



WASHINGTON STATE
Charter School Commission
STUDENTS • INNOVATION • TRANSPARENCY

CHARTER SCHOOL RENEWAL APPLICATION

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Washington State Charter School Commission

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INTRODUCTION

This document provides guidance and includes the application template for applying for renewal of a charter public school charter contract (Renewal Application) to the Washington State Charter School Commission (Commission). The following sections include an overview of the charter contract renewal process and the application for use by a Commission-authorized charter public school.

The charter public school's Renewal Application presents evidence of the school's performance during the current charter period. The Renewal Application process 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 context for that information, the school has the opportunity to make its best case for charter contract renewal.

The Commission collects extensive data on each charter school's performance for the duration of the charter contract term, including, but not limited to, the following: a school's annual reports, financial audits, student assessment results, site visit reports, demographic data and performance framework results. Rather than duplicate the information and data that the Commission already possesses, the Renewal Application should contain additional affirmative evidence of the school's successes and should address areas of concern outlined in the Performance Report issued by the Commission.

OVERVIEW OF THE CHARTER RENEWAL PROCESS

RCW 28A.710.190(1) states:

A charter contract may be renewed by the authorizer, at the request of the charter school, for successive five-year terms. The authorizer, however, may vary the term based on the performance, demonstrated capacities, and particular circumstances of a charter school, and may grant renewal with specific conditions for necessary improvements to a charter school.

No later than six months before the expiration of a charter contract, the authorizer must issue a performance report and charter contract renewal application guidance to the charter school. The performance report must summarize the charter school's performance record to date based on the data required by the charter contract, and must provide notice of any weaknesses or concerns perceived by the authorizer concerning the charter school that may, if not timely rectified, jeopardize its position in seeking renewal. The charter school has thirty days to respond to the performance report and submit any corrections or clarifications for the report.

The renewal application guidance must, at a minimum, provide an opportunity for the charter school to:

- Present additional evidence, beyond the data contained in the performance report, supporting its case for charter contract renewal;
- Describe improvements undertaken or planned for the school; and
- Detail the school's plans for the next charter contract term.

The renewal application guidance must include or refer explicitly to the criteria that will guide the authorizer's renewal decisions, and this criteria must be based on the performance framework set forth in the charter contract.

In making charter renewal decisions, an authorizer must:

- Base its decisions in evidence of the school's performance over the term of the charter contract in accordance with the performance framework set forth in the charter contract;
- Ensure that data used in making renewal decisions are available to the school and the public; and
- Provide a public report summarizing the evidence basis for its decision.

Renewal Process Timeline		
Date	Timeframe	Activity
March - April of School's 4 th Year of Operation (2020)	March - April	Authorizer staff meets with each charter school to discuss the school's charter contract renewal, including the school's performance in comparison to the expectations established in the authorizer's performance frameworks
May 22	May 22 of charter school's 4 th year of operation	Authorizer issues performance report and contract renewal application guidance to charter school and posts performance report to authorizer's website OR Authorizer notifies charter school that it is ineligible for renewal based on reason(s) outlined in WAC 108-40-090; school may appeal this decision within 20 days of notice issuance; a public proceeding and authorizer action (per WAC 108-40-100) would replace the remainder of this timeline.
June 22	Within 30 days of receipt of authorizer issued performance report	Charter school may submit a response to the performance report
July 15	July 15 - October 30	Public comment period opens
July 15	June 15 of charter school's 4 th year of operation	Charter school deadline to notify authorizer of intent to apply for renewal of charter contract or cease operations at the expiration of charter contract term
August 3	August 3	Charter school renewal application deadline
October 1	October 1	Charter school renewal inspection deadline
October 15	Within 14 days of renewal inspection	Authorizer issues renewal inspection report
October 25	Within 10 days of receipt of renewal inspection report	Charter School may submit to the authorizer a written response to the renewal inspection report
October 30	October 30	Public comment deadline
November 1	November 1	Authorizer staff recommendation reports released to authorizing body (CSC or district board)
November 21	Within 20 Days of receipt of recommendation report	Charter school request to respond to recommendation report deadline
December 2020	December authorizer meeting	Authorizer resolution meeting
June 2021	January 1 – June 30	Establish the terms for the next charter contract; authorizing board and charter board both vote in public meetings to ratify new contract

CHARTER SCHOOL PERFORMANCE REPORT TEMPLATE COVER SHEET

Section A: Key Parties	
School Name:	

Section B: Primary Report Author:			
Name:		Position:	
Address			
Mobile Phone:		Alternate Phone:	

Section C: Dates	
Date this Performance Report Issued:	

CHARTER SCHOOL PERFORMANCE REPORT TEMPLATE

REPORT OUTLINE

Academic Performance

- Summary of school’s academic performance to-date based on all annual Academic Performance Framework reports previously submitted/received and any other academic data required by the charter contract.
- Other key academic information not included in (a), such as student achievement data, comparative performance, student progress, postsecondary readiness, state and federal accountability, and school-specific accountability

Financial Performance

- Summary of school’s financial performance to-date based on all annual Financial Performance Framework reports previously submitted and any other financial data required by the charter contract.
- Other key financial information not included in (a), such as near-term indicators, sustainability indicators, and audit and accounting indicators.

