

School Year 2022-23 Charter Renewal Application



Illinois
State Board of
Education

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INTRODUCTION

ISBE is committed to fulfilling its authorizing responsibilities with integrity and transparency. As part of that commitment, ISBE will support high-quality charter schools and, ultimately, hold them accountable for high standards of performance in accordance with performance agreements. ISBE will utilize all records, reports, data, and evidence available from a charter school's current term when considering a Renewal Application.

Each charter school's future is predicated on its performance, as measured and evaluated throughout the charter term and formally evaluated at the end of the term. The current contract with each state-authorized charter school specifies that a school may be closed if it fails to demonstrate that it is achieving the academic, financial, and organizational outcomes to which it committed in the charter contract. This sharp focus on performance both annually and at the time of renewal is not a negative; it is simply the natural outcome of the "autonomy for accountability" understanding that each charter school makes with its authorizer in its contract. The Illinois Charter Schools Law (the "Charter Law") follows this best-practice standard for renewals, stating that a charter school may be non-renewed if the authorizer clearly demonstrates that the charter school did any of the following, or otherwise failed to comply with the requirements of the Charter Law:

- Committed a material violation of any of the conditions, standards, or procedures set forth in the charter;
- Failed to meet or make reasonable progress toward achievement of the content standards or pupil performance standards set forth in the charter;
- Failed to meet generally accepted standards of fiscal management; and/or
- Violated any provision of law from which the charter school was not exempted.

The charter renewal process serves several purposes:

- It requires each school to formally request renewal.
- It provides an opportunity through the Renewal Application process for schools to both reflect on performance over the charter term and delineate future plans.
- It informs ISBE's decision on whether to renew a school's contract by providing evidence of school performance in relation to the academic, financial, and organizational performance standards set out in the charter.

Note: Charter schools at the end of their contract term are not required to seek renewal of their charter contracts. Schools electing to not request renewal are choosing to voluntarily surrender their charter at the end of the contract terms.

ISBE's renewal process is **differentiated** by school performance. That is, schools that have consistently been in "Good Standing" as outlined in the Accountability System and Plan over their term follow a streamlined process, including shorter and less formalized site visits. All other renewals will undergo a more detailed review and may receive a more intensive site visit. Each school's renewal site visit will be tailored to areas of inquiry identified for that school. Regardless of the school's performance, the renewal process requires the collaboration of the school and ISBE staff over a period of several months. It is designed to provide ISBE staff adequate time to

evaluate all evidence relevant to school performance and, ultimately, to allow ISBE's Board to reach a merit-based decision regarding renewal. ISBE is committed to ensuring that this process demonstrates integrity, transparency, and high standards.

The realities of the continuing COVID-19 pandemic may impact the renewal process. Schools and ISBE staff are required to follow all necessary guidance and orders related to social distancing, group gatherings, and public contact. Directives from the Governor's Office, the Illinois Department of Public Health, and ISBE will be considered during all phases of renewal. All efforts will be made to allow for remote access to any conferences, meetings, focus groups, and hearings during renewal should it be necessary under the health and safety directives in effect at the time.

The following pages explain the stages of the renewal process, the structure of the Renewal Application, the criteria for renewal, renewal decision procedures, and the renewal process timeline. Also included in this renewal package are the Renewal Application instructions, the narrative questions that schools must answer to apply for renewal, and instructions for attachments. Finally, the Exhibits section of this packet contains links to critical information as well as template documents that schools should use to prepare their applications.

The board of a charter school electing to not seek renewal should submit a formal letter, signed by the charter board chair, to the state superintendent of education indicating its plan for voluntary closure at the end of the charter term. ISBE must receive the letter on or before the Renewal Application deadline.

RENEWAL PROCESS OVERVIEW

ISBE will conduct rigorous, transparent renewal decision processes that lead to merit-based decisions, consistent with both the “Principles & Standards for Quality Charter School Authorizing” promulgated by the National Association of Charter School Authorizer and the Charter Law.

These standards and processes are embedded within and are part of the charter contract. In accordance with the law, the contract, and best practices in authorizing of charter schools, ISBE’s Board will base its final renewal decision on the school’s record of performance to date, including, but not limited to, the school’s response to Part II. Looking Back: The Record of Performance of this Renewal Application. The timeline for ISBE’s renewal process is included in this package; below is a summary of each phase of the process.

