

Colorado Springs School District 11 **Charter School Renewal Guide**

This guide provides application details to expand information from Policy LBD and regulation LBD-R. In the event of a conflict, the order of precedence is: (1) Policy LBD; (2) Regulation LBD-R; and (3) this guide.

The fundamental difference between an application to open a new charter school and an application to renew a contract for an existing school is that the Renewal Application is not about the idea of creating a new charter school, rather it is an evaluation of the existing school's success and the capacity of the existing school leadership to continue to provide academic success through their school model. **The Renewal Application must be submitted by November 1 of the charter school's final contract year.**

All charter applications are to be submitted and processed in compliance with District Policy LBD and Regulation LBD-R.

Submission of Renewal Application ("Renewal")

According to District Policy LBD, the Renewal Application must be submitted to the District Board of Education no later than 4:00 p.m. local time November 1 of the year prior to the year in which the charter school's current contract expires, or such date as may be set by statute. The Board must rule by resolution on the renewal application no later than February 1 of the year in which the charter expires or by a mutually agreed upon date, or such date as may be required by statute.

Ten (10) copies of the Renewal Application, along with one electronic copy in a version compatible with current district technology requirements, are due by 4 p.m. local time, November 1 during the final year of the current contract period. Applications should be in a format agreed to by the parties.

The Renewal Application, plus all required additional copies of same, must be delivered to District 11 Procurement and Contracting Department, 1115 North El Paso Street, Colorado Springs, CO 80903.

Review of Renewal Application

The Renewal Application, the cumulative Annual Performance Review (APR) document, and results of the Renewal Site Visit will be evaluated by the District Administrative Charter School Review team hereafter referred to as the "Administrative Review Team" or "the Team". The Administrative Review Team shall report its findings and recommendation relating to renewal of the charter to the Superintendent. The Superintendent shall make the Administration's recommendation to the Board of Education.

For additional APR information, see policy LBD and APR document located on District webpage as noted in "Cross References" below.

Should the application be found incomplete, applicants may be provided the opportunity to provide additional information for review by the Board.

Renewal Site Visit

In the final year of a charter school contract, the Administrative Review Team shall visit the charter school. The Team may include representatives from at least one other charter school and from the District Departments that align to the charter school's identified emphasis or area of need. The Team shall minimally review the following general areas of their operations: school governance, educational service provider (if applicable), academic progress, learning environment, mission statement, and accountability process. The Team shall conduct focused interviews with the Board, Administration, School Accountability Committee, parents, staff and students of the charter school as a part of the on-site evaluation.

Decision

Following receipt of the Administration's recommendation, the Board of Education shall, by February 1 of the final year of a school's charter, or such date as may be set by statute, render its decision as to whether or not it will approve or deny the charter's request for renewal of its charter, or extend the existing charter contract for a probationary period. A decision to approve a request to renew shall include required contractual changes.

Grounds for Non-renewal or Revocation of a Charter

A charter may be revoked or not renewed by the Board, in accordance with the provisions of C.R.S. §22-30.5-110, if the charter has done one of the following:

1. Committed a material violation of any of the conditions, standards or procedures in the application.
2. Failed to meet or make reasonable progress toward achievement of student performance standards, applicable federal requirements, or other terms identified in the charter contract.
3. Failed to meet generally accepted standards of fiscal management.
4. Violated any provision of law for which the charter school is not specifically exempted.

If the Board revokes or does not renew a charter, the Board will state its reasons for the revocation or non-renewal.

Contents of Renewal Application ("Application")

In accordance with law, the charter school Renewal Application will include the required elements specified within the Charter Schools Act and those considered prudent by the District. For those governed by statute, the applicable citation is provided for the relevant item:

1. A report on the progress of the charter school in achieving the goals, objectives, pupil performance standards, content standards, and other terms of the charter contract and the results achieved by the charter schools students on the assessments administered through the Colorado student assessment program (22-30.5-110(2)(a)). This information should include:
 - (a) Copies of the Unified School Improvement Plans (USIPs) for all years of current contract;
 - (b) Evidence of quarterly reviews and USIP adjustments for the past and current USIPs;
 - (c) TCAP results (or results of all testing programs required by the State, as they exist now or may later be amended) for all contract years;
 - (d) ACT results, if the charter school has 11th grade, for all contract years;
 - (e) Cumulative Annual Performance Review (APR) for all contract years;
 - (f) Evidence of appropriate school performance based rating on the Colorado Growth

- Model;
 - (g) Accreditation status;
 - (h) Evidence of meeting staff (teacher and para);
 - (i) Highly Qualified requirements.
2. A financial statement that discloses the costs of administration, instruction, and other spending categories for the charter school that is understandable to the general public and allows comparison of such costs to other schools and in a format required by the state board of education. (22-30.5-110(2)(b)) This should include:
- (a) Budget for past year and current year;
 - (b) Copies of previous monthly Expenditures as Compared to Budget Reports for past and current year in format agreed to between the parties during the performance of the contract;
 - (c) Evidence of Charter School's Board's collaboration and/or approval of budget and overview of charter school's expenditures;
 - (d) Copy of most recent Audit;
 - (e) A detailed property listing, describing charter-owned and District-owned assets (e.g., items purchased with Title I, Mill Levy Override/MLO or Bond funds).
3. The Renewal Application should also include a Brief Introduction, which includes:
- (a) The name of the charter school;
 - (b) The address of the school;
 - (c) The present and projected enrollment and grades served;
 - (d) The name and phone number of the president of the governing board;
 - (e) The name of the school principal;
 - (f) The mission statement of the school;
 - (g) Information regarding staff turnover;
 - (h) Student stability and mobility information;
 - (i) Student demographic information;
 - (j) The number of graduates/year (if applicable);
 - (k) A listing of accomplishments or highlights accomplished during the contract period and a listing of challenges faced during the contract period;
 - (l) Results of staff/student/parent satisfaction surveys or any other information that would help the D-11 Board of Education (and the Administrative Review Team) understand the school climate and impact may be included. This could also include up to twenty-five (25) letters of support.

The District will notify the Charter School of specific required renewal application elements, based on the results of the Charter's Annual Performance Reviews (APRs). This notification will be made by June of the Charter's next to last contract year.

Appeal Process

An applicant may appeal the denial of an initial charter application, non-renewal or revocation of an existing charter or the imposition of unilateral conditions it finds unacceptable in accordance with the procedures outlined at 22-30.5-108(2)(a). Alternative dispute resolution approaches are available to the parties. In lieu of a first appeal to the State Board of Education, the parties may agree to facilitation by jointly filing notice of facilitation with the State Board of Education within 30 days of the Board's initial decision. The parties may continue in facilitation as long as they agree to do so. If one party subsequently rejects facilitation, and such rejection is not reconsidered within seven days, the Board shall reconsider its denial (or non-renewal or

revocation) and make a final decision relating to the charter school application. The applicant may, within 30 calendar days of the Board's final decision, appeal to the State Board of Education.

CROSS REF: Charter-related documents located at
<http://www.d11.org/CharterSchools/Pages/default.aspx>