



Rainier Prep

2016 - 2017 ORGANIZATIONAL PERFORMANCE REPORT

by Washington State Charter School Commission



WASHINGTON STATE
Charter School Commission
STUDENTS • INNOVATION • TRANSPARENCY

INTRODUCTION

The Organizational Performance Framework is a reporting tool designed to communicate to the charter school and public the compliance-related standards that all charter schools authorized by the Washington State Charter School Commission (the Commission) must meet. The Organizational Framework lists the standards which align to state and federal law, rules, regulations and the charter contract that charter schools are required to meet.

PURPOSE OF REPORT

The Commission's Organizational Framework is intended to lay out the legal requirements for charter schools. It is designed to treat all charter schools as though they are the same only in terms of meeting minimum legal and ethical requirements. This enables charter schools to retain the flexibility and autonomy to be different in the ways that matter most for a school's mission, vision, and educational program. The expectations set out in the Organizational Framework derive from state and federal law as well as the operating terms in the charter application. Of the three frameworks, the Organizational Framework is most closely aligned with the charter contract in terms of documenting operational expectations such as special education, accounting practices, reporting requirements, and the like.

One of the Commission's core responsibilities with respect to charter schools is to protect the public interest, and the Organizational Framework is the primary lever for carrying out this responsibility. It enables the Commission to ensure that charter schools are respecting rights of students, staff, and families within the schools as well as the interests of the general public in ensuring that charter schools meet the legal obligations that state and federal legislatures have determined should apply.

The central premise of charter school autonomy is that the authorizer will articulate the expected outcomes, and the school will have maximum flexibility to determine the best way to achieve those outcomes. In other words, the authorizer articulates the ends and the school decides the means of getting there. The Organizational Framework is the place where the school becomes externally accountable for how it operates.

SCHOOL OVERVIEW

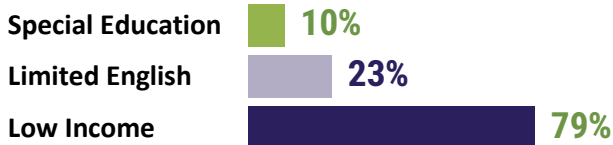


Rainier Prep

10211 12th Ave S., Seattle, WA 98168	
School Contact	(206) 494-5979
School Website	www.rainierprep.org
Neighborhood Location	Highline Public Schools
Leadership	School Leader: Maggie O’Sullivan
School Mission	To prepare all students to excel at four year colleges and to become leaders in their communities.
Education Program Terms & Design Elements	Rainier Prep provides a longer school day to ensure that students have more time to learn. Rainier Prep provides a daily advisory program. Rainier Prep focuses on increasing achievement in STEM.
Grades Served	5-7
First Year of Operation	2016 - 2017
Total Student Enrollment	251 Students

Student Demographics

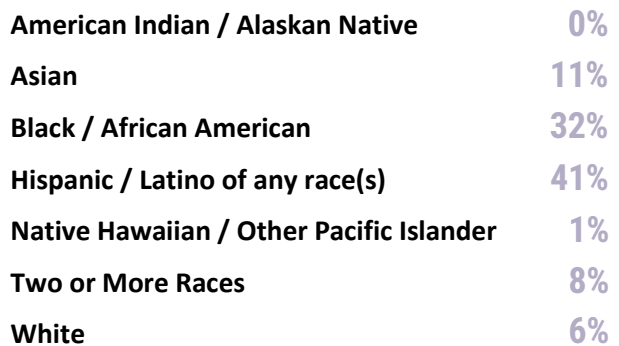
STUDENT GROUPS



GENDER



RACE / ETHNICITY



AT A GLANCE

RAINIER PREP

Is Rainier Prep meeting legal obligations?

Ratings will be determined through the Commission’s quality assurance on-site and desk reviews as well as through the Commission’s Pre-Opening and Annual Compliance Calendar. Additionally, the charter school board’s signed assurances and school contract will be reviewed for evidence of compliance. All schools are obligated to comply with all state and federal public school reporting and compliance requirements as monitored by the Office of Superintendent of Public Instruction (OSPI) and the State Auditor’s Office (SAO).

MEETS Standard

The school materially meets the expectations outlined per state and/or federal laws, rules and regulation, or the charter contract.

DOES NOT MEET Standard

The school failed to implement the program in the manner described; the failure(s) were material and significant to the viability of the school, or regardless of the severity of the failure(s), the board had not instituted remedies that have resulted in prompt and sufficient movement toward compliance to the satisfaction of the authorizer.