PHASES OF THE RENEWAL PROCESS

Phase 1: ISBE staff will prepare Initial Renewal Findings for the school in Phase 1 of the process. The Initial Renewal Findings constitute the record of the charter school’s academic, financial, and organizational performance over the current charter term in relation to the criteria for renewal established in the Accountability Plan. Schools will have an opportunity to respond to the Initial Renewal Findings and to submit corrections or additional objective data to supplement the record.

Phase 2: The school will be asked to prepare and submit its Charter Renewal Application in Phase 2. Schools should also hold a community forum/meeting during this stage to inform parents and community stakeholders of the intent to apply for renewal of the charter contract.

Phase 3: ISBE staff and/or external reviewers will analyze the school’s submissions and gather additional information in Phase 3 via site visits, interviews, consultation with stakeholder focus groups, and/or a public hearing to allow stakeholders to provide direct input regarding a school’s renewal. Once all information has been collected, analyzed, and synthesized, ISBE staff will present Renewal Recommendations to the state superintendent of education, who will then make a recommendation to the Board in a regularly scheduled Board meeting. The charter school will receive prior notice of the staff’s Renewal Recommendation. Each Renewal Recommendation will include a comprehensive analysis of the evidence collected during the renewal process.

The school’s plans for the next charter term will not, in most cases, affect whether the school is recommended for renewal, but could impact the *length* of the renewal term and will inform the development of the terms of a new charter contract following the final renewal decision by ISBE’s Board.

Following a decision to renew a charter, ISBE’s counsel and the school will begin negotiating the charter contract that will govern the new charter term. Once the contract is finalized, the last step is to present the contract to ISBE’s Board for ratification.

EVIDENTIARY SOURCES

The Renewal Findings are a compilation of the factual record of school performance based on three primary sources of information gathered over the term of the charter:

- School-reported evidence, such as enrollment, attendance, and financial reports;
- Evidence generated or maintained by ISBE, such as annual performance reports, site visit reports, and other documentation from school monitoring activities, during the school's contract term; and
- Other evidence, including state assessment results and independent financial audits.

Whenever possible, ISBE will verify findings by relying on more than one source. The Renewal Application provides schools an opportunity to submit additional evidence that will clarify or correct the record. The process is designed to ensure that renewal decisions made by ISBE's Board are based on the most accurate and verifiable information available.

RENEWAL APPLICATION STRUCTURE

The Renewal Application outlined in this package contains three parts, the purposes of which are described below:

Part I. Executive Summary – Provides a high-level overview of the school's mission and vision, educational program, community and local connections, leadership and governance, fiscal health, major successes, challenges, best practices to be shared with other schools, lessons learned during the current contract term, and any significant or "material" modifications requested from the current contract provisions

Part II. Looking Back: The Record of Performance — Responds to the Initial Renewal Findings and provides any objective, supplemental evidence to correct, augment, and/or offer additional context for the record of performance to date

Part III. Looking Forward: Plans for the Next Charter Term – Outlines anticipated plans, priorities, and potential modifications that further support the mission and vision of the school and the intent of the Charter Law

The requirements for each part of the Renewal Application are detailed in this package.

DECISION CRITERIA

Final charter renewal decisions made by the ISBE Board are informed by a recommendation from the state superintendent of education and based on ISBE staff's analysis of each school's academic, financial, and organizational performance over the previous contract term as measured by the Accountability System and Plan. Any Renewal Applications for state-authorized charters submitted during the 2022-23 school year will be analyzed using the Accountability System and Plan. A copy of this comprehensive Accountability System, including the Accountability Plan, can be found at:

- [Accountability-System](#)
- [Academic Framework Methodology](#)

DECISION PROCEDURES

The renewal process requires ISBE to determine, first and foremost, what the school has accomplished with respect to the academic outcomes of its students, the financial stability of the organization, and the soundness of the school's governance and operations.

The decision-making process is designed to provide adequate time for ISBE staff to collect and consider all relevant evidence, to engage experts for analysis and synthesis of the evidence, to provide schools and other stakeholders an adequate opportunity to submit relevant information and comment on preliminary findings, and for the public to provide comment.

KEY COMPONENTS OF THE RENEWAL PROCESS

Renewal Findings: The Initial Renewal Findings are composed of the collective record of school performance based on the cumulative evidence available from all relevant sources, including performance (academic, financial, and organizational) and other data collected or maintained by ISBE over the charter term as measured by the Accountability System and Plan. Schools will have the opportunity to respond to Initial Renewal Findings in the Renewal Application, which is explained in Part II. Looking Back: The Record of Performance, which starts on page 11.

