



Massachusetts Charter School

**Guidelines for an  
Application for Renewal of a  
Public School Charter**

Revised March 2008

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**Guidelines for an Application for Renewal of a Public School Charter**

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# Guidelines for an Application for Renewal of a Public School Charter

## I. Introduction

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This document provides guidelines for applying to the Department of Education (DOE) Charter School Office (CSO) for renewal of a public school charter. The following sections include an overview of the charter renewal process, detailed requirements for preparing an Application for Renewal and submitting the Application to the CSO, and a list of documents that the school may find helpful in preparing the Application. Please review all of the information contained in these *Guidelines* before you begin the school's Application. Any Application that does not conform to these *Guidelines* will be returned to the school for revision.

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

It is important to understand that the information provided in the school's Application is supplemented by additional information that the school and the CSO will provide during the charter renewal process. The *Massachusetts Charter School Renewal Inspection Protocol* provides a detailed listing of the documents to be provided to the renewal inspection team assigned to conduct the renewal inspection site visit and prepare a renewal inspection report.

## II. Overview of the Charter Renewal Process

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The Board of Education (BOE) is obligated by statute and regulation to conduct ongoing performance reviews of each charter school and, no later than the fifth year of the school's charter term, decide whether or not to renew the school's charter. The charter renewal decision is based upon the school's performance over the term of the charter in three areas:

1. The school's faithfulness to the terms of its charter,
2. The success of the school's academic program, and
3. The viability of the school as an organization (603 CMR 1.12).

The school's Accountability Plan and the *Massachusetts Charter School Common School Performance Criteria* provide the analytical framework used to hold a charter school accountable for performance in these three areas and to decide whether or not a charter should be renewed (603 CMR 1.12(3)). The major components of the charter renewal process are summarized on the following page.

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## Charter Renewal Process Summary

### **Submission of Application for Renewal**

The school submits the completed Application for Renewal to the CSO no earlier than March 1 of the school's third year and no later than 5:00 p.m. on August 1 after the end of the fourth year of the school's charter. The completed Application must follow the content and format guidelines set forth in the following pages.

### **Application review**

The CSO reviews the completed Application 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. If the school has submitted an early Application, the CSO reserves the right to suggest that the school resubmit a clear and complete Application at a later date.

### **Renewal inspection**

The DOE contracts with an independent organization to conduct a detailed review of the school's performance in accordance with the *Massachusetts Charter School Renewal Inspection Protocol*. The renewal inspection organization assigns a team of specialists to conduct a renewal inspection site visit and prepare a renewal inspection report summarizing the team's findings regarding the school's performance relative to its Accountability Plan and the *Common School Performance Criteria* found on the Department of Education website at:

<http://www.doe.mass.edu/charter/acct.html?section=common>.

### **Opportunity for response**

The school may choose to provide the CSO with a formal response to the renewal inspection report; this response becomes part of the school's permanent record. Other interested parties, including, if the school is a Commonwealth charter, the superintendent in the district in which a charter school is located or the superintendents in the region from which the school draws students, are given the opportunity to submit written comments to the DOE regarding renewal of the school's charter.

### **Commissioner's recommendation**

Based on multiple sources of evidence gathered during the charter term, including but not limited to the school's Application for Renewal and the renewal inspection report, the Commissioner of Education makes a recommendation to the BOE regarding renewal of the school's charter.

### **Board of Education vote**

The BOE votes either to renew, to renew with conditions, or not to renew the school's charter.

