

# Renewal Timetable

2/2/16

February 5	MCSC gives self-assessment to school
February 10	Rough draft of Performance Report sent from Gina to Review Team for feedback and collaboration
March 4	Self- assessment due back to MCSC from school
Wk. of Mar.7-11	Give renewal information (timeline, process, etc.) to school
Wk. of Mar.28-Apr.1	Review team visits school for classroom observations and meets with students and parents
April 4	School end-of-year data due to MCSC, Gina adds new data to Performance Report
Wk. of April 11-15	Review team meeting to discuss classroom visits and meetings with students and parents, and plan for review team EOY visit to school
Wk. of April 18-22	Review team end-of-year visit to school
May 3	Review team reports to full Commission at business meeting and hears concerns and gets feedback
Wk. of May 16-20	Review team collaborates to complete Performance Report
May 31	Performance Report mailed to Full Commission for review
June 7	Full Commission votes on Performance Report at Business meeting
June 30	Issue Performance Report and Renewal application to school, give renewal guidance
Sept. 30	Renewal Application due to MCSC from school
Wk. of Oct. 1-7	Review team reviews application, use rubric
Wk. of Oct. 10-14	Review team meets to discuss application
Wk. of Oct. 17-21	Review team visits school
Wk. of Oct 24-28	Public Interview
Wk. of Oct.31-Nov.4	Review team meets to complete "Findings of Fact"
Nov. 8	MCSC rules on Renewal (Business meeting 1 week later than usual)

## Maine Public Charter School Renewal

- February: Cumulative report from first 3 years drafted and review team plans visit
- March: Review team visits school (also serves as end of year visit)
- April 1: School submits year 4 data to commission
- April: Review team reviews new report draft with year 4 data incorporated
- May: Review team reports to full commission and hears feedback and concerns
- June business meeting: commission votes on cumulative report

*Information taken from Chapter 3: Procedures for Charter School Renewal*

### Timeline of events

By June 30 of year 4 (2016 for Cornville and MeANS)

- MCSC issues performance report
- At the time the performance report is issued, MCSC gives renewal guidance (application process)

No later than Sept. 30 of year 5 (2016 for Cornville and MeANS)

- School's governing board must submit application

Within 45 days of receipt of application

- Commission must rule on the application
  - BEFORE ruling:
    - Review team reviews application
    - Review team visits school
    - Commission holds public meeting

### Performance Report includes:

- “. . . shall include information regarding the charter school's performance to date and provide notice of any weaknesses which might be detrimental to school renewal.”
- Academic performance
- Fiscal performance
- Governance

- Effective leadership
- Instructional quality
- Compliance with terms of charter contract, laws and regulations
- Mission fulfillment
- Parent and community support
- Operations and/or governance (Not sure why governance was listed twice)

# 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]

# Maine Charter School Commission

## Maine Charter School Commission

### 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 )*

DRAFT

A. Academic Performance from Looking Back Section II

Criteria	Notes
1. Using the results contained in the Performance Framework, the school has or has not 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(.	

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

Rate for A.1.2.3. ( ) Inadequate ( ) Minimally ... ( ) Fully ... ( ) Excellent

Inadequate points 0, Mimimal points 1-3, Full points 4-7, Excellent points 8-10

Then on to B. Financial Performance 1.2. and C. Organizational Performance 1.2.

Section III Looking to the future -describing improvements areas A. B. C. D. format the section just not specific evaluation criteria like we had in the application.

III Looking to the future

A. Adjustments to the Performance Framework

Performance Framework

Indicator and Measure	Target Years 1-5	Proposed change in target	Rationale for change
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B. Describe Improvements to the charter school as it relates to:

Education Plan

A1 Mission, vision, identification of targeted student population and the community the school hopes to serve	Improvements
A2 Academic Program	
A3 Special Student Populations	
A4 Assessment	
A5 School Climate and Discipline	

Strengths
Questions, Concerns

Education Plan Summary

Is the Education Plan compelling? Are we convinced that the applicant makes a strong case for the quality of the program? Describe why or why not?