Renewal Application: The Renewal Application constitutes the school's formal request for renewal of the charter contract. It is the school's opportunity to submit any facts, data, or supplemental objective evidence to correct, clarify, or augment its performance record (the Initial Renewal Findings) and to articulate the school's goals and vision for the next charter term. ISBE encourages schools to be thoughtful, clear, and concise in responding to the questions posed in the Renewal Application. ISBE staff will consider corrections or supplemental evidence provided by the school and will incorporate all verified objective evidence in the Renewal Recommendation ultimately presented to ISBE's Board.

Community Forums and Public Hearings: ISBE may conduct public hearings in each school's host district to provide information on the renewal process to school stakeholders, including parents, staff, and the public, and to invite and hear public testimony on the school's request for renewal. Any such hearings conducted will be conducted in accordance with public health guidelines and may be held virtually. All public testimony will be recorded, will be available to the members of ISBE's Board following the hearing, and will be treated as a public record. Schools are encouraged to host a community forum/meeting to inform parents and community stakeholders of the intent to apply for renewal of the charter contract.

Renewal Investigations and Considerations: ISBE will provide opportunities for other input into the renewal process, which may include school site visits, interviews and/or focus groups, facility inspections, and community forums and public meetings. If current health restrictions prohibit in-person public meetings, ISBE will facilitate alternative methods to collect public content, including, but not limited to, email correspondence and/or virtual meetings.

Renewal Recommendations: Renewal Recommendations prepared by ISBE staff will incorporate supplemental evidence submitted by the school, final Renewal Findings, and synthesis of the Renewal Findings and all other Renewal Investigations and Considerations into an evidence-based conclusion on whether the school has met the standards for renewal of the charter, including whether a renewal of the charter would comply with the terms of the Illinois Charter Schools Law. Staff Renewal Recommendations will be presented to each school in

advance of the public presentation of Renewal Recommendations to ISBE. ISBE staff are tasked with analyzing all evidence and developing the recommendation; ISBE's Board alone holds the power to decide whether to renew a school's charter.

Renewal Decisions: ISBE is committed to making merit-based decisions based on a charter school's academic, financial, and organizational performance and its fidelity to the terms of the contract and applicable law. Nothing in the charter contract or Accountability Plan prohibits the state superintendent of education from making individual recommendations or ISBE's Board from making decisions regarding charter school renewal based on the totality of factors deemed relevant.

RENEWAL RECOMMENDATIONS

Recommendations for Renewal

The school will be recommended for renewal by ISBE staff if the Renewal Findings, coupled with other investigations conducted during the renewal process, indicate that the school has substantially satisfied the criteria for renewal in all areas over the term of the charter. ISBE's Board will study the findings, publicly deliberate, and vote on whether to renew or not renew the school's charter.

CHARTER CONTRACT

The renewal decision does not complete the transition to the new charter term. ISBE and each school approved for renewal must negotiate and execute a new charter contract. The contents of the charter renewal contract will be based on the plans set forth in the prior charter contract, the Renewal Application, applicable law, and the school's performance during the previous charter term. ISBE intends to execute a charter contract with each renewed school before the end of the final school year of the charter term. Execution of the charter contract is a condition for continued school operation.

Renewal Term: A Recommendation for Renewal means that the state superintendent of education will recommend the school for an appropriate renewal term as determined in the final renewal decision by ISBE's Board. Renewal term shall be from one to five years in length.

Recommendations for Non-Renewal

ISBE staff may recommend that the charter not be renewed if the Renewal Findings, coupled with ISBE's investigations conducted during the renewal process, indicate the school has failed to substantially meet the standards for renewal in one or more areas, ISBE's Board will study the findings, publicly deliberate, and then vote on whether to renew or not renew the school's charter.

Note: A decision by a charter to voluntarily close will not require a vote for non-renewal by ISBE's Board.