Organizational Performance

- Summary of school’s organizational performance to-date based on all Organizational Performance Framework reports previously submitted and any other organizational data required by the charter contract.
- Other key organizational information not included in (a), such as education program, charter school law compliance, safety and welfare compliance, board performance and stewardship, student involvement and retention, and mission specific accountability.

Authorizer Concerns

- Specification and explanation of any concerns the authorizer has and/or weaknesses the authorizer perceives that could jeopardize the school’s position in seeking renewal.
- Deadline for school to rectify concerns or perceived weaknesses specified in (a).

Presumption of Non-Renewal

- If an Authorizer presumes the charter school is ineligible for renewal pursuant to WAC 180-04-090, the Authorizer must explicitly state that and specify the basis for the presumption, and subsequently follow the process and requirements outlined in RCW 28A.710.200.

CHARTER SCHOOL CONTRACT RENEWAL APPLICATION GUIDANCE

The charter school must complete the Charter School Renewal Application Template (see pages 10-18).

In terms of the criteria by which the authorizer will make its renewal decisions, in accordance with RCW 28A.710.190(5), the authorizer will base its decisions in evidence of the school's performance over the term of the charter contract in accordance with the performance frameworks set forth in the charter contract; this encompasses information contained in annual performance reports, information provided by the school to the authorizer in the charter school renewal application, information gathered by the authorizer during the renewal inspection, public comment provided during the renewal process, and any/all other information that pertains to a charter school's compliance with charter contract provisions.

The authorizer will ensure that data used in making renewal decisions are available to the school and the public and will provide a public report summarizing the evidence basis for its decision.

CHARTER SCHOOL CONTRACT EXPLICIT RENEWAL CRITERIA

Framework	Explicit Renewal Criteria
Academic	<p>Based upon the most current data combined with trend data from the previous three years, charter schools whose Academic Performance Framework scores result in:</p> <ul style="list-style-type: none"> • A Tier 1 or 2 are presumed to be renewed. • A Tier 3 rating, renewal is in question. • A Tier 4 rating, non-renewal is presumed.
Organizational	<p>No school or organization is perfect, and the existence of one or more “does not meet” ratings does not, in and of itself, indicate unsatisfactory organizational performance. The Commission looks for organizational performance that is predominantly compliant with no areas of repeated non-compliance. Based upon the most current data combined with trend data analysis from life cycle of the current charter contract term:</p> <ul style="list-style-type: none"> • Renewal is presumed if a charter school’s performance meets the established expectations or whose actions demonstrate that remedies regarding deficiencies were successfully implemented. • Nonrenewal is presumed is a charter school’s whose performance does not met expectation or whose actions did not demonstrate that remedies were implemented regarding identified deficiencies. <p>Where there have been instances of non-compliance, the Commission staff will consider the following for their analysis for recommendation to the Commissioners:</p> <ul style="list-style-type: none"> • Severity of the compliance issue and impact on students. For example, violation of health and safety requirements would generally be a more serious issue than the late filing of a report. • Number and duration of non-compliance issues. The Commission staff will weigh repeated non-compliance more heavily in its overall assessment. • Timeliness of the remedy. If the school has remedied the issue promptly on its own initiative or following notification from the Commission, the Commission staff will weigh the violation less severely than if the school has not remedied the issue promptly. • Current status. Although the Commission considers the school’s complete performance history relevant and applicable, it will generally weigh recent performance and current compliance status more heavily than past performance.
Financial	<p>Based upon the most current data combined with trend data analysis from life cycle of the current charter contract term:</p> <ul style="list-style-type: none"> • Renewal is presumed if a charter school’s financial performance demonstrates historic and future viability. In other words, a school who has demonstrated an ability to generate sufficient income to meet operating expenses and debt commitments is presumed to be renewed. • Nonrenewal is presumed is a charter school’s financial performance demonstrates historic and future financial insolvency. In other words, a school who has demonstrated and/or is projecting an inability to pay its debts is presumed to be nonrenewed.

RENEWAL APPLICATION COVER SHEET

Section A: School Information			
Name of School:			
Current Grades Enrolled:		Proposed Grades Service for Second Charter Term:	
School District:		Neighborhood/Community	
Phone Number:	<i>day</i>		<i>evening</i>
Email:			
Website Address:			
Street Address:			
Name of Non-Profit that holds the charter:			
School's Initial Open Date:		Contracted Education Service Provider (EMO, CMO, Other):	
Section B: Primary Contact Person			
Name:		Position:	
Address			
Mobile Phone:		Alternate Phone:	
Email:		Current Employer:	
Section C: Dates			
Date this Application approved by school's governing board		Date Application submitted to authorizer	

