

Maine Charter School Commission

## **Renewal Application for a Public Charter School**

**Maine Charter School Commission**

182 State House Station

Augusta, Maine

04333-0182

Phone: (207) 624-6729

Web: [www.maine.gov/csc](http://www.maine.gov/csc)

## Table of Contents

Introduction.....	1
Overview of the Charter Renewal Process .....	1
Charter Renewal Process.....	2
Application Renewal Form.....	3
Application Submission Requirements .....	4
Application Contents.....	5
Appendix A Governing Board Turnover .....	10
Appendix B Staff Turnover.....	11
Appendix C Student Turnover .....	12
Appendix D Projected Budget.....	13

This application is available online at <http://www.maine.gov/csc/resources.html>

## Introduction

This document provides guidance for submitting an application for renewal of a public school charter (Application) to the Maine Charter School Commission. The following sections include an overview of the charter renewal process and detailed requirements for preparing and submitting the Application to the Maine Charter School Commission. Please review all of the information contained in this document before you begin the school's Application.

The school's Application presents evidence of the school's performance during the current charter period. The application process also allows the school to examine its practices and decisions over the current charter term, offer explanations for any performance or operational issues, identify actions taken to correct past problems, and provide information regarding the school's plans for improvement in the future. By presenting full and accurate information along with a context for the information, the school has the opportunity to make its best case for charter renewal.

The Maine Charter School Commission has collected extensive data on each charter school's performance over the charter term, including, but not limited to, the following: a school's annual reports, financial audits, test results, site visit reports, and demographic data. Rather than a restatement of information and data that the Maine Charter School Commission already possesses, the Application should contain additional affirmative evidence of the school's successes, and should address areas of concern outlined in the Performance Report issued to the school from the Maine Charter School Commission.

## Overview of the Charter Renewal Process

According to *§2411 Charter Term and Renewal* a charter may be renewed for successive terms of 5 years, although an authorizer may grant a renewal for a term not to exceed 15 years based on the performance, demonstrated capacities and particular circumstances of each public charter school. An authorizer may grant renewal with specific conditions for necessary improvements to a public charter school.

No later than June 30th of a public charter school's 4th year of operation under each 5-year term of a charter contract, the authorizer shall issue a public charter school performance report. If the charter of the public charter school is expiring, the authorizer shall offer charter renewal application guidance to the school. The performance report required in this subsection must summarize the public charter school's performance record to date, based on the data required by this chapter and the charter contract, and must provide notice of any weaknesses or concerns perceived by the authorizer concerning the school that may jeopardize its position in seeking renewal if not timely rectified. The school must be given the opportunity to respond to the performance report and submit any corrections or clarifications for the report. The renewal application guidance required must include or refer explicitly to the criteria and standards that will guide the authorizer's renewal decisions, which must be based on the performance framework under *§ 2409*. The renewal application guidance must, at a minimum, require and provide an opportunity for the public charter school to:

- (1) Present additional evidence, beyond the data contained in the performance report, supporting its case for charter renewal;
- (2) Describe improvements undertaken or planned for the school; and
- (3) Detail the school's plans for the next charter term.

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## Charter Renewal Process

<b>Submission of Self-Assessment</b>	The school submits a self-assessment to the Maine Charter School Commission in March.
<b>Performance Report</b>	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.
<b>Submission of Application for Renewal</b>	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.
<b>Application review</b>	The Maine Charter School Commission reviews the completed Application.
<b>Renewal visit</b>	The Maine Charter School Commission will conduct a school visit. The renewal inspection team prepares a renewal inspection report summarizing the team's findings.
<b>Public Interview</b>	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.
<b>Findings of Fact</b>	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.
<b>Renewal Decision</b>	The Maine Charter School Commission will vote on the renewal of the school's charter contract at its business meeting in November.
<b>Application for Substantive Changes to Current Program</b>	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.