RENEWAL PROCESS TIMELINE

RENEWAL STAGE	PURPOSE	DATE
Initial Renewal Findings Presented to Schools	ISBE staff provides a report on the school's cumulative record of performance over the first four years of the contract term to each renewal-eligible school, allowing a response from the charter school in its Renewal Application.	April – May
Release of Renewal Application & Information	ISBE provides school leaders (and the public) transparent expectations for the renewal process and renewal decision-making.	July
Community Forums <i>(highly recommended)</i>	Each school provides and hosts at least one community forum or other opportunities in line with current public health guidelines to provide information to stakeholders (including parents, staff, and the public) about the renewal process and the school's intent to apply for renewal or to voluntarily surrender its charter.	August – mid-September
Facilities Inspection	If applicable, ISBE obtains an independent inspection of school premises to determine compliance with the Americans with Disabilities Act and safety regulations.	September – October
Renewal Applications (or Notice of Voluntary Surrender of Charter) Due	Schools submit their application for renewal and submit comments and/or factual or data corrections to their record of performance (the Initial Renewal Findings) OR submit a letter from the school's board indicating a choice to voluntarily surrender their charter.	September 7, 2022
School Site Visits/Focus Groups/ Interviews	ISBE staff/evaluators conduct a site visit to each school, including interviews and/or focus groups with stakeholders. (Site visit and interviews/focus groups are to be tailored to each school.)	September – October
Public Hearing	ISBE conducts a public hearing or other opportunities to gather input from and provide information on the renewal process to school stakeholders, including parents, staff, and the public.	September – October
Renewal Recommendations Presented to Schools and ISBE Board	ISBE staff finalizes and presents Renewal Recommendations to each school seeking renewal. Formal presentation of facts and recommendations will be presented to ISBE's Board during a regularly scheduled Board meeting.	November
Charter School Renewal Decisions by ISBE Board	ISBE's Board discusses, deliberates, and votes on Renewal Recommendations from the state superintendent of education during a regularly scheduled Board meeting. Final decisions by the Board for schools granted renewal will also include the Board's decision on the school's contract term. A written notification of the decision will be delivered to each school and posted on the ISBE website.	December 14, 2022
Contract Negotiations	If ISBE's Board votes to renew a school, ISBE counsel will negotiate with the school to establish the terms of the charter renewal contract.	January – June

CHARTER RENEWAL APPLICATION

Charter Renewal Applications must be submitted via Epicenter by **Wednesday, September 7, 2022**, in accordance with the submission instructions below. In the event the Epicenter system is unavailable, applications must be submitted via email to charterrenewals@isbe.net.

Instructions and Format for Submissions

The Renewal Application must include the Formal Request for Renewal (which must be signed by both the school leader/director and the board chair/president) and the Key Information Forms (both provided in this package).

The Renewal Application Narrative (starting with the Executive Summary) may not exceed a total of 45 pages, excluding any cover pages; the Formal Request for Renewal; and attachments. There are no page limits per response (except for the Executive Summary), provided that the total narrative does not exceed 45 pages.

The application narrative should include a Table of Contents, including a list of all attachments.

Applicants should reference attachments clearly in the application. Any attachment should provide information that:

- a) Meaningfully augments the body of evidence that ISBE has already collected on the school's performance; and/or
- b) Illustrates and/or supports plans or strategies for the next charter term that would be material to the charter contract for the renewal term.

The Renewal Application should not include any photographs, diagrams, or news clippings unless they are being submitted as evidence of performance for one or more renewal criteria.

RENEWAL APPLICATION NARRATIVE

I. Executive Summary

Provide a brief description of the school, not exceeding two pages, including an overview of the mission and vision, educational program, community and local connections, leadership and governance, and fiscal health. Highlight the school's major successes, challenges, and best practices that can be shared with other schools and lessons learned during the current contract term.

The summary should also highlight any request for significant variance or modifications from the current contract's provisions. A request must include a description of the reason for any such significant variance or modification.

II. Looking Back: The Record of Performance

Section II provides schools an opportunity to provide **factual, non-anecdotal evidence** to clarify, correct, supplement, or augment their performance record over the current charter term as summarized in the Initial Renewal Findings. Schools should respond directly to evidence and analyses presented in the Initial Renewal Findings and submit **only** evidence of performance related to the Accountability Plan that is **not included or is incorrect** in the Initial Renewal Findings.

Responses may include, but are not limited to, information about interim assessments or progress reports, evidence of performance on school or mission-specific goals, and evidence of progress in any areas where the school has not previously met or is not currently meeting the performance standard. Responses should reference the specific criteria and benchmarks in the Accountability Plan to which the information applies. In addition, schools should provide a response to conditions or expectations set forth in the most recent charter contract or in accountability actions levied by the during the term.

This section is not meant to be cumbersome or duplicative. A detailed response and/or additional data is not needed if the school agrees with the information presented in the Initial Renewal Findings. Simply state that the school has no corrections or additional evidence to submit.