Board Chair's Signature

School Director's Signature

APPLICATION SUBMISSION REQUIREMENTS

- **Due Date:** The school’s Renewal Application must be received no later than 5 p.m. **Monday, August 3, 2020.**
- **Length:** The completed Application may not exceed 25 pages, excluding the cover sheet and exhibits required in the application template.
- **Formatting:** The Application must include a table of contents. The text and attachments must use standard one-inch margins, be clearly paginated, and use a clearly readable font no smaller in type size than 11 point.
- **Data:** Tables, graphs, and other data, including student achievement data, provided in the Application must be clearly presented, clearly explained, and directly relevant to the text. In addition, the Application must not include any photographs, pictures, graphics, or news clips that are not directly relevant to performance expectations. If images of students are included, school must ensure that it has proper releases on files.
- **Renewal Application Cover:** Application must include the required Renewal Application Cover and must be signed by both the School Leader/Director and the Board Chair.
- **Renewal Application Sections *Looking Back, Looking to the Future, and Addressing Special Issues*:** These sections must be completed in entirety as specified.
- **Appendices:** All additional attachments must be clearly labeled and provided in the appropriate appendix, as designated in this document.

The school’s completed Application must be submitted to the Washington State Charter School Commission in printed and electronic form. Please submit one, unbound original version with required signatures, including all appendices, in printed form, and an electronic version of the Application.

Both the printed version and the electronic version of the school’s Application must be delivered to:

<p>Washington State Charter School Commission 1068 Washington St SE Olympia, WA 98504</p>
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APPLICATION CONTENT

- I. **Cover Sheet** (see page 11 above)
- II. **Table of Contents** Provide a clearly labeled Table of Contents naming all major sections, appendices, and page numbers.
- III. **Executive Summary**
Provide the enrollment and demographic information for the current school year (2019-2020) in Table A below. 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.

Table A – Current Year Enrollment and Demographic Information

Enrollment	
# of Students Enrolled	
# of Students on Waiting List	
Sex	
# Male	
# Female	
Ethnicity/Race	
# American Indian/Alaskan Native	
# Asian	
# Black	
# Hispanic	
# Native Hawaiian/Other Pacific Islander	
# White	
# Two or More Races	
Special Populations	
# Students with Disabilities	
# English Language Learners	
# Eligible for Free/Reduced Lunch	
# Highly Capable Students	

IV. Looking Back: The Record of Performance

This section provides an opportunity to supplement the performance record. Schools should use the Performance Report as a guide for their responses and *submit only evidence of performance related to the Performance Frameworks 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-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.

1. Academic Performance

- a. Using the results contained in the Academic Performance Framework, explain whether or not the school has met its performance expectations.

- b. 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.

- c. Provide evidence of outcomes related to any school-specific academic goals and measures established in the charter contract (*if not already captured in Renewal Performance Report*).

2. Financial Performance

- a. 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.

- b. 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.

3. Organizational Performance

- a. 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.

b. Provide evidence of outcomes related to any school-established organizational goals, as appropriate.

4. Other

Any evidence – in addition to annual performance framework reports and the above summaries – that the school believes support its charter contract renewal.

V. Looking to the Future

This section provides the opportunity to detail the school’s plans for the next charter term. Schools should identify any anticipated changes to the school’s educational program, governance model, and financial outlook. Additionally, the school must identify any proposed changes that would require modification of a material provision in the school’s charter contract or that are likely to impact the school’s academic or organizational success or its financial sustainability. As a general rule, the school should identify any changes that are relevant or significant with respect to the performance outcomes that the school has agreed to meet or are otherwise relevant to the school’s renewal and continued authorization and operation as a public charter school. The authorizer reserves the right to request additional information so that it may sufficiently assess the impact and planning for such changes. Even if proposed changes would occur several years into the next charter term, the authorizer strongly encourages applicants to outline them here.

1. Adjustments to the Performance Frameworks, if any

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

2. Describe, if applicable, plans to change the school’s current model as it relates to the topics below. Include a timetable for plan implementation.

Substantive changes desired by the school, including, but not limited to, grade span served, program delivery, or target population may require additional data analysis and research-based evidence after the initial charter is renewed and before the new contract is finalized.

a. Education Plan

- i. Mission, Vision, Identification of targeted student population and the community the school hopes to serve
- ii. Academic Program
- iii. Special Student Populations

- iv. Assessment
- v. School Climate and Discipline

- b. Organizational Plan
 - i. School Calendar and Daily Schedule
 - ii. Student Recruitment and Enrollment
 - iii. Staffing and Human Resources
 - iv. Management and Operation
 - v. Parent and Community Development

- c. Governance Plan
 - i. Governing Body
 - ii. Governing Board Composition

- d. Business and Financial Services
 - i. Budget
 - ii. Financial Management
 - iii. Facilities
 - iv. Transportation
 - v. Insurance
 - vi. Food Service

- e. Education Service Providers

- 3. Other**

Address any special issues and/or any other improvements undertaken or planned for the school not yet addressed in this renewal application.

Exhibit A: Projected Budget

Complete the linked budget template and attach to the report as Exhibit A.

EXHIBIT A

Projected Budget

Please complete the budget template that can be accessed by clicking on [this link](#).

CHARTER SCHOOL RENEWAL INSPECTION

The charter school renewal inspection protocol will be developed during the summer of 2020 and sent to schools in early August 2020.