# Maine Charter School Commission

## Maine Public Charter School Renewal Application Form

Name of public charter school \_\_\_\_\_

Name of entity that holds the charter \_\_\_\_\_

Name / Title of primary contact person \_\_\_\_\_

Mailing address \_\_\_\_\_

Telephone \_\_\_\_\_

Email address \_\_\_\_\_

Physical address of school \_\_\_\_\_

School's Initial opening date \_\_\_\_\_

Current grades enrolled \_\_\_\_\_

Grade levels to be served per *current* Charter Contract \_\_\_\_\_

Maximum projected enrollment per *current* Charter Contract \_\_\_\_\_

*Proposed* grade levels to be served at full enrollment for *second charter term* \_\_\_\_\_

*Proposed* maximum projected enrollment at full growth for *second charter term* \_\_\_\_\_

### Renewal Application Certification:

Signature of School Leader \_\_\_\_\_ Date \_\_\_\_\_

Printed name: \_\_\_\_\_

Signature of Board Chair \_\_\_\_\_ Date \_\_\_\_\_

Printed name: \_\_\_\_\_

**Charter Renewal Applications must be submitted to the Maine Charter School Commission in both print and electronic (on a thumb drive) form by: 5:00 pm, Friday, September 30, 2016.**

## Application Submission Requirements

- **Due Date:** The school's Application must be received no later than **5 p.m. Friday, September 30, 2016.**
- **Length:** The completed Application may not exceed 25 pages, excluding cover letter, cover page, and appendices.
- **Formatting:** The Application must include a table of contents. The text and attachments must use standard one-inch margins, be clearly paginated, and use a clearly readable font no smaller in type size than 11 point.
- **Data:** Tables, graphs, and other data, including student achievement data, provided in the Application must be clearly presented, clearly explained, and directly relevant to the text. In addition, the Application must not include any photographs, pictures, graphics, or news clips that are not directly relevant to the text.
- **Renewal Application Form:** The Application must include the required Renewal Application Form and must be signed by both the School Leader/Director and the Board Chair.
- **Renewal Application Sections *Looking Back, Looking to the Future, and Addressing Special Issues*:** These sections must be completed appropriately. Topics addressed in the school's 2016 self-assessment may be referenced, and do not have to be restated in the Application.
- **Appendices:** All additional attachments must be clearly labeled and provided in the appropriate appendix, as designated in this document. Additional information included in the appendices should not exceed 25 pages in total.

The school's completed Application must be submitted to the Maine Charter School Commission in printed and electronic form. Please submit one, unbound original version with required signatures, including all appendices, in printed form, and an electronic version of the Application on a thumb drive.

Both the printed version and the electronic version of the school's Application must be delivered to:

**Maine Charter School Commission**  
182 State House Station  
Augusta, Maine  
04333-0182

## Application Contents

### ○ **Cover Page**

Provide a cover page labeled “Application for Renewal of a Public Charter School” that lists the following information:

- School name
- School address
- School contact information: name, title, telephone, and email address
- Date of Application approval by the school’s governing board
- Application submission date

### ○ **Renewal Application Form**

See page 3

### ○ **Table of Contents**

Provide a clearly labeled Table of Contents naming all major sections, appendices, and page numbers.

### ○ **Introduction to the School**

To provide the reader with basic introductory information about your school, include Table A below.

Table A – Introductory Information

Name of School			
Year Opened		Current Enrollment	
Maximum Enrollment		Current Grade Span	
Chartered Grade Span		Students on Waitlist	

### ○ **Executive Summary**

Provide the enrollment and demographic information for the current school year 2016-2017 (Table B below). Then provide a brief (one to two page) description of the school, including an overview of the mission and vision, educational program, community and local connections, leadership and governance.

Table B – Current Year Enrollment and Demographic Information

Enrollment	
# of Students Enrolled	
# of Students on Waiting List	
Sex	
# Male	
# Female	
Ethnicity/Race	
# White	
# Black	
# Hispanic	
# Asian	
# Other	
Special Populations	
# Students with Disabilities	
# English Language Learners	
# Homeless Students	
# Eligible for Free/Reduced Lunch	

○ **Looking Back: The Record of Performance**

This section provides an opportunity to supplement or augment the performance record. Schools should use the Renewal Performance Report as a guide for their responses and submit only evidence of performance related to the Performance Framework that is not included in the Renewal Performance Report and/or that the authorizer may not have. Responses should reference the specific criteria and benchmarks in the Performance Framework to which the information applies. Responses may include, but are not limited to, information about interim assessments or progress reports; evidence of performance on school- or mission-specific goals; and describe improvements undertaken at the school; and evidence of progress for any areas in which the school has not previously met or is not currently meeting the performance standard.

