

Renewal Decisionmaking – Timeline and Timeframe

Renewal Decisionmaking Process (Steps)	Timeline
<p><i>Application for Charter Renewal</i> Governing board of a school submits a request for renewal of the school’s charter to the . Request for renewal of the charter MUST include a report of the past performance of the schools and report credible evidence of attaining, or making substantial progress toward the attainment of:</p> <ul style="list-style-type: none"> • the school’s mission • rigorous academic outcomes • mission specific goals¹ • organizational goals • legal and regulatory obligations, and • financial obligations. <p>The Governing board of the school must present credible evidence of success following guidelines set forth in the <i>Application for Charter Renewal</i>.</p>	<p>The Application for Charter Renewal must be submitted during the summer before the school’s last year of operation. NACSA recommends that the authorizer set a firm deadline to help/facilitate work flow – August 1st.</p>
<p><i>Desk review of Application for Charter Renewal</i> The reviews the completed Application for charter renewal to ensure that it is clear and complete. If so, the Application is accepted; if not, the Application is returned to the school for revision or the inclusion of additional information.</p>	<p>As soon as possible after the August 1st deadline. If the school submits an Application for Charter Renewal early (before the final year of operation) the should work with the school to determine if it is appropriate for the school to seek renewal of its charter at that time.</p>
<p><i>On-site renewal visit and Review of evidence</i> The should conduct an on-site school evaluation visit. This evaluation is a detailed review of the school’s performance in accordance with the <i>Charter School Renewal Inspection Protocol</i>. The renewal inspection is carried out by a team of school review and evaluation specialists who produce a summary report of the team’s findings regarding the school’s performance relative to its Performance Contract / Accountability Plan and the s Performance Expectations. The visit is generally a 2-4 day on-site evaluation Goals of renewal inspection visits are to corroborate and augment the written request through interviews, observation, and a review of materials.</p>	<p>Scheduling of the on-site visit should begin immediately when the knows a school is seeking renewal of its charter. The visit should be scheduled in late September or October of the school’s last year of operation to allow ample time to complete the remaining renewal process steps and receive a charter renewal decision by January or February of the last year of charter operation.</p>

¹ This item attempts to capture the types of goals schools that serve unique populations of students, autistic, drop out, etc. might meet to establish an evidence base that merits renewal.

Renewal Decisionmaking Process (Steps)	Timeline
<p><i>Renewal Recommendation and Staff Report</i> Staff in the authorizing office is responsible for conducting the due diligence necessary to make a recommendation to senior staff and the authorizing Board regarding the renewal of the school’s charter. Based on a review of the school’s Application for Charter Renewal, the findings of the renewal inspection team, data and evidence gathered during ongoing monitoring events, and other relevant information, a recommendation will be made to senior staff and authorizing Board regarding renewal of the school’s charter.</p>	<p>Staff recommendation must be submitted to the authorizing Board based on the timelines and by-laws that govern that Board.</p>
<p><i>Authorizing Board Votes</i> The authorizing Board votes to renew, renew with conditions, or non-renew the school’s charter.</p>	<p>Authorizing Board vote must happen within the timelines and by-laws that govern that Board. NACSA recommends that the renewal vote happen no later than January or February of the school’s final year of operation.</p>

Renewal Decisionmaking – Roles and Responsibilities

Who	Role and Responsibility
Governing Board of a charter school	Prepare Application for Charter Renewal and submit to no later than summer before final year of charter. Coordinate on-site renewal visit with authorizing office. Attend all Board meetings. Communicate renewal decisionmaking information to school community.
Authorizing Staff	Set timelines, processes, procedures and protocols for renewal decisionmaking. Manage renewal decisionmaking event. Work with schools to process Applications for Charter Renewal. Coordinate on-site renewal visits with third party vendor and schools. Analyze all school performance data and create staff recommendation for renewal and all related Board documents. Work with senior staff to communicate renewal recommendation to the authorizing Board. Frequently communicate with the governing board of the renewal schools to keep them updated on renewal decisionmaking process and content.
Authorizing Board	Make charter renewal decisions that are grounded in evidence and reveal increased learning outcomes, organizational viability, and fiscal soundness as called for in the charter. Make charter renewal decisions shielded from undue political influence. Provides a published, evidence based analysis outlining its decisions.
State Department of Education (staff)	
State Board of Education	
Third-party renewal visit vendor	Carries out an on-site school evaluation visit, guided by a Renewal Inspection Protocol, and produces a summative evaluation report. The visit and report must be grounded in evidence and data gathered while at the school and provided by the school. The vendor does not make a recommendation for charter renewal.
Charter Support Organizations	Provide technical assistance to schools seeking charter renewal, included but not limited to, assistance with preparing the school’s Application for Charter Renewal; and preparation for the on-site renewal visit.