Schools should NOT use the Renewal Application to tell a story about why the school should be renewed that is not related to its record of performance or to provide anecdotal or subjective information that is not relevant to the school's performance expectations as defined by the Accountability Plan and the school's charter contract.

Renewal Recommendations will be based on all evidence of school performance in the renewal record, including, but not limited to, the school's responses in this section.

Academic Performance

1. **Initial Academic Findings:** Examine the Initial Academic Findings and state whether the school agrees with -- or where and why it disagrees with -- the Initial Academic Findings.
2. **Results of Modifications:** Describe any significant modifications made to the school's educational program or approaches over the charter term, why they were made, and what improvement was achieved by or because of the modification. Responses to this question should provide objective, verifiable evidence and should not be anecdotal.
3. **Supplemental Academic Information:** Provide any academic performance-related evidence, supplemental data, or contextual information that may not be captured in the annual performance reports or in the Initial Renewal Findings but are important to the school's academic achievement and pertinent to the Academic Domain of the Accountability Plan. Submissions may include supplements related to the Initial Renewal Findings. Identify the specific Accountability Plan measures to which the information applies, as appropriate.
4. **School-Specific Goals and Measures** (optional): State any school or mission-specific academic goals and measure(s) the school has adopted and provide evidence of outcomes (if not already captured in the Initial Renewal Findings). Any measures identified for this response should show student performance, learning, or achievement (as opposed to simply participation or attendance). **Data on outcomes should be objective, valid, reliable, and verifiable.**

Financial Performance

5. **Five-Year Enrollment & Budget Projections:** Use template provided.
6. **Initial Financial Findings:** Examine the Initial Financial Findings and state whether the school agrees with -- or where and why it disagrees with -- the Initial Financial Findings.
7. **Current Financial Statement:** Provide evidence in an attachment that the school is current at the time of completing this Renewal Application in meeting its liabilities, including, but not limited to, payroll taxes, debt service payments, and employee benefits.
8. **Supplemental Financial Information:** Provide any financial performance-related evidence, supplemental data, or contextual information that may not be captured in the annual performance reports or in the Initial Renewal Findings but are important to the financial health of the school and pertinent to the Financial Domain of the Accountability Plan. Submissions may include, but are not limited to, documentation of actions taken, results achieved in response to audit findings, updated financial records, or other updates regarding the Initial Renewal Findings. Identify the specific Accountability Plan measures to which the information applies, as appropriate.

Organizational Performance

9. **Initial Organizational Findings:** Examine the Initial Organizational Findings and state whether the school agrees with -- or where and why the school disagrees with -- the Initial Organizational Findings.
10. **Supplemental Organizational Information:** Provide any organizational performance-related evidence, supplemental data, or contextual information that may not be captured in the annual performance reports or in the Initial Renewal Findings but are important to the school's organizational viability and pertinent to the Organizational Domain of the Accountability Plan. Submissions may include, but are not limited to, evidence of current compliance in areas in

which the school was previously found to be non-compliant or other updates relevant to the Initial Renewal Findings. Identify the specific Accountability Plan measures to which the information applies, as appropriate.

Please also address the following areas, which will allow ISBE to fully assess the school's organization and the context of its operations:

- a. Provide the school's organizational chart in an attachment and give a brief narrative description of the chart, including the names of staff, each staff member's role, and the responsibilities associated with each role.
- b. Discuss the school's level of parent and community engagement, support, and satisfaction. Provide evidence on this topic, such as parent and student engagement rates; satisfaction survey data; or other measures of engagement, support, and satisfaction.
- c. Discuss the school's recruitment, attrition, and disciplinary and expulsion policies and practices over the last contract term and provide evidence that the school is implementing best and fair practices in these areas, specifically including evidence of compliance with Senate Bill 100, data on lotteries and student waitlists, and data on student retention and expulsion. Provide this information for all subgroups identified in the Accountability Plan. Finally, provide a comparison of the school's expulsion and retention data to that of the host district for the current contract term.
- d. List any complaints, claims, legal actions, or lawsuits in which the school is or was a party during the term of the current contract and identify all parties, the forum, and the nature of the complaint, claim, action or lawsuit. Describe how the matter was resolved or its present procedural status.

III. Looking Forward: Plans for the Next Charter Term

Section III asks the school to discuss plans for the next charter term. Schools should provide basic data and also use this section to outline a deliberate plan for sustaining success, improving where needed, and ensuring the ongoing viability of the organization.