### III. Application Submission Requirements

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- The school’s Application for Renewal and all related materials, including certifications, must arrive at the CSO no later than 5:00 p.m. on August 1 after the end of the fourth year of the school’s charter.
- The completed Application may not exceed 40 pages, excluding cover letter, cover page, required forms, and appendices. Please use the Application Completion Checklist to ensure that all required components are included.
- 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.
- The text must be grammatically correct and free of jargon, undefined terms, and unexplained references.
- 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. *Student level data must not be included.* In addition, the Application must not include any photographs, pictures, graphics, or news clips that are not directly relevant to the text.
- Appendix A must include the required certification statement(s) with signatures. The Application will not be considered complete without the required signed certification(s). Attachments provided in Appendix B should be clearly labeled, explicitly referenced in the text, and directly relevant to that part of the text. Appendix B should not exceed 25 pages in total. All additional attachments must be clearly labeled and provided in the appropriate appendix, as designated in these *Guidelines*.
- The school’s completed Application for Renewal must be submitted to the CSO in printed and electronic form.
  - Printed form: submit one original and one unbound copy of the entire Application, including certifications and all appendices, in printed form.
  - Electronic form: submit an accessible electronic version of the entire Application, including all required certifications and appendices. The electronic version must be consistent with the [DOE Website Accessibility Policy](#) and [Web Content Standards checklist](#). The document will meet the requirements by keeping the file size less than 5MB, adding alternative text (alt-text) for all images, adding an electronic title and author under File > Properties, and by removing track changes and comments. Contact the CSO at 781-338-3227 if you have questions or need assistance.

The printed and electronic versions of the school’s Application must be delivered to:

Charter School Office  
Massachusetts Department of Education  
350 Main Street  
Malden, MA 02148

### IV. Application Completion Checklist

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The school's completed Application for Renewal should present the required information in the following order:

- Cover page labeled "Application for Renewal of a Public School Charter" and listing the following information:
  - School name
  - School address
  - School contact person name, title, and contact information, including address, telephone, and email address
  - Date of Application approval by the school's board of trustees
  - Application submission date
  - Cover letter (optional)
- Table of contents listing all major sections and appendices
- Performance and plans section (not to exceed 40 pages)
  - 1. Faithfulness to Charter
    - a. Accountability Plan Objectives and Measures Relating to Faithfulness to Charter
    - b. Common School Performance Criteria – Faithfulness to Charter
    - c. Additional Information
  - 2. Academic Program Success
    - a. Accountability Plan Objectives and Measures Relating to Academic Program Success
    - b. Common School Performance Criteria – Academic Program Success
    - c. Additional Information
  - 3. Organizational Viability
    - a. Accountability Plan Objectives and Measures Relating to Organizational Viability
    - b. Common School Performance Criteria – Organizational Viability
    - c. Additional Information
  - 4. Plans for Next Five Years
    - a. Program
    - b. Maximum Enrollment and Grade Level Span

## Guidelines for an Application for Renewal of a Public School Charter

- Appendices
  - A. Certification of Application
    - Form 1: Certification statement signed by either the chair of the board of trustees or the board's designated signatory authority.
    - Form 2: Horace Mann charter school certification statements signed by the chair of the school committee and the president of the local teachers' union, if applicable.
  - B. Attachments containing clearly labeled additional information as referenced in these *Guidelines* and in the text of the Application (not to exceed 25 pages).
    - Accountability Plan data/evidence
    - Additional Information
  - C. Additional Forms, as required in these *Guidelines*.
    - Form 3: Special Needs Student Enrollment
    - Form 4: Special Needs Staffing
    - Form 5: External Assessments
    - Form 6: Board of Trustees Membership and Turnover
    - Form 7: Staffing and Staff Turnover
  - D. Current, DOE-approved Accountability Plan.
  - E. Draft Accountability Plan for the next charter term.
  - F. Documentation of compliance with all building, health, safety, and insurance requirements:
    - Up-to-Date Certificate for Occupancy
    - Up-to-Date Fire Inspection Certificate
    - Up-to-Date Building Safety Inspection
    - Up-to-Date Flammable compounds and Liquids Certificate (if applicable)
    - Up-to-Date Health Inspection
    - Up-to-Date Insurance Certificate(s)
    - Asbestos Inspection and Management Plan (if applicable)
    - Lead Paint Inspection (if applicable)

### V. Application Information Requirements

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A charter school's Application for Renewal must include a cover page, information on past performance and plans for the future, one or more certification forms, and information in appendices to the Application. A cover letter of no more than two pages providing a brief overview of the school's mission, educational philosophy, characteristics, and major challenges and accomplishments over the current charter term may also be included. The Application information requirements are explained in the following sections. A completion checklist is provided in the Application Completion Checklist in the previous section of these *Guidelines*.

