

# 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 \_\_\_\_\_

Name of Board Chair \_\_\_\_\_

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

Current Grades Enrolled \_\_\_\_\_

Grade levels to be served at full enrollment \_\_\_\_\_

Maximum projected enrollment at full growth \_\_\_\_\_

### **Renewal Application Certification:**

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

Please print name: \_\_\_\_\_

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

Please print name: \_\_\_\_\_

### Instructions:

Charter Renewal Applications must be submitted to the authorizer in both print and electronic form by:

[TIME] on [DATE]. [INSERT SPECIFIC SUBMISSION INSTRUCTIONS]

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### Maine Public Charter School Renewal Application Instructions

#### Format for Submissions

- The renewal application narrative should not exceed 25 (twenty-five) pages, excluding attachments.
- Attachments should not exceed 25 (twenty-five) pages.
- The application must include the Renewal Application Form and must be signed by both the School Leader/Director and the Board Chair/President.
- The application should include a Table of Contents.
- The application should have standard one-inch margins, be clearly paginated and use at least 11-point font.
- Printed application pages should be double-sided.
- Any attachment should provide information that a) meaningfully augments the body of evidence that the authorizer has already collected on the school's performance, or b) illustrates or supports plans or strategies for the next charter term that would be material to the charter contract for the renewal term. Applicants should reference attachments clearly in the application.
- The application should not include any photographs, pictures, or news clips unless they are being submitted as evidence of performance for renewal criteria.
- The electronic and print versions of the application should be identical in content, including all attachments.

#### I. Executive Summary

Provide the enrollment and demographic information for the current school year (Table A). 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.

#### CURRENT YEAR ENROLLMENT & DEMOGRAPHIC INFORMATION

Total Enrollment

# of Students Enrolled

# of Students on Waiting List

Gender

# Male

# Female

Ethnicity/Race

# White

# Black

# Hispanic

# Asian

# Other

Special Populations

# Students with Disabilities

# English Language Learners

# Homeless Students

# Eligible for Free and Reduced Lunch

## **II. Looking Back: The Record of Performance**

Section II provides schools with 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, describe improvements undertaken for the school.

Responses should not include anecdotal information or evidence that is not 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.

### **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.

### **III. Looking to the future:**

Section III provides the school the opportunity to detail the school's plans for the next charter term.

#### **A. Adjustments to the Performance Framework**

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

#### **B. Describe Improvements to the school as it relates to:**

##### **Education Plan**

- A.1. Mission, Vision, Identification of targeted student population and the community the school hopes to serve
- A.2. Academic Program
- A.3. Special Student Populations
- A.4. Assessment
- A.5. School Climate and Discipline

##### **Organizational Plan**

- B.1. School Calendar and Daily Schedule
- B.2. Student Recruitment and Enrollment
- B.3. Staffing and Human Resources
- B.4. Pre-opening Plan
- B.5. Management and Operation
- B.6. Parent and Community Development

##### **Governance Plan**

- C.1. Governing Body
- C.2. Governing Board Composition

##### **Business and Financial Services**

- D.1. Budget
- D.2. Financial Management
- D.3. Facilities
- D.4. Transportation
- D.5. Insurance
- D.6. Food Service
- D.7. Closure Protocol

## **Education Service Providers**

Timeline( Maine statute)

No later than June 30 in charter schools 4<sup>th</sup> year - MCSC issues performance report to public charter school. School given time to respond to the report.

Issue renewal application guidance to the charter school. Guidance must include/reference criteria for MCSC renewal decision.

No later than September 30<sup>th</sup> of charter school's 5<sup>th</sup> year school shall submit a renewal application.

No later than 45 days after school has filled the application, MCSC shall rule by resolution its decision and provide a public report summarizing the evidence basis for the decision.

Within 10 days of decision, MCSC shall report to the Commissioner its decision to renew/ not renew.

## **Evidence Sources for Report**

Annual reports, Monitoring Visits, State Performance Data, Financial Records, Performance Indicators.

*(Public Hearing - MA holds an open to the public meeting session as they consider renewal )*