Schools should describe and discuss any anticipated changes to the charter contract. Changes may include proposed material changes to the original educational or organizational plans (e.g., changing the school mission, bylaws, curriculum, school calendar, etc.), as well as significant structural changes (e.g., proposing to increase total student enrollment or add new grade levels). Schools are strongly encouraged to identify any modifications they would like to make over the next charter term, even if changes would not occur immediately. ISBE will consider the requested changes as part of the Renewal Application and during contract negotiations. However, proposed modifications that are significant (e.g., adding multiple grade levels) will likely require additional submissions by the school and related procedures.

In addition, schools should be sure to discuss in the relevant sections below how the proposed change(s) will impact other aspects of the charter (e.g., how an organizational change would affect the Educational Plan).

Note: ISBE will not use responses in this section as the basis for its decision for renewal or non-renewal. However, plans for the next charter term are critically important. In keeping with quality authorizing standards, ISBE will make its decisions based on the school's demonstrated record of performance in all three domains, as opposed to promises of future performance. Responses in this section may, however, affect the length of the new charter term awarded to the school and will inform the terms of a new charter contract. Should ISBE grant renewal for an additional term, the plans presented here will serve as a blueprint for relevant sections of the charter contract for the new term.

Academic Plans

Vision: Provide a vision for what the school will look like in five years and support that vision by describing the incremental goals that will make the vision a reality. Describe any changes to the school's mission or substantial revisions to the educational program as described in the current charter that the school proposes to make for the next charter term. Discuss any associated challenges or risks.

Academic Plan Modifications: Describe any significant modifications pertaining to the educational program that the school seeks to implement in the new contract term. Explain how the anticipated changes in the educational plan will help the school to meet the targets set forth in the Accountability Plan. Any modifications planned or anticipated for the educational program must also be reflected in the five-year budget.

Academic Standards: Identify the educational standards by subject area and grade level that will guide the school's academic program. Explain the rationale for choosing them.

Curriculum: Describe the school's curriculum for each subject area and instructional level, along with the rationale for the curriculum development or selection decisions.

Applicants must address the following:

- Describe the curricula for the school in the core subjects of reading/English language arts, math, science, and social studies. Explain the rationale for the curricular choices, such as textbook selection and supporting materials by subject. Provide evidence that any selected curricula are based on research and aligned to standards, have been effective with students similar to those the school expects to serve, and will keep students on track for college and career readiness.
- Identify the full sequence of subjects/courses that students will be required to complete and the exit standards necessary to graduate from the school or be promoted to the next grade. Include any elective subjects/courses.
- Explain how teachers will know what to teach and when to teach it, including the curriculum resources that will support instructional planning. Identify who will be responsible for creating or selecting these resources.

Special Student Populations

Students with Disabilities: Use ISBE's Charter School Renewal Application for Special Education template to describe the school's methods and strategies for identifying and serving students with disabilities, including, but not limited to, students with Individualized Education Programs (IEPs) or Section 504 Plans, in compliance with all federal and state laws and regulations. Include the following information in the Renewal Application template or attached in a separate narrative:

- How the school will identify students with mild, moderate, and severe disabilities (and avoid misidentification), develop plans for their education, and monitor their progress to ensure the attainment of each student's goals as set forth in their IEP.
- The continuum of special education services (including related services) the school has and will make available to students with mild, moderate, and severe disabilities in the least restrictive environment possible.
- How the school will adjust the curricula, instructional practices, daily schedule, staffing plans, and supports to meet identified needs.
- Who will carry out responsibilities related to special education (including the identification of school staff and external professionals), how parents will be involved in this process, and how the school will ensure that there is qualified staffing to meet the needs of the student population.
- How the school's IEP team will develop IEPs based on student need with appropriate accommodations and modifications, develop individualized measurable IEP goals, and monitor student progress to ensure academic growth.

English Learners: Use ISBE's Charter School Renewal Application for English Language Learning Services template to describe how the school provides educational services for English learners (ELs) in compliance with the requirements of Article 14C of the School Code and Part 228 of the 23 Illinois Administrative Code. Include the following information in the Renewal Application template or attached in a separate narrative:

- The school's methods and strategies for identifying (and avoiding misidentification of) ELs.
- The specific process for identifying students whose first language is not English, including how the school will determine the scope of assistance the students may need and will monitor the implementation of services and the progress of ELs. Include exit criteria.
- The approach; programs; resources; and personnel, including qualifications, that the school will use to meet the needs of ELs and any research and evidence that supports the appropriateness of this approach.