Responses should focus on information or evidence relevant to the school’s academic, financial and organizational performance and the school’s performance expectations as defined by the authorizer’s Performance Framework and the school’s charter contract.

Renewal Recommendations will be based on all evidence of school performance in the record, including but not limited to the school’s responses in this section.

## **A. Academic Performance**

1. Using the results contained in the Performance Framework, explain whether or not the school has met its performance expectations.
2. Provide any 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. Please reference the specific Performance Framework measures to which the information applies, as appropriate.
3. Provide evidence of outcomes related to any mission-specific academic goals and measures established in the charter contract (if not already captured in Renewal Performance Report).

## **B. Financial Performance**

1. Provide an assurance that the school is current in meeting its liabilities, including but not limited to payroll taxes, debt service payments, and employee benefits.
2. Provide any financial performance-related evidence, supplemental data or contextual information that may not be captured in authorizer records. Submissions may include, but are not limited to, updated financial records and other updates regarding the Renewal Performance Report. Please reference the specific Performance Framework measures to which the information applies, as appropriate. Please complete the budget template, Appendix D.

## **C. Organizational Performance**

1. Provide any organizational performance-related evidence, supplemental data or contextual information that may not be captured in authorizer records. Submissions may include evidence of current compliance in areas for which the school was found previously to be non-compliant or other updates relevant to the Renewal Performance Report. Please reference the specific Performance Framework measures to which the information applies, as appropriate.
2. Provide evidence of outcomes related to any school-established organizational goals, as appropriate.

○ **Looking to the Future**

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

**A. 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.

**B. 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.*

1. Education Plan
  - a. Mission, Vision, Identification of targeted student population and the community the school hopes to serve
  - b. Academic Program
  - c. Special Student Populations
  - d. Assessment
  - e. School Climate and Discipline
  
2. Organizational Plan
  - a. School Calendar and Daily Schedule
  - b. Student Recruitment and Enrollment
  - c. Staffing and Human Resources
  - d. Management and Operation
  - e. Parent and Community Development
  
3. Governance Plan
  - a. Governing Body
  - b. Governing Board Composition
  
4. Business and Financial Services
  - a. Budget
  - b. Financial Management
  - c. Facilities
  - d. Transportation
  - e. Insurance
  - f. Food Service
  - g. Closure Protocol
  
5. Education Service Providers

○ **Addressing Special Issues**

This section provides the opportunity to address special issues that the school foresees may have a dramatic impact on the school's educational programs, facilities, services, or budget.

## Appendix A: Governing Board Turnover

### Governing Board Turnover

Please complete the Governing Board Turnover table below. List the number of board members joining and leaving the board in each school year of the current charter period.

School Year	Total Membership	Members Joining	Members Departing
2012-13			
2013-14			
2014-15			
2015-16			

## Appendix B: Staff Turnover

### Staffing and Staff Turnover

Please Complete the Staffing and Staff Turnover table below. List the following information for each year of the current charter period: the number of administrators, teachers, and other staff (actual number and FTE) and the number of departures of administrators, teachers, and other staff during and at the end of each school year. Provide a brief explanation of administrator and teacher departures.

	2012- 2013	2013 - 2014	2014 - 2015	2015 - 2016
<b>Administrators</b>				
Number and FTEs				
Departures during school year				
Departures at end of school year				
<b>Teachers</b>				
Number and FTEs				
Departures during school year				
Departures at end of school year				
<b>Other Staff</b>				
Number and FTEs				
Departures during school year				
Departures at end of school year				

Explanation of Staff Turnover

## Appendix C: Student Turnover

### Student Turnover

Please complete the Student Turnover table below. List the following information for each year of the current charter period: the number of students and the number of departures of students during and at the end of each school year. Provide a brief explanation of student departures.

	2012- 2013	2013 - 2014	2014 - 2015	2015 - 2016
Number				
Departures during school year				
Departures at end of school year				

Explanation of Student Turnover

## Appendix D: Projected Budget

Please go to <http://www.maine.gov/csc/resources.html> to download the budget template that must be completed and submitted for Appendix D.