

Renewal Application Guidance for a

Public Charter School

**Maine Charter School Commission**

182 State House Station Augusta, Maine 04333-0182 [www.maine.gov/csc](http://www.maine.gov/csc)

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**Introduction**

This document provides guidance for submitting an application for renewal of a public charter school (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.

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 restatement of information and data that the Maine Charter School Commission already possesses, the Application should contain additional afﬁrmative evidence of the school’s success and should address areas of concern (if any) 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 renewal;
2. Describe improvements undertaken or planned for the school; and
3. Detail the school’s plans for the next charter term.

**Charter Renewal Process**

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| **Spring Visit/Meeting** | A spring visit/meeting is held with school leadership to gather additional information. |
| **Submission of Self-Assessment** | The school submits a self-assessment and end of year reports to the Charter School Commission. |
| **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 Application to the Maine Charter School commission by **September 5, 2025** of the school’s ﬁfth year. The completed Application must follow the content and format guidelines set forth in the application and must be complete upon submission. |
| **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 Maine Charter School Commission will require additional data analysis and research-based evidence. |
| **Application Review** | The Maine Charter School Commission reviews the completed Application. |
| **Renewal Visit** | The Maine Charter School Commission will conduct a school visit(s). The renewal inspection team prepares a renewal inspection report summarizing the team’s ﬁndings. |

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| **Public Hearing** | 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 the renewal of the school’s charter. |
| **Recommendation** | The Recommendation is prepared by the Maine Charter School Commission’s Review Team. It is based on the ﬁndings drawn from the school’s Application, the Renewal Visit, Public Hearing, and historical performance. |
| **Renewal Decision** | The Maine Charter School Commission will vote on the renewal of the school’s charter contract at its Commission Meeting in October. |