Multi-Tiered Systems of Support: Describe how the school's educational program will identify and meet the needs of students who require academic support or intervention beyond that which is provided in the general education program. Identify specific differentiated instructional strategies, programs, services, and supports. Note: This question does not refer to services to support only students with special education needs or English learners, but rather refers to all students (including special populations) and should be a system that is designed to improve outcomes for all students in the school.

Financial Plans

Five-Year Enrollment & Budget Projections: Complete all portions of the [Renewal Five-Year Enrollment & Budget Projections template](#), provided by ISBE, for the next proposed contract term. Be certain to complete all worksheet tabs in Excel. Provide the completed workbook as an upload to Epicenter.

- 1. Budget Narrative:** A budget narrative should be provided as an attachment and should explain the budget with line references and footnotes to explain the assumptions used for key revenue and expenditure projections as well as other key inputs used in creating the proposed budget for the next contract term.
- 2. Proposed Modifications:** The proposed five-year budget should clearly articulate the financial impact of any proposed modifications (material or otherwise) to the school's educational, financial, or organizational plans (e.g., new curriculum or instructional materials; modified staffing structure; increased enrollment; longer school day or year; facility renovation, acquisition, or construction, etc.) that might be proposed earlier in this application.

Organizational Plans

Organizational Goals and Plan Modifications: Provide an overview of the school's organizational goals for the next five years. Describe any material modifications to the organizational plan that the school aims to undertake should its charter be renewed. Responses should include any plans to change the governance structure, modify policies or practices, or any other organizational change necessitated or anticipated due to any educational or financial proposed changes noted previously. This answer should summarize these proposed changes, if any, and responses to the other questions in this section should describe the impact of any such proposed modifications to the school's finances and academic targets.

Enrollment Plan: Provide the school's enrollment plan for the next charter term in an attachment by completing the template (provided as an Exhibit in this package). Provide an explanation if the proposed enrollment varies greatly from the current enrollment.

Governance: Describe any anticipated changes during the next contract term to the governance of the school, including, but not limited to, board composition, committee structure, and/or amendments to bylaws.

Leadership and Management: Describe any anticipated changes during the next contract term to the proposed leadership and/or management of the school, including, but not limited to, the leadership team structure and leadership succession plans, if any. Complete the Governance and Leadership Structure Table template to describe the current and anticipated governance and leadership structure and provide it as an attachment.

Discipline: Provide a copy of the school's Student Discipline Policy, which must include the Anti-Bullying Policy, as an attachment and link to the policy on the school website.

Licensed Instructional Staff: Include a list of the charter school's instructional staff, which indicates the credentials and licensure of those individuals.

Transportation: Clarify the charter school’s plan to meet the transportation needs of its pupils, including transportation for at-risk and low-income students. This may include, but is not limited to, bus service, subsidized public transportation, coordinated parent or volunteer carpools, participation in the state’s Parental Transportation Reimbursement Program, or any combination thereof. The charter school’s budget should adequately support the proposed transportation plan.

Facility: Describe the status of the school facility (e.g., district-owned facility, privately owned facility, temporary location, facility co-share, etc.). Discuss any anticipated changes during the contract term in facilities needs and/or location, including whether the school intends to remain in its current location or seek a different facility, and if it plans to renovate, improve, or change the current facility. Explain how the school’s facilities plans for the next term are reflected in and corroborated by the five-year budget as presented.

Management Organizations: Please state whether the school intends to contract with a not-for-profit Charter Management Organization (CMO) or a for-profit Education Management Organization (EMO) during the next contract term. The term “Management Organization” refers to organizations that contract with the governing board of a school to provide comprehensive or substantial educational services (all or a substantial portion of the services needed to operate or manage the school).

Applicants should include in their narrative response one of the three statements listed below that best describes their school’s relationship with a Management Organization:

1. *We have not previously contracted with a CMO or EMO and we do not plan to do so going forward.*
2. *We have previously contracted with CMO or EMO and we plan on continuing to contract with a CMO or EMO in the future.*
3. *We have previously contracted with a CMO or EMO, but we do not plan on contracting with a CMO or EMO in the future.*

Note: If Option 2 best describes the school’s relationship with a Management Organization, provide a copy of the draft CMO or EMO agreement as an attachment.

