

Charter Renewal Application

TIMELINE

December 10

Renewal Materials
Distributed

January 9

Renewal Materials Due to
Institute

January 30

Institute Staff Generate a
Recommendation Report

February 12

Institute Board Meeting
Renewal Action

The renewal review process is intended to provide schools with the opportunity to present new or supplemental information pertaining to school performance. It is also a formal pathway to communicate school plans for the next charter term. The contents of the application do not need to duplicate what is publicly available or has been amassed during the current term.

The South Carolina Charter Schools Act charges sponsors with determining whether a charter merits renewal, non-renewal, or revocation. In order to accomplish that, the Institute will rely upon prior and current year data as outlined in the Student Success Profile alongside the contents of this renewal application.

Items to build or supplement the existing body of are reported in the customized inventory checklist attached to this document. In order to review plans or changes for the subsequent term, please provide the following as narrative:

1. A description of any model, curricular, instructional, or assessment changes. This should include changes to programming that will occur to meet the needs of exceptional student groups, as well as highlight related changes to staffing, structure, and charter goals.
2. Information on operational changes that may affect the school's calendar, schedule, enrollment or attendance practices, as well as any student or employee policy changes.
3. A 3-year budget that reflects changes described in the narrative, including detailed assumptions around revenue and expenditures.
4. For any proposed material changes to the Charter or Contract that will be implemented in the next ten-year term, please include a description of the research-based evidence, as well as the evidence of need and support, used to inform the proposed changes.



PROCESS CRITERIA

Board Action: In alignment with Section 59-40-110(B) of the Charter Schools Act, the Institute Board must take final action to renew a charter by the last day of classes in the last year for which the school is authorized. Charters must be approved or renewed for a term of 10 years. Annual evaluation results must be used in making a determination on renewal.

Criteria: A sponsor shall renew a school's charter unless it determines that the school(1) committed a material violation of the charter or contract; (2) failed to meet academic performance standards and expectations; (3) failed to meet fiduciary responsibilities; or (4) violated any provision of the law for which the school was not exempt.



Inventory Checklist

Charter Renewal

Instructions

Based on the current levels of performance of your school, the Institute may request the following items in each of the key areas of review. These materials, alongside narrative on anticipated changes to your charter, will constitute your renewal application.



Academic Performance

- Annual reviews provided by any external entities (past 3 years)
- Username and password to formative assessment platform (e.g. NWEA)
- Assessment flat files or data files for any goals referenced in your charter (past 3 years)
- Engagement data (attendance, discipline) not accessible by the Institute (e.g. local SIS)

Financial Performance

- Current budget
- Most recent financial statements
- Independent financial audits (past 3 years)
- Any documented changes to financial policies and procedures past renewal or amendment

Governance

- Evidence of compliance with board training requirements (past 3 years)
- Leader evaluations (past 3 years)
- Board evaluations (past 3 years, where applicable)
- ESP (including EMO/CMO) evaluations (past 3 years, if applicable)
- Board-adopted strategic plan
- Information on any vendors or contractors that assist with school finances, operations, or programming
- Any evidence of support for renewal from current partners and community supporters

Programming and Operations

- Current building or lease agreement
- Staff inventory (to prepare for certification and insurance checks)
- Notices of Caution, Noncompliance, or Breach from previous sponsor(s), partners, or accrediting agencies
- Evidence of compliance in racial composition according to Section 59-40-50(B)(4)