



# Rainier Prep

## 2017-2018 ANNUAL ORGANIZATIONAL PERFORMANCE REPORT

by Washington State Charter School Commission



WASHINGTON STATE  
*Charter School Commission*  
STUDENTS • INNOVATION • TRANSPARENCY

## SCHOOL OVERVIEW

### Rainier Prep

10211 12th Ave S, Seattle, Washington 98168	
School Contact Information	(206) 494-5979
School Website	<a href="https://www.rainierprep.org/">https://www.rainierprep.org/</a>
District of Residence	Highline School District
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	<ul style="list-style-type: none"> <li>• Rainier Prep provides a longer school day to ensure that students have more time to learn.</li> <li>• Rainier Prep provides a daily advisory program.</li> <li>• Rainier Prep focuses on increasing achievement in STEM.</li> </ul>
Grades Served	5–8
First Year of Operation	2016 - 2017
Total Student Enrollment	335 <small>Enrollment based on OSPI report card data</small>

## Student Demographics

### STUDENT GROUPS

Special Education	12%
Limited English	28%
Low Income	81%

### GENDER

Male	52%
Female	48%

### RACE / ETHNICITY

American Indian / Alaskan Native	N/A
Asian	9%
Black / African American	35%
Hispanic / Latino of any race(s)	42%
Native Hawaiian / Other Pacific Islander	1%
Two or More Races	8%
White	5%

## 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 Performance 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 Performance Framework is the primary lever for carrying out this responsibility. The framework enables the Commission to ensure that charter schools are respecting the 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 Performance Framework is the place where the school becomes externally accountable for how it operates.

# 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 assurance 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 regulations, 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 and 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 <small>* No target set for recurrent enrollment in first two years of operation</small>	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	MEETS

# METHODOLOGY

# RAINIER PREP

## 1. EDUCATION PROGRAM

MEASURE	THE SCHOOL DEMONSTRATES COMPLIANCE WITH THE FOLLOWING:	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 subsequently 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.	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).	MEETS

### SCHOOL-SPECIFIC NARRATIVE

Rainier Prep remained in compliance at all times throughout the year with the implementation of its Education Program Terms. Following the 2017–18 school year, the SAO issued no findings in its [Accountability Audit Report](#) regarding the 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 include 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 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.

## **SCHOOL RESPONSE**

A response was not provided by the school.

**DATA SOURCES:** *Attachment 4 of Charter Contract, Charter Contract Amendments, board meeting agendas, packets, reports and minutes, Commission Site Visit Report, School Calendar, Statement of Assurances within Charter Contract, Pre-Opening Conditions Submissions (if applicable), OSPI Consolidated Program Review (CPR) (if applicable), SAO Accountability Audit, Washington Integrated System of Monitoring (WISM) (if applicable)*

## 2. FINANCIAL MANAGEMENT AND OVERSIGHT

MEASURE	THE SCHOOL DEMONSTRATES COMPLIANCE WITH THE FOLLOWING:	RATING
2a. Financial Reporting and 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 (GAAP)	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 [Independent Audit Report 2017-2018](#) that identified no material weaknesses, reported no significant deficiencies and noted no areas of noncompliance material to the financial statements.

### SCHOOL RESPONSE

A response was not provided by the school.

**DATA SOURCES:** *Quarterly Financial Report, Annual Budget, Annual Independent Financial Audit*



### 3. GOVERNANCE AND REPORTING

MEASURE	THE SCHOOL DEMONSTRATES COMPLIANCE WITH THE FOLLOWING	RATING
3a. Governance Requirements	Applicable state and federal laws, rules, regulations, and provisions of the charter contract relating to governance by its board.	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.	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 federal authorities.	MEETS

**BOARD OVERVIEW**

**9**  
 MEMBERS

**5**  
 required for Quorum

The Rainier Prep board meets **monthly**

- No fewer than **5**, no more than **15** Members
  - 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 an understanding of the school’s bylaws and policies and procedures through its consistent compliance with the regulations. The board met monthly and met quorum, with the majority of members consistently in attendance. Members 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. The board regularly 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, and real estate. A review of meeting minutes and notes demonstrates the board’s clear understanding of and commitment to the school’s mission. Members 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 the goals every quarter. The board provides the school leader with a mid-year and end of the year progress report that includes board, student, and staff feedback. The report consists of qualitative and quantitative research data. 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.

The Board did not note any significant deficiencies, though members are concerned that the school is leanly staffed 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 sound fiscal track record.

The school maintained compliance with its reporting requirements to the Commission, submitting on time and accurate reports. The school submitted 28 of the 28 submissions required. The Commission received no reports from state or federal entities regarding late or inaccurate compliance submissions.

#### **SCHOOL RESPONSE**

A response was not provided by the school.

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

## 4. STUDENTS, PARENTS, AND EMPLOYEES

MEASURE	THE SCHOOL DEMONSTRATES COMPLIANCE WITH THE FOLLOWING:	RATING
4a. Rights of Students	Applicable state and federal laws, rules, regulations, and provisions of the charter contract relating to the rights of students.	MEETS
4b. Recurrent Enrollment	Number of students continuing to be enrolled in the school from one year to the next expressed as a percentage of the total number of students eligible to continue their enrollment at the school. * No target set for recurrent enrollment in first two years of operation	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

For the 2017–18 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. 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 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 year regarding discrimination in the 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.

Rainier Prep had an impressive recurrent enrollment rate of 77.6 percent from 2016–17 academic year to 2017–18 academic year. The school was not evaluated on recurrent enrollment because this was the first year recurrent enrollment was calculated, and no targets had been set. Recurrent enrollment for the first two years is used as a baseline to set subsequent recurrent enrollment targets.

Overall, Rainier Prep has removed barriers to the enrollment and retention of all students. Its application is available on its website. 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 consists of 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.

Following the 2017–18 school year, the 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.

## **SCHOOL RESPONSE**

A response was not provided by the school.

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

# 5. SCHOOL ENVIRONMENT

MEASURE	THE SCHOOL DEMONSTRATES COMPLIANCE WITH THE FOLLOWING:	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.	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.	MEETS
5c. Information Management	Applicable state and federal laws, rules, regulations, and provisions of the charter contract relating to maintaining and handling information appropriately.	MEETS

## SCHOOL-SPECIFIC NARRATIVE

Following the 2017–18 school year, the SAO issued no findings in its [Accountability Audit Report](#) regarding transportation.

In 2017–18, 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.

In 2017–18, 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 adequate safety and security procedures to ensure a safe testing administration. Rainier Prep has identified an Assessment Coordinator who provides training to all staff.

## SCHOOL RESPONSE

A response was not provided by the school.

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

## 6. MISSION SPECIFIC NON-ACADEMIC GOALS

MEASURE	THE SCHOOL DEMONSTRATES COMPLIANCE WITH THE FOLLOWING	RATING
6a. Other Obligations	Mission Specific Non-Academic Goals Student average daily attendance will be at least 93% for the year.	MEETS

### 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 are self-reported by the individual school.

In 2017–18, Rainier Prep set its goal around daily average of student attendance. The school reported an average daily attendance of 94.78% thus meeting the goal of 93% or higher.

### SCHOOL RESPONSE

A response was not provided by the school.

**DATA SOURCES:** *Based on mission specific non-academic goal created in conjunction with the school as a Contract Amendment*



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