RAINIER PREP

These ratings provide clarity to schools about how decisions will be made and which components of performance are most important. Additionally, ratings provide a “bright line” regarding charter school performance expectations that ensures consistency in Commission decision-making and supports parents as they navigate their public school options.

INDICATOR	MEASURE	RATING
1. Education Program	1a. Material Terms of the Charter Contract	MEETS
	1b. Education Requirements	MEETS
	1c. Students with Disability Rights	MEETS
	1d. English Language Learner Rights	MEETS
2. Financial Management & Oversight	2a. Financial Reporting & Compliance Requirements	MEETS
	2b. Adherence to Generally Accepted Accounting Principles (GAAP)	MEETS
3. Governance & Reporting	3a. Governance Requirements	MEETS
	3b. Management Accountability	MEETS
	3c. Reporting Requirements	MEETS
4. Students, Parents & Employees	4a. Rights of Students	MEETS
	4b. Recurrent Enrollment	NOT APPLICABLE
	4c. Teacher and Staff Credentials	MEETS
	4d. Employee Rights	MEETS
	4e. Background Checks	MEETS
5. School Environment	5a. Facilities and Transportation	MEETS
	5b. Health and Safety	MEETS
	5c. Information Management	MEETS
6. Other Obligations	6a. Mission Specific Non-Academic Goals	NOT APPLICABLE

METHODOLOGY

RAINIER PREP

1. EDUCATION PROGRAM

MEASURE	THE SCHOOL DEMONSTRATES COMPLIANCE WITH...	RATING
1a. Materials Terms of the Charter Contract	The materials terms of the education program in all material respects, and the education program in operation reflects the material terms as defined in the charter contract or subsequent approved amendments.	MEETS
1b. Education Requirements	Applicable laws, rules regulations, and provisions of the charter contract related to education requirements AND mandated programming as a result of state or federal funding.	MEETS
1c. Students with Disabilities Rights	Applicable state and federal laws, rules, regulations, and provisions of the charter contract relating to the treatment of students with identified disabilities and those suspected of having a disability. A school may still meet standard if it was out of compliance in a minor area, or the school may have unknowingly been out of compliance in a major area, but immediately took action to negate any potential resulting problems or loss of funding. Reasons are provided identified services.	MEETS
1d. English Language Learner Rights	Applicable state and federal laws, rules, regulations, and provisions of the charter contract relating to requirements regarding English Language Learners (ELLs). A school may still meet standard if it was out of compliance in a minor area, or the school may have unknowingly been out of compliance in a major area, but immediately took action to negate any potential resulting problems or loss of funding.	MEETS

TEACHER VOICE

“Periods are longer than at a district school which allows us to differentiate for students in the classroom. Advisory classes are held daily to support student academic and emotional needs and we teach science every day for 73 minutes.” --School Leader Interview, First Year Site Visit

SCHOOL SPECIFIC NARRATIVE

As verified by the Commission through its First Year Site Visit and board observations, Rainier Prep remained in compliance at all times throughout the year with the implementation of its Education Program Terms. Following the 2016-17 school year, the State Auditor's Office (SAO) issued no findings in its [Accountability Audit Report](#) regarding implementation of mandated programming as a result of state or federal funding or special education enrollment.

Rainier Prep conducts meetings with parents and appropriate personnel to determine acceptance of transfer Individualized Education Plans (IEP) and provision of comparable services or the need to revise the IEP based on a review of current data. Rainier Prep uses a Student Support Team (SST) process to refer and evaluate students suspected of having a disability, and needing services and accommodations or special education. This process includes appropriate team participation to include the parent. The school ensures that evaluations are sufficient in scope to develop an appropriate Section 504 or IEP. To develop plans, Rainier Prep completes a review of existing data from comprehensive evaluations. As needed, Rainier Prep provides instructional support and services to students with special needs, and provides accommodations and modifications for diverse learners. The school ensures procedural safeguards for students and families as evidenced in timely notifications and conducts necessary progress monitoring activities. Rainier Prep provides the least restrictive placements that address students receiving the maximum access to the general education setting with their typical peers. Current placement services include full inclusion, push-in services and pull-out services, and individual and small group instruction from the special education teachers and related service personnel. Ancillary services include student support counselors and associate teachers to support academic and behavior needs of students with learning challenges.

Rainier Prep ensures students who have been removed from classes for disciplinary reasons receive appropriate services, manifestation determinations, functional behavior assessments and behavior intervention plans as needed.

