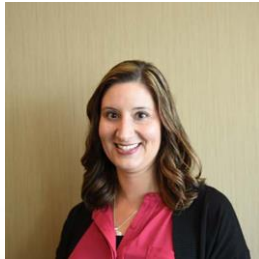
- Do you have any questions or comments to share?

CONTACT INFORMATION

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Maine Charter School Commission
(207) 624-6751

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<http://www.maine.gov/csc/>



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nacsa

NATIONAL ASSOCIATION OF
CHARTER SCHOOL AUTHORIZERS