#### A. Performance and Plans

This section of the Application provides information concerning the school's performance over the current charter period and plans for the next charter period. The Application must provide complete, clear, and accurate information in response to each of the items listed in this section. If an item does not apply to the school, please clearly note why it is not applicable.

##### 1. Faithfulness to Charter

###### a. **Accountability Plan Objectives and Measures Relating to Faithfulness to Charter**

- List each objective and measure contained in the school's current, DOE-approved Accountability Plan relating to the school's faithfulness to the terms of its charter.
- For each listed measure, state whether the school has met, is making progress toward meeting, or has not met the measure and provide the data or other evidence supporting the statement. *Student level data must not be submitted.*
- If necessary, the data or other evidence may be provided in Appendix B as a clearly labeled attachment.

###### b. **Common School Performance Criteria Relating to Faithfulness to Charter**

Provide evidence of the school's performance with respect to each of the following areas related to the school's faithfulness to charter, as derived from the Common School Performance Criteria. *Do not duplicate information already provided in reporting on the school's Accountability Plan.*

###### 1. **School Description.**

Provide a brief description of the school, including the year the school received its charter, the year the school opened, the school's location, the school's grade span, the maximum enrollment, current enrollment, and current wait list, and the district(s) served.

###### 2. **Mission of the School**

State the mission statement of the school. Describe and provide evidence of how the school is faithful to the mission, vision, and educational philosophy defined in the charter application and subsequent approved amendment(s), if applicable.

## Guidelines for an Application for Renewal of a Public School Charter

### 3. Organizational Structure

#### (a) Governance/Leadership

Describe and provide evidence of how the board of trustees implements the governance and leadership structure as defined in the charter application or subsequent approved amendment(s), if applicable.

#### (b) Contractual relationships (if applicable)

Describe and provide evidence of how the board of trustees and school leadership establish effective working relationships with the school's management company. Describe changes in the school's relationship with the management company and how the school has ensured that these changes comply with required charter amendment procedures.

Provide evidence that the board of trustees of a Horace Mann charter school has established and operates under a Memorandum of Understanding (MOU) with the host district by including the MOU in Appendix B of the Application and describing the process for updating and revising this document.

### 4. Educational Program

#### (a) Academic program

Describe and provide evidence of how the school establishes an academic program, including pedagogical approach, curriculum, assessment, and other unique elements of the educational philosophy defined in the charter application or subsequent approved amendments.

#### (b) Student services

Describe and provide evidence of how the school provides services for all students, including but not limited to those with special education and English language learner (ELL) needs, as defined in the charter application or approved amendments and as required by law.

#### (c) Enrollment

Describe the school's student recruitment and enrollment process and how it is faithful to that intended in the charter and as defined by statute and regulation.

### c. Additional Information

1. Using Form 3 in the Appendix to these *Guidelines*, list the school's enrollment of special education students, students receiving services under Section 504 of the Rehabilitation Act (Section 504), and students identified as ELL as of the October 1 SIMS submission of each school year for which it is available in the current charter term. Include the completed form in Appendix C of the Application.
2. Using Form 4 in the Appendix to these *Guidelines*, list the titles, duties, and hours worked per week of all full-time and part-time school staff assigned to meet the needs of students with special needs. Include the completed form in Appendix C of the Application.

## Guidelines for an Application for Renewal of a Public School Charter

### 2. Academic Program Success

#### a. **Accountability Plan Objectives and Measures Relating to Academic Program Success**

- List each objective and measure contained in the school's current, DOE-approved Accountability Plan relating to the school's academic program success.
- For each listed measure, state whether the school has met, is making progress toward meeting, or has not met the measure and provide the data or other evidence supporting the statement. *Student level data must not be submitted.*
- If necessary, the data or other evidence may be provided in Appendix C as a clearly labeled attachment.