Rainier Prep uses a home language survey in its enrollment packet to determine families who need information in a language other than English. The school provides qualified and competent adult interpreters to communicate with parents of English Language Learners (ELLs) at events and translate vital documents as needed or requested.

Rainier Prep has a process to identify, assess, and place ELL students in classes that includes a home language survey and provisions for testing students on the state language proficiency assessment. The school administers the Washington English Language Proficiency Assessment (WELPA) to determine English proficiency, and provides on-going progress monitoring of academic performance. The school's English language development services are based on a sound educational theory and have been implemented effectively, including qualified staff and adequate resources and facilities. The school measures the effectiveness of the ELL program through grade level and team data analysis and makes modifications as needed. The school ensures ELL services through a full inclusion model and professional development has been documented for all staff on ELL assessment administration and strategies for vocabulary instruction.

DATA SOURCES: *Attachment 4 of Charter Contract, Charter contract amendments, board meeting agendas, packets, reports and minutes, Commission Site Visit Report, Academic Calendar, Statement of Assurances within Charter Contract, Pre-Opening Conditions Calendar Submissions, Office of Superintendent of Public Instruction (OSPI) Consolidated Program Review (CPR) (if applicable), State Auditor's Office (SAO) Accountability Audit, Washington Integrated System of Monitoring (WISM) (if applicable)*

2. FINANCIAL MANAGEMENT & OVERSIGHT

MEASURE	THE SCHOOL DEMONSTRATES COMPLIANCE WITH...	RATING
2a. Financial Reporting & Compliance Requirements	Applicable state and federal laws, rules, regulations, and provisions of the charter contract relating to financial reporting and compliance requirements. All policies and requirements issued by the Office of Superintendent of Public Instruction and Washington State Auditor's office concerning accounting for public school districts in the state of Washington.	MEETS
2b. Adherence to Generally Accepted Accounting Principles	Applicable state and federal laws, rules, regulations, and provisions of the charter contract relating to financial management and oversight expectations as evidenced by an annual independent financial audit.	MEETS

SCHOOL SPECIFIC NARRATIVE

Rainier Prep maintained compliance with its financial reporting and compliance requirements to the Commission, OSPI, and the SAO. The school's independent auditors, Peterson Sullivan LLP issued an unmodified report that identified no material weaknesses, reported no significant deficiencies, and noted no areas of noncompliance material to the financial statements.

DATA SOURCES: *Quarterly Financial Report, Annual Budget, Annual independent financial audit*

3. GOVERNANCE & REPORTING

MEASURE	THE SCHOOL DEMONSTRATES COMPLIANCE WITH...	RATING
3a. Governance Requirements	Applicable state and federal laws, rules, regulations, and provisions of the charter contract relating to governance by its board. A school board may still meet standard if it was out of compliance in a minor area, or unknowingly out of compliance in a major area, but immediately took action to negate any potential resulting problems.	MEETS
3b. Management Accountability	Applicable state and federal laws, rules, regulations, and provisions of the charter contract relating to oversight of the school management team. A school board may still meet standard if it was out of compliance in a minor area, or unknowingly out of compliance in a major area, but immediately took action to negate any potential resulting problems.	MEETS
3c. Reporting Requirements	Applicable state and federal laws, rules, regulations, and provisions of the charter contract relating to relevant reporting requirements to the Commission, state, and/or federal authorities.	MEETS

BOARD OVERVIEW

8
 MEMBERS

5
 required for Quorum

The Rainier Prep board meets on a **monthly** basis.

- No fewer than **5**, no more than **15** directors
 - Teleconferencing is allowed

SCHOOL SPECIFIC NARRATIVE

As verified by the Commission through its board meeting observations and the SAO through its [Accountability Audit Report](#), the board at Rainier Prep maintained compliance with its governance requirements. The board of directors at Rainier Prep demonstrated understanding of the school’s bylaws, and policies and procedures through its consistent compliance with those regulations. The board met monthly and regularly met quorum, with the majority of directors consistently in attendance. Directors reviewed board packets in advance and received extensive updates from the school leadership team regarding student academic performance, fundraising and partnerships, finance and school policies. Regularly, Directors participated in committees, including Governance, Finance, Development, Academic Excellence and School Leadership Evaluation, presenting their progress at open board meetings.

The Rainier Prep Board held all meetings in accordance with the Open Public Meetings Act, adhered to the rules and regulations of the Public Records Act and demonstrated effective and transparent management of conflicts of interest and code of ethics. Rainier Prep’s board is active, inquisitive, and provides competent oversight of the school. The board is comprised of individuals with experience in law, education, finance, technology, law, and real estate. A review of meeting minutes and notes demonstrates the board’s clear understanding of and commitment to the school’s mission. Directors were consistently engaged in full board meetings, asking clarifying questions to each

other, school staff, and other presenters and offering expertise where needed.