ATTACHMENTS AND WEB LINKS

- A. [Illinois State Charter School Law Regarding Renewal, 105 ILCS 5/27A-9](#)
- B. [Accountability System](#)
- C. [Academic Framework Methodology Guidance for Accountability Plan](#)
- D. Templates provided by ISBE in this packet:
 - 1. Formal Request for Renewal
 - 2. Governing and Leadership Structure
 - 3. Enrollment and Demographics Data and Trends
- E. [Five-Year Enrollment & Budget Projections](#)
- F. Charter School Renewal Application for Special Education Services
- G. Charter School Renewal Application for English Language Learning Services
- H. Renewal Application Checklist
- I. Conclusion

FORMAL REQUEST FOR RENEWAL

This Renewal Application seeks a renewal of the charter contract between

_____ School and the
 Illinois State Board of Education for a period of _____ years, from
 _____ to _____, to serve
 a maximum of _____ students in grades _____ to _____ at the following address:

(Insert school address)

with funding to be provided at _____% of the per capita tuition charge of the feeder district(s).

Name of School:		
Primary Contact Person - Name and Title:	Primary Contact Person – Mailing Address:	Primary Contact Person – Phone & Email:
Alternate Contact – Name and Title:	Alternate Contact – Mailing Address:	Alternate Contact – Phone & Email:
Board Chair/President – Name:	Board Chair/President – Mailing Address:	Board Chair/President – Phone & Email:

Signature of School Director/Leader

Date

Signature of Board Chair/President

Date

GOVERNANCE AND LEADERSHIP STRUCTURE

Please complete the following tables, listing all members of the governing board and all members of the school's leadership teams.

You may add rows as needed.

SCHOOL LEADERHIP TEAM

Name	Title	Phone Number/Email

BOARD OF DIRECTORS

Name	Employer/Title	Position

ENROLLMENT AND DEMOGRAPHICS DATA AND TRENDS

Please complete the table below to enumerate student enrollments at the school over the current charter term.

	2018-19	2019-20	2020-21	2021-22	2022-23
Total Enrollment	#	#	#	#	#
Kindergarten					
Grade 1					
Grade 2					
Grade 3					
Grade 4					
Grade 5					
Grade 6					
Grade 7					
Grade 8					
Grade 9					
Grade 10					
Grade 11					
Grade 12					
Gender	# and %	# and %	# and %	# and %	# and %
Male					
Female					
Ethnicity/Race	# and %	# and %	# and %	# and %	# and %
White					
Black					
Hispanic					
Asian					
Other					
Special Populations	# and %	# and %	# and %	# and %	# and %
Students with IEPs					
English Learners					
Homeless Students					
Students Eligible for Free or Reduced-Price Lunch					

Please use this space to briefly describe and identify the source(s) of information used to obtain the numbers and percentages provided in the School Population Information table above. The box will expand as you type.

Please complete the table below to project anticipated enrollment over the next charter term.

	2023-24	2024-25	2025-26	2026-27	2027-28
Total Enrollment					
Kindergarten					
Grade 1					
Grade 2					
Grade 3					
Grade 4					
Grade 5					
Grade 6					
Grade 7					
Grade 8					
Grade 9					
Grade 10					
Grade 11					
Grade 12					

RENEWAL APPLICATION CHECKLIST

- ┌ Formal Request for Renewal (prepared using template in this document)
- ┌ Renewal Application Narrative
 - Part I. Executive Summary
 - Part II. Looking Back: The Record of Performance
 - Part III. Looking Forward: Plans for the Next Charter Term
- ┌ Attachments/Uploads:
 - Evidence that the school is financially current
 - School organizational chart
 - Enrollment plan (prepared using the *Enrollment and Demographics Data and Trends* template in this document)
 - *Governance and Leadership Structure* Table (prepared using template in this document)
 - Student discipline policy
 - Management Organization contract (if applicable)
 - [Five-Year Enrollment & Budget Projections](#)
 - Charter School Renewal Application for Special Education Services
 - Charter School Renewal Application for English Language Learning Services

CONCLUSION

This completes the Illinois State Board of Education's Application Questions for Renewal. If ISBE staff may be of service in any way during the renewal process, please contact the office at 312-814-2220 or at statecharters@isbe.net.

Information regarding the Renewal Application and process is available at <https://www.isbe.net/Pages/State-Authorized-Charters.aspx>.