#### b. **Common School Performance Criteria Relating to Academic Program Success**

Provide evidence of the school's performance with respect to each of the following areas related to the success of the school's academic program, as derived from the Common School Performance Criteria. *Do not duplicate information already provided in reporting on the school's Accountability Plan.*

##### 1. **Massachusetts Comprehensive Assessment System**

(a) Provide evidence that students at the school demonstrate proficiency, or progress toward meeting proficiency targets on state standards as measured by the Massachusetts Comprehensive Accountability System (MCAS) exams in all subject areas and at all grade levels tested for accountability purposes.

(b) Provide evidence of the school's progress in making Adequate Yearly Progress (AYP) in the aggregate and for all statistically significant subgroups. Provide information on whether the school is identified for accountability purposes (designated as in Needs Improvement, Corrective Action, or Restructuring status).

##### 2. **Other Achievement, Improvement, and Assessment Measures**

Provide clear and concise information in the aggregate on student progress on internal measurements linked with the school's promotion or exit standards that has not already been provided in reporting on the school's Accountability Plan.

##### 3. **Curriculum**

###### (a) **Skills and knowledge expectations**

Describe the school's curriculum, as documented and implemented, including a description of all curricular elements. Provide evidence that the curriculum consistently addresses the skills and concepts that all students must know and be able to do to meet state standards, and describe how it supports opportunities for all students to master these skills and concepts.

Describe how teachers plan and deliver lessons directed by the school's curriculum guidelines.

List the major texts and other resources, including those developed by the school, used in core academic and mission-driven subjects.

Identify and briefly describe any major curriculum changes made by the school during the charter period.

###### (b) **Diverse learners**

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Describe and provide evidence of how the school establishes and implements accommodations that address the needs of diverse learners.

### **(c) Program evaluation**

Describe and provide evidence of the systems and structures that are in place to regularly and systematically review the quality and effectiveness of the academic program. Describe how the school modifies programs to ensure improvement.

## **4. Teaching and Learning**

### **(a) Organization**

Describe the school's implementation of policies and structures that ensure the classroom and school environment is orderly, supports the goal of student understanding and mastery of skills, and is consistent with the school's mission.

### **(b) Instruction**

Describe school-wide instructional practice and how it is aligned with the school design and student learning objectives, how it is consistently and effectively delivered, and how clear expectations are conveyed to teachers and students.

Provide evidence that teachers are purposeful in their lessons and students are engaged in meaningful learning.

### **(c) Assessment and instructional decision-making**

Describe how qualitative and quantitative evidence is used by teachers and school leaders to inform and guide instructional planning and practice. Describe the systems and structures that have been implemented to support these uses.

### **(d) Instructional leadership**

Describe the process(es) by which school leaders provide teachers with formal and informal feedback and guidance that leads to improved instructional practice and student achievement, including the process for formal evaluation of teachers, the standards that are used for evaluation purposes, and how the school makes use of evaluation results.

## **c. Additional Information**

1. Using Form 5 in the Appendix to these *Guidelines*, list all external assessments (other than MCAS) that the school has used during the current charter period, including the name of the external assessment, grades assessed, date implemented, and date discontinued (if applicable). Include the completed form in Appendix C of the Application.
2. For each assessment listed in Form 5 that is currently in use, is not included in the school's Accountability Plan, and provides data from multiple administrations, provide summaries of performance data for all relevant years and grades in a clearly labeled attachment in Appendix B of the Application. *Student level information must not be submitted.*
3. Attach the school's District Curriculum Accommodation Plan in a clearly labeled attachment included in Appendix B of the Application. If the school does not have a District Curriculum Accommodation Plan, explain why it does not.

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### 3. Organizational Viability

#### a. **Accountability Plan Objectives and Measures Relating to Organizational Viability**

- List each objective and measure contained in the school's current, DOE-approved Accountability Plan relating to the school's organizational viability.
- For each listed measure, state whether the school has met, is making progress toward meeting, or has not met the measure and provide the data or other evidence supporting the statement. *Student level data must not be submitted.*
- If necessary, the data or other evidence may be provided in Appendix B as a clearly labeled attachment.

