



Charter Institute at Erskine Renewal Guide

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Charter Institute at Erskine Mission & Purpose

The mission of the Charter Institute at Erskine is to authorize high-quality charter schools that elevate educational opportunities through innovation and creativity.

The Charter renewal process occurs every 10 years from the school opening date indicated in the charter contract. According to code 59-40-110, a charter school up for renewal must provide the sponsor with the following 120 days before the end of the school year for the term of the charter contract:

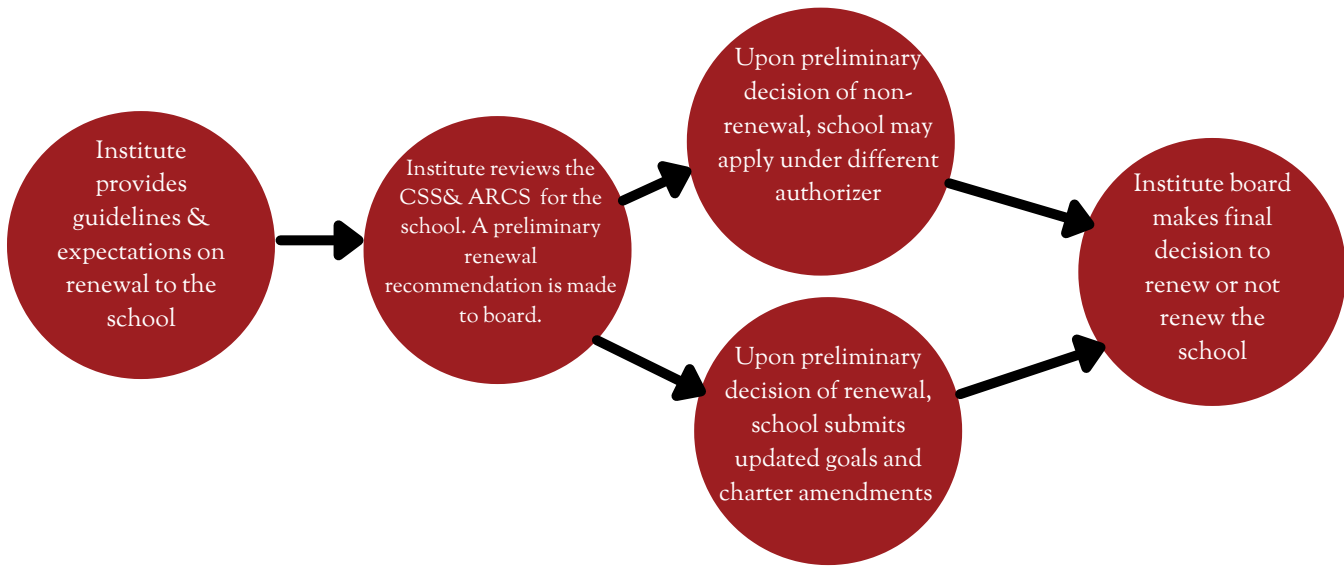
- 1.) **Academics** A report on the progress of the charter school in achieving the goals, objectives, pupil achievements standards, and other terms of the initially approved charter application;
- 2.) **Finance** A financial statement that discloses the costs of administration, instruction, and other spending categories for the charter school that is understandable to the general public and allows comparison of these costs to other schools; and
- 3.) **Governance** Any proposed material changes to the current charter or charter school contract to be implemented in the next ten-year charter term.

This charter renewal process will apply to schools beginning in the 2022-2023 school, and may not be applicable to schools renewed prior to this year. The Institute believes that schools should know the status of their renewal throughout the term of the 10 year charter contract. The goal of the renewal process is to evaluate charter schools without interrupting the day to day operations at a school level.

The Institute will utilize data and information in the Comprehensive School Snapshot (CSS) and the Annual Review of Compliance and Support (ARCS) as part of the renewal recommendation.

To simplify the charter renewal process, below is an outline of the charter renewal timeline:

Overview of Renewal Process & Timeline



Requirements for Renewal

Requirements for Charter Renewal are based on indicators from the Charter Institute at Erskine's Comprehensive School Snapshot (CSS) as well as the Annual Review of Compliance and Support (ARCS). The CSS and ARCS are categorized by department, and contain reports aligning with the requirements for renewal outlined in SC Code 59-40-110.

Accountability ARCS

Authorization ARCS

Federal programs ARCS

Finance ARCS

Governance ARCS

PowerSchool ARCS

SPED ARCS

School Site Visit

A school site visit allows Institute staff to understand the culture of a school when deciding its renewal. The site visit is also an opportunity for Institute staff to interview students, parents, teachers, and other stakeholders in the school.

Next Steps

School boards should utilize the information contained in the charter renewal process document to make informed decisions regarding changes to their school's charter for the next 10 year charter contract term.

During the year before a school's charter is eligible for renewal, the Charter Institute at Erskine will develop a renewal recommendation report. Based on this preliminary report, schools have the option to request charter renewal from the Charter Institute at Erskine board of Directors, or to apply for renewal through another authorizer. Ultimately, the Charter Institute at Erskine Board's decision on renewal is final.

If the preliminary report is a recommendation to renew, and the school desires to request a charter renewal with the Institute, the school should follow the guidelines below to submit new 10-year goals and make updates and/or changes to their school's charter:

Charter Updates/Changes

Charter updates and changes should be presented to the Institute in the form of a red lined charter. This edited version should display what information from the original charter is being changed.

The following must be updated in the school's charter:

- a. 5/10 year budget with enrollment projections
- b. 10 year enrollment projection
- c. 10 year cash flow
- d. Organization chart
- e. Updates to school goals

The following must, if applicable, be updated in the school's charter:

- School location change
- Grade span & student capacity
- Changes to enrollment policies & procedures
- Changes to financial policies & procedures