The Rainier Prep Board School Leadership Evaluation committee meets in July to set goals for the upcoming year. These goals reflect academic, staffing, student and family targets. The board and school leader revisit goals on a quarterly basis. The board provides the school leader with a mid-year and end of year progress report that includes board, student and staff feedback. The report includes qualitative and quantitative research. If the school is not meeting its goals, the board works with the school leader to determine how to realign resources. Informally, Board committees are tasked with clear goals, which are monitored at each full board meeting. While the board has a process in place to set and evaluate goals by committee, the board did not have a formalized evaluation for itself at the close of the 2016-17 school year. As observed by the Commission in subsequent board meetings, the board was working to adopt a self-evaluation.

The Board did not note any major deficiencies, though members are concerned that the school is leanly staffed in an effort to maintain fiscal discipline. Furthermore, board members, in collaboration with the school leader, are in search of a larger facility that they anticipate will become more financially feasible once the school has a fiscal track record.

The school maintained compliance with its reporting requirements to the Commission, submitting on time and accurate documentation. The Commission received no reports from state or federal entities regarding late or inaccurate compliance submissions.

DATA SOURCES: *Commission Board Meeting Observations, Annual Compliance Calendar, SAO Accountability Audit*

4. STUDENTS, PARENTS & EMPLOYEES

MEASURE	THE SCHOOL DEMONSTRATES COMPLIANCE WITH...	RATING
4a. Rights of Students	Applicable state and federal laws, rules, regulations, and provisions of the charter contract relating to the rights of students. A school may still meet standard if it was out of compliance in a minor area, or the school may have unknowingly been out of compliance in a major area, but immediately took action to negate any potential resulting problems.	MEETS
4b. Recurrent Enrollment	NOT EVALUATED FOR SCHOOLS IN THEIR FIRST YEAR OF OPERATIONS	NOT APPLICABLE
4c. Teacher and Staff Credentials	Legal obligations for public schools to employ appropriately qualified and credentialed staff including administrative, teaching, and educational support staff as required by law.	MEETS
4d. Employee Rights	Applicable state and federal laws, rules, regulations, and provisions of the charter contract relating to employment considerations.	MEETS
4e. Background Checks	Applicable state and federal laws, rules, regulations, and provisions of the charter contract relating to background checks of all applicable individuals (including stand and members of the charter community, where applicable).	MEETS

SCHOOL COMPLIANCE WITH ADMISSIONS AND ENROLLMENT PRACTICES

No limits to admission on any basis other than age group, grade level, or enrollment capacity	✓
No tuition charged	✓
Follows lottery enrollment laws	✓
Does not inquire about a student's special education status during the application process	✓
Accepts a variety of documents to establish a student's age and residency	✓
Does not inquire about a student or parent's U.S. citizenship status or immigration status	✓

SCHOOL SPECIFIC NARRATIVE

Through a desk audit of documentation submitted by Rainier Prep, and in-person verification at the First Year Site Visit, the Commission monitored compliance with the school's obligation to protect the rights of all students.

For the 2016-17 school year, the school had assigned staff members in place to fulfill its responsibilities under Section 504, Title IX, McKinney-Vento, Foster Care and state nondiscrimination laws. Each of the coordinators received training regarding their responsibilities. The Commission recommends Rainier Prep continue to access formal training and technical assistance opportunities on an ongoing basis. Rainier Prep included a nondiscrimination statement in all major school publications widely disseminated to students, parents, and employees and on the website. Furthermore, the school posted its sexual harassment policy and educational rights of homeless children and youth in accessible locations of the school's campus. The Commission verified that the school adopted discrimination complaint and appeal procedures and a sexual harassment policy and procedure that are consistent with the requirements in state law. Rainier Prep has formalized methods of data collection and analysis as well as the ability to implement effective interventions throughout the course of the year regarding discrimination in course and program enrollment and discipline of students across subgroups. Furthermore, the school has a process for auditing instructional materials to evaluate and eliminate bias pertaining to a protected class in all textbooks and instructional materials.