#### b. **Common School Performance Criteria Relating to Organizational Viability**

Provide evidence of the school's performance with respect to each of the following items related to the school's organizational viability, as derived from the Common School Performance Criteria. *Do not duplicate information already provided in reporting on the school's Accountability Plan.*

##### 1. **Financial Management**

###### (a) **Solvency and stability**

Describe how the school develops budgets that are realistic and in support of student academic achievement. Include information on the budget planning process and the process for making decisions and setting priorities.

Describe the school's financial history, including the history of net assets, adequate cash flow to sustain operations, support for the academic program, and consistent operation within budget.

Describe how the school develops a budget that can be sustained by its enrollment. If the school also relies on additional resources, describe how those resources are generated.

###### (b) **Fiscal oversight**

Describe how the board of trustees and school leadership implement effective structures and systems to enable responsible fiscal oversight of the school.

Describe how the board of trustees demonstrates long-term fiscal oversight through appropriate planning processes.

###### (c) **Internal controls**

Describe how the school implements an effective system of internal controls over revenues, expenses, and fixed assets, and exercises good business practices.

##### 2. **Leadership and Governance**

###### (a) **Board accountability**

Describe the systems and structures established by the board of trustees demonstrating that the board is responsible to the school community(ies) it serves.

###### (b) **Decision making and communication**

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Describe the systems and structures established by the school demonstrating a clear understanding of decision-making and communication that results in a common sense of purpose for all school constituencies.

### **(c) Roles and responsibilities**

Briefly describe the structure of the school, including role of the board of trustees, administrators, and teachers.

### **(d) Board oversight**

Describe how the board of trustees regularly and systematically assesses the performance of school administrators against school-wide goals and makes effective and timely use of the evaluations. Include information about which constituent groups in the school are involved in the evaluation process.

Describe the process used by the board of trustees and school to develop the school's Accountability Plan, the tools used for understanding progress toward meeting those goals, and the frequency of reporting to the board of trustees.

Describe any goals established by the board of trustees for the school outside of the school's Accountability Plan, the tools for understanding progress toward meeting those goals, and the frequency of reporting to the board of trustees. Describe any strategic planning efforts undertaken by the board of trustees, the results of those efforts, and the current status of any initiatives launched as a result of strategic planning.

### **(e) Personnel**

Describe the steps taken by the board of trustees to ensure that the school employs a leader who demonstrates effective leadership of the school's programs.

Describe the process and criteria by which the school recruits and hires teachers and other staff.

Describe the school's professional climate and how the school's leadership establishes an appropriate professional climate, resulting in a purposeful learning environment, reasonable rates of retention for effective school leadership, staff, and teachers, and manageable levels of overall staff turnover.

Describe the major professional development activities undertaken by the school over the last two years, why those activities were chosen, any outcomes from the professional development activities, and how the effectiveness of these activities is evaluated.

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### 3. Program Planning and Evaluation

#### (a) Family satisfaction

Describe how the school demonstrates that families are satisfied with the school's program. If not already provided through an Accountability Plan objective or measure, summarize the results of any student, staff, and/or family surveys conducted during the current charter term. Include the number of students, staff, and/or families who participated.

### 4. Compliance

#### (a) Coordinated Program Review

Describe the results of the school's most recent Coordinated Program Review, whether any required corrective action plans have been submitted, whether such plans have received approval from DOE, and what steps have been taken to address deficiencies.

#### (b) Safety

Describe how the school establishes and maintains a physically safe environment for students and staff.

Describe how the school establishes an environment free from harassment and discrimination for students and staff.

#### (c) Facilities

Describe the school's facility and how the facility meets applicable state and federal requirements, is suited to the school's programs, and is sufficient to serve diverse student needs.

### 5. Dissemination

If the school is a Commonwealth charter school, describe how the school has provided models for replication and best practices, particularly to the district in which it is located or the region it serves, if regional.