Does the education Plan support the vision and mission of the school? Describe why or why not?

Essential Question

Do you believe that the applicant has achieved the standards and targets stated in the charter contract, are organizationally and fiscally viable and have been faithful to the terms of the contract and applicable laws? Describe why or why not.

Overall Assessment: After a thorough analysis of a comprehensive body of objective evidence defined by the Performance Framework in the charter contract the recommendation for renewal of this applicant is:

- To renew ( )
- To not renew ( )
- To conditionally renew ( )

### Monitoring Visit Matrix

Visit Type & Time Frame	Purpose	Commission Responsibilities	School Responsibilities	Completed Documentation
<p>Renewal Preparation February 15<sup>th</sup> -</p>	<ul style="list-style-type: none"> <li>Make decision on full renewal, conditional renewal, or closure</li> <li>Establish renewal, conditional renewal, or closure plan</li> </ul>	<ul style="list-style-type: none"> <li>Annual site visit scheduled between March 1<sup>st</sup> and April 30<sup>th</sup> <ul style="list-style-type: none"> <li>Renewal site visit scheduled within 45 days of receiving application for renewal                             <ul style="list-style-type: none"> <li>Observe classrooms with school leadership</li> </ul> </li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Self assessment for years 1-3 due to commission by <del>February 15<sup>th</sup></del> March 4<sup>th</sup> of fourth year.</li> <li>Complete application for renewal. Due no earlier than June 30<sup>th</sup> and no later than September 30<sup>th</sup></li> </ul>	<p>End of Year Visit Preparation List</p>
<p>End of Year Activities</p>	<ul style="list-style-type: none"> <li>Prepare for end of year visit</li> </ul>	<ul style="list-style-type: none"> <li>Observe classrooms with school leadership                             <ul style="list-style-type: none"> <li>School provides evidence of the implementation of unique components of their application</li> </ul> </li> <li>Review self-assessment</li> <li>Meet with students and parents based on self-assessment</li> <li>Identify areas for follow up at end of year visit</li> </ul>	<ul style="list-style-type: none"> <li>Complete self-assessment and send to Commission</li> <li>Observe classrooms with Commission members</li> </ul>	<p>End of Year Report</p>
<p>End of Year Visit</p>	<ul style="list-style-type: none"> <li>Determine if the school is delivering program described in application</li> <li>Monitor progress towards performance measures</li> </ul>	<ul style="list-style-type: none"> <li>Meet with:                             <ul style="list-style-type: none"> <li>School Leadership</li> <li>Board Members</li> </ul> </li> <li>Review initial data aligned to performance measures</li> <li>Establish due dates for end of year data report to Commission</li> </ul>	<ul style="list-style-type: none"> <li>Work with Commission to arrange visit</li> <li>Provide initial data</li> </ul>	<p>End of Year Report</p>

<p>Renewal Visit Within 45 days of receipt of renewal application</p>	<ul style="list-style-type: none"> <li>• Determine if the school is delivering program described in application</li> <li>• Monitor progress towards performance measures</li> <li>• Make decision on full renewal, conditional renewal, or closure</li> <li>• Establish renewal, conditional renewal, or closure plan</li> </ul>	<ul style="list-style-type: none"> <li>• Meet with <ul style="list-style-type: none"> <li>○ School Leadership</li> <li>○ Board Members</li> </ul> </li> <li>• Review historical data aligned to performance measures</li> <li>• Establish due dates for end of year data report to Commission</li> </ul>	<ul style="list-style-type: none"> <li>• Work with Commission to arrange visit</li> <li>• Observe classrooms with Commission members</li> <li>• Prepare four-year report highlighting school's successes and plans for next steps</li> </ul>	<p>Renewal Plan or Closure Plan</p>
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