Outline for Application for Charter Renewal

Authorizers in Florida grant charters to operate a public school to the governing Board of a charter school for a term of five to ten years. At the end of each charter term, the governing board of a school must submit a request for renewal of the school's charter to the authorizer. Request for renewal of the charter must convey the school's evidence based record of achieving, or posting substantial progress toward achieving the goals in its charter contract and the targets identified in its performance contract. The school must be free from material violations of its charter and in compliance with applicable federal and state statutory and regulatory requirements. In requesting renewal of the school's charter, the governing Board of the school shall submit a concise, comprehensive application for charter renewal.

The Application for Renewal consists of two parts. The first, and perhaps the most important, part of the Application is the evidence of success of the school's academic and operational programs over the course of the charter term. The school must show evidence of meeting or making substantial progress towards meeting the Indicators, Measures, Metrics and Targets set in its Performance Plan. The second part of the Application for Renewal is the school's outline of plans for the next charter term, if the school is awarded charter renewal. This section of the Application addresses academic and operational program changes, as well as any proposed changes to the school's size and location.

PART 1

Introduction

- Statement of request of renewal of the school's charter from the governing Board to the authorizer
- School name
- School location and address
- School contact person information, including name, address, telephone number and e-mail address

Executive Summary

Academic Quality

An analysis of the school's performance in meeting, or posting substantial progress toward meeting the performance contract academic targets identified for the following indicators identified in the **Renewal Framework for Florida Charter Schools**:

- Indicator #1: Student Achievement Level (Status)
- Indicator #2: Student Progress over Time (Growth)
- Indicator #3: Postsecondary Readiness and Success (for High Schools)
- Indicator #4: Student Engagement

Operational Quality

An analysis of the school's performance in meeting, or posting substantial progress toward meeting the performance contract operational targets identified for the following indicators identified in the **Renewal Framework for Florida Charter Schools**:

- Indicator #1: Financial Performance & Sustainability
- Indicator #2: Board Performance & Stewardship
- Indicator #3: Parent & Community Engagement

Unique Program Quality

An analysis of the school's performance in meeting, or posting substantial progress toward meeting the unique program quality targets identified by the school.

PART 2

Plans for the next charter term

- Proposed academic program changes or updates
 - if the school proposes serving the same grades as in the term of the existing charter, it should provide any significant changes to the existing academic program envisioned for the next charter term if awarded
 - if the school proposes serving grades not served during the term of the existing charter, it must include the school's proposed curriculum, instructional, internal and external assessment plans
- Proposed operational program changes or updates
 - a new enrollment chart that shows the projected enrollment and grade structure for only those years for which the charter will be renewed
 - a rationale for proposed enrollment changes or growth in the grades or number of student served
 - if the school proposes enrollment changes or growth in the grades served, an analysis of the likelihood the school will be able to attract and maintain enrollment sufficient to support the school's proposed budget
 - proposed governance changes to board and leadership structure
 - if the school contracts with an EMO/CMO provide a copy of the negotiated, not executed, management contract.
 - if the school contracted with an EMO/CMO during the term of its existing charter and plans to cease contracting with the EMO/CMO and operate the school without the services of a management company/organization in a future charter, it must present a plan for operational, governance, internal leadership and finance for the term of its next charter
 - proposed changes to board policies and procedures
 - staffing plan
 - proposed 5 year budget
- Proposed facilities changes or updates
- Proposed Performance Contract targets aligned with the **Renewal Framework for Florida Charter Schools**
- Statement of Assurances