Overall, Rainier Prep has removed barriers to the enrollment and retention of all students. Its application is available on its website and on campus and is translated into Spanish. Following the Commission's site visit, the school follows admissions and enrollment practices outlined in RCW 28A.710.050 (not limiting admission on any basis other than age group, grade level, or enrollment capacity; not charging tuition; following lottery enrollment laws; revising enrollment capacity annually to facilitate the academic success of its students). Furthermore, Rainier Prep includes a Student Housing Questionnaire in its enrollment packet and includes a comprehensive Homeless Student Policy in its Family Handbook. The school identified a Foster Care/McKinney-Vento Liaison responsible for enrollment, accommodations, and transportation for eligible students and coordination of services with community agencies and entities. Based on need, the school created a new bus stop to accommodate homeless student. The Coordinator noted that once transportation was in place, attendance was comparable to other students.

Following the 2016-17 school year, the State Auditor's Office (SAO) issued no findings in its [Accountability Audit Report](#) regarding teacher and staff credentials as tested through its evaluation of staff mix compliance.

As verified through compliance submissions based on the Annual Compliance Calendar, the Commission identified no areas of non-compliance related to employment considerations or background checks.

DATA SOURCES: *Commission Site Visit Report (if applicable), SAO Accountability Audit, Pre-Opening Conditions, Employee Handbook, Office of Superintendent of Public Instruction (OSPI) Consolidated Program Review (CPR) (if applicable), Washington Integrated System of Monitoring (WISM) (if applicable)*

5. SCHOOL ENVIORNMENT

MEASURE	THE SCHOOL DEMONSTRATES COMPLIANCE WITH...	RATING
5a. Facilities and Transportation	Applicable state and federal laws, rules, regulations, and provisions of the charter contract relating to the school facilities, grounds, and transportation. A school may still meet standard if it was out of compliance in a minor area, or the school may have unknowingly been out of compliance in a major area, but immediately took action to negate any potential resulting problems.	MEETS
5b. Health and Safety	Applicable state and federal laws, rules, regulations, and provisions of the charter contract relating to safety and the provision of health-related services. A school may still meet standard if it was out of compliance in a minor area, or the school may have unknowingly been out of compliance in a major area, but immediately took action to negate any potential resulting problems.	MEETS
5c. Information Management	Applicable state and federal laws, rules, regulations, and provisions of the charter contract relating to maintaining and handling information appropriately. A school may still meet standard if it was out of compliance in a minor area, or the school may have unknowingly been out of compliance in a major area, but immediately took action to negate any potential resulting problems.	MEETS

SCHOOL SPECIFIC NARRATIVE

Following the 2016-17 school year, the State Auditor’s Office (SAO) issued no findings in its [Accountability Audit Report](#) regarding transportation.

In 2016-2017, Rainier Prep’s facility met all health and safety code requirements, maintained compliance with legal obligations for providing student transportation and offered a safe environment conducive to learning. The facility’s design, size, maintenance, security, equipment and furniture were all adequate to meet the school’s needs. The school was accessible to all, including people with physical disabilities. The Commission’s pre-opening compliance monitoring of health and safety code requirements did not reveal any significant concerns related to these obligations.

Schools participating in USDA School Meal Programs are required to have an Administrative Review from the Office of the State Superintendent of Instruction (OSPI) every three years. The Administrative Review is a comprehensive evaluation of school meal programs to ensure that program regulations and requirements are being met. During the 2016-17 school year, Rainier Prep participated in the Review. Auditors identified several findings, but the school addressed them immediately through corrective action and without any consequence to student health and safety. Rainier Prep submitted all of the required safety plans during the re-opening process, and provided evidence that lock down and fire drills were conducted.

In 2016-17, Rainier Prep maintained compliance with public records requirements, proper and secure maintenance of student, governance, and finance records, rules and regulations regarding transferring of student records. The school follows proper safety and security procedures to ensure safe testing administration. Rainier Prep identified an Assessment Coordinator who has provided training to all staff.

DATA SOURCES: *Commission Site Visit Report (if applicable), SAO Accountability Audit, Pre-Opening Conditions, USDA Administrative Review*

6. MISSION SPECIFIC NON-ACADEMIC GOALS

MEASURE	THE SCHOOL DEMONSTRATES COMPLIANCE WITH...	RATING
6a. Other Obligations	Mission Specific Non-Academic Goals	NOT APPLICABLE

SCHOOL SPECIFIC NARRATIVE

Each year, Commission authorized charter schools set mission specific non-academic goals that are aligned to or support the school's unique mission. All data for mission specific goals is self-reported by the individual school.

In 2016-17, Rainier Prep did not develop mission specific non-academic goals that were approved by the Commission.

DATA SOURCES: *based on mission specific non-academic goal, in conjunction with the school.*



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