### c. Additional Information

1. Using Form 6 in the Appendix to these *Guidelines*, list the total board membership and the number of board members joining and leaving the board in each school year of the current charter period and include the completed form in Appendix C of the Application.
2. Include any standard forms used for evaluation of the performance of the head of school in Appendix B of the Application.
3. Provide copies of any long-term planning documents developed by the board, such as strategic plans, in Appendix B of the Application.
4. Using Form 7 in the Appendix to these *Guidelines*, list the following information for each year of the current charter period: the number of administrators, teachers, and other staff (actual number and FTE); and the number of departures of administrators, teachers, and other staff during and at the end of each school year. Include the completed form in Appendix C of the Application.

## Guidelines for an Application for Renewal of a Public School Charter

### 4. Plans For the Next Five Years

#### a. Program

Describe the school's plans for the next charter term, including ways in which the school intends to modify or augment the program set out in the original charter application. This section should discuss how the school has thought strategically about the next five years. It should be noted, however, that the school must apply for approval to amend its charter pursuant to 603 CMR 1.11. The school's draft Accountability Plan for the next charter period must be included in Appendix B of the Application.

#### b. Maximum Enrollment and Grade Level Span

If the school has not yet reached the maximum enrollment or grade span authorized in its current charter, state whether or not the school plans to do so in the next charter period. Briefly discuss the rationale for the school's plans.

## B. Certifications

The Application for Renewal for a Commonwealth and a Horace Mann charter school must include a completed Public School Charter Renewal Application Certification Statement. (See Form 1 in the Appendix to these *Guidelines*.) The statement must be signed by either the chairperson of the board of trustees or the board's designated signatory authority and must be attached in Appendix A of the Application.

If the school is a Horace Mann charter school, the Application must also include a completed Horace Mann Charter School Renewal Application Certification Statement. (See Form 2 in the Appendix to these *Guidelines*.) The statement must be signed by the chair of the school committee and the president of the local teachers' union of the district in which the school is located (603 CMR 1.12), and must be attached in Appendix A of the Application.

## C. Appendices

The school's Application must include the following appendices:

1. Appendix A must contain the school's certification statement(s).
2. Appendix B must contain clearly labeled additional information as referenced in these *Guidelines*. Appendix B should not exceed 25 pages.
  - a) Accountability Plan Data/Evidence
  - b) Additional Information
3. Appendix C must contain additional forms, as required in these *Guidelines* and included in the Appendix to these *Guidelines*.
4. Appendix D must contain the school's current, DOE-approved Accountability Plan.
5. Appendix E must contain the school's draft Accountability Plan for the next charter term.
6. Appendix F must contain documentation of compliance with all building, health, safety, and insurance requirements, including:

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- a. Up-to-Date Certificate of Occupancy
- b. Up-to-Date Fire Inspection Certificate
- c. Up-to-Date Building Safety Inspection
- d. Up-to-Date Flammable Compounds and Liquids Certificate (if applicable)
- e. Up-to-Date Health Inspection
- f. Up-to Date Insurance Certificate(s)
- g. Asbestos Inspection and Management Plan (if applicable)
- h. Lead Paint (if applicable)

## **VI. Helpful Documents**

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### **A. Massachusetts Charter School Law and Regulations**

Massachusetts General Law Chapter 71, § 89: Charter Schools

603 CMR 1.00: Charter Schools

Available at: <http://www.doe.mass.edu/charter/laws.html>

### **B. Charter School Accountability, Oversight, and Renewal**

*Accountability Guide*

*Guidelines for Charter School Annual Reports*

*Massachusetts Charter School Common School Performance Criteria*

*Guidelines for Writing Charter School Accountability Plans*

*Massachusetts Charter School Renewal Inspection Protocol*

Available at: <http://www.doe.mass.edu/charter/acct.html>

### **VII. Appendix: Forms**

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This appendix contains the following forms for use in preparing the school's Application:

1. Public Charter School Renewal Application Certification Statement
2. Horace Mann Charter School Renewal Application Certification Statements
3. Special Needs Student Enrollment
4. Special Needs Staffing
5. External Assessments
6. Board of Trustees Membership and Turnover
7. Staffing and Staff Turnover

## Guidelines for an Application for Renewal of a Public School Charter

### Form 1: Public School Charter Renewal Application Certification Statement

Charter School Name: \_\_\_\_\_

School Location (City/Town): \_\_\_\_\_

I hereby certify that the information submitted in this application for renewal of a public school charter is true to the best of my knowledge and belief; that this application has been approved by the school's Board of Trustees; and that, if awarded a renewed charter, the school shall continue to be open to all students on a space available basis, and shall not discriminate on the basis of race, color, national origin, creed, sex, ethnicity, sexual orientation, mental or physical disability, age, ancestry, athletic performance, special need, or proficiency in the English language, and academic achievement. This is a true statement, made under the penalties of perjury.

\_\_\_\_\_  
Signature of Chair of Board of Trustees (or designated signatory authority)

\_\_\_\_\_  
Date

Print/Type Name: \_\_\_\_\_

Title (if designated): \_\_\_\_\_

Date of approval by board of trustees: \_\_\_\_\_

<b>Year School Opened</b>	
<b>Current Enrollment</b>	
<b>Charter Maximum Enrollment*</b>	
<b>Current Grades Served</b>	
<b>Charter Grade Span*</b>	
<b>District(s) or Region Served</b>	
<b>Charter District(s) or Region*</b>	
*Maximum enrollment, grade span, and district(s) or region for which the school is chartered.	

## Guidelines for an Application for Renewal of a Public School Charter

### Form 2: Horace Mann Charter School Renewal Application Certification Statement

Charter School Name: \_\_\_\_\_

School Location (City/Town): \_\_\_\_\_

#### School Committee Approval Certification

I hereby certify that this application for renewal of a public charter has received approval from a majority of the school committee in the district in which this Horace Mann charter school is located. This is a true statement, made under the penalties of perjury.

\_\_\_\_\_  
Signature of Chair of the School Committee

\_\_\_\_\_  
Date

Print/Type name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Daytime telephone \_\_\_\_\_ Fax \_\_\_\_\_

#### Collective Bargaining Unit Approval Certification

I hereby certify that this application for renewal of a public charter has received approval from the teachers' union in the district in which this Horace Mann charter school is located. This is a true statement, made under the penalties of perjury.

\_\_\_\_\_  
Signature of the president of the local teachers' union

\_\_\_\_\_  
Date

Print/Type name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Daytime telephone \_\_\_\_\_ Fax \_\_\_\_\_

## Guidelines for an Application for Renewal of a Public School Charter

### Form 3: Special Needs Student Enrollment

List the number of special education students, number of students receiving services under Section 504 of the Rehabilitation Act (Section 504), and number of students identified as English Language Learners (ELL) as of the October 1 SIMS submission for each year it is available for the current charter term.

<b>School Year</b>				
<b>Student Enrollment</b>				
<b>Special Education</b>				
<b>Section 504</b>				
<b>English Language Learners</b>				
<b>Total School Enrollment</b>				





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**Form 6: Board of Trustees Membership and Turnover**

List the total board membership and the number of board members joining and leaving the board in each school year of the current charter period.

<b>School Year</b>				
<b>Total Membership</b>				
<b>Members Joining</b>				
<b>Members Departing</b>				

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### Form 7: Staffing and Staff Turnover

List the following information for each year of the current charter period: number of administrators, teachers, and other staff (actual number and FTEs); and number of departures of administrators, teachers, and other staff during and at the end of each school year. Provide a brief explanation of administrator and teacher departures.

School Year				
<b>Administrators</b>				
Number and FTEs				
Departures during school year				
Departures at end of school year				
<b>Teachers</b>				
Number and FTEs				
Departures during school year				
Departures at end of school year				
<b>Other Staff</b>				
Number and FTEs				
Departures during school year				
Departures at end of school year				