

ILLINOIS STATE CHARTER SCHOOL COMMISSION

CHARTER SCHOOL  
RENEWAL APPLICATION

2018-19

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# INTRODUCTION

The Illinois State Charter School Commission (“the Commission”) is committed to fulfilling its authorizing responsibilities in the most responsible and transparent manner. The Commission is invested in authorizing charter schools that will provide high-quality educational options to serve the diverse needs of Illinois students. To that end, the Commission is dedicated to approving and supporting high-quality charter schools and, ultimately, holding them accountable for high standards of performance.

The charter renewal decision makes charter schools unique in public education. Unlike other public schools, each charter school is created with the presumption that its future depends on its performance, as measured and evaluated throughout the charter term and formally judged at the end of the term. More specifically, the agreement between an authorizer and its charter schools is such that a charter school can and will likely be closed *unless* the school demonstrates that it is achieving the academic, financial, and organizational outcomes to which it committed in the charter contract. This sharp focus on performance at the time of renewal is not a negative: it is simply the natural outcome of the “autonomy for accountability” bargain that every charter school makes with its authorizer at inception. The Illinois Charter Schools Law follows this best-practice mandate and states that no charter school in Illinois may be renewed unless the school demonstrates, using standardized test scores and other measures, it is making reasonable progress toward achievement of content standards or pupil performance standards set forth in the charter. In addition, the law provides that non-renewal is also appropriate if a school commits a material violation of the charter, fails to meet General Accepted Accountability Principles (GAAP) of fiscal management, or violates any provision of law from which the charter school is not exempted.

The charter renewal process serves two purposes. First, it requires each school to formally request renewal and through renewal, the application provides an opportunity for the school to reflect on performance over the last four years and delineate plans for the future. Second, it informs the Commission’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 are not required to submit a Renewal Application - schools electing not to request a renewal term may choose to voluntarily surrender the charter.**

The renewal process is **differentiated** by school performance. That is, schools that meet the standards outlined in the accountability system over their term will undergo a streamlined process, including a shorter (one-day) site visit, while schools that are not meeting standards will undergo a more detailed review and more intensive (two-day) site visit. The renewal site visits will be tailored to areas of inquiry identified for each school. The renewal process requires the collaboration of the school and the Commission over a period of several months. It is designed to provide the Commission adequate time to evaluate all evidence relevant to school performance and, ultimately, to reach a merit-based decision regarding renewal. The Commission is committed to ensuring that this process demonstrates integrity, transparency, and high standards.

The following pages explain the stages of the renewal process, the structure of the renewal application included in this package, 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 required attachments. In these cases, the charter school board shall submit a formal letter, signed by the charter board president, to the Commission indicating its plan for voluntary closure at the end of the charter term. The Commission must receive the letter on or before the Renewal Application deadline.

# RENEWAL PROCESS OVERVIEW

The Commission will conduct rigorous, transparent renewal decision processes that lead to merit-based decisions consistent with the National Association of Charter School Authorizers' ("NACSA") *Principles & Standards for Quality Charter School Authorizing*, and the Illinois Charter Schools Law.

These standards and process are embedded within and are part of the contract between the Commission and each charter school. In accordance with the law, the contract, and best practices in authorizing, the Commission will base its renewal decisions 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 the Commission's renewal process is included in this package; below is a summary of each stage of the process.

## PHASES OF THE RENEWAL PROCESS

**Phase 1:** The first phase of renewal is the preparation by the Commission of Initial Renewal Findings. 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 comment on the Initial Renewal Findings and to submit corrections or additional objective data to supplement the record.

**Phase 2:** The second phase of the process requires the school to prepare and submit its Charter Renewal Application. Also, during this stage, schools should hold a community forum/meeting to inform parents and community stakeholders of the intent to apply for renewal of the charter contract.

**Phase 3:** The third phase of the renewal process involves analysis of the school's submissions by Commission staff and an independent evaluation team and gathering additional information through site visits, interviews, stakeholder focus groups, and the public hearing to provide input on each school's renewal. Once all information has been collected, analyzed and synthesized, the Commission staff will present the Renewal Recommendations to the Commission in a public meeting. The charter school will receive prior notice of the staff's Renewal Recommendation. Each Renewal Recommendation will include a comprehensive analysis of the school's performance according to the Accountability Plan and an assessment of the school's Renewal Application.

The staff's Renewal Recommendation will reflect the staff's professional judgment based primarily on the school's performance over the current charter term. The school's plans for the next charter term will not, in most cases, affect whether the school is recommended for renewal, but could likely affect the *length* of the renewal term and will inform the development of the terms of a new charter contract following the Commission's consideration and vote.

Following a decision to renew a charter by the Commission, staff 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 the Illinois State Board of Education (the "State Board") for certification.

## EVIDENCE SOURCES

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

- *school-reported evidence* such as enrollment, attendance, and financial reports;
- *the Commission and the State Board-generated evidence* such as annual performance reports, site visit reports, and other documentation from school monitoring activities; and

- *evidence provided by independent third parties* including state assessment results and independent financial audits.

Whenever possible, the Commission 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 purpose is to ensure that renewal decisions made by the Commission are based on the most accurate and verifiable information available.

## RENEWAL APPLICATION STRUCTURE

The Renewal Application outlined in this package contains four parts, with the purposes 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 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. Reflection on Best Practices** – describes best practices the school has implemented and how the school can share those practices with other schools in the next charter term;

**Part IV. 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 Schools Law.

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

## DECISION CRITERIA

The Commission's charter renewal decisions are based on an analysis of each school's academic, financial, and organizational performance over the previous contract term as measured by the Commission's Accountability System and Plan. The Commission has developed and adopted a comprehensive Accountability System, including an Accountability Plan, by which its schools will be evaluated. The Commission's Accountability System, last amended in June 2017 and the Methodology for the Operation of the Components of the Accountability Plan can be accessed on the Commission website at <https://www.isbe.net/Pages/Illinois-State-Charter-School-Commission.aspx>

## DECISION PROCEDURES

The renewal process requires the Commission 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 the Commission to consider all relevant evidence, to engage third-party 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**

**Renewal Findings:** Initial Renewal Findings represent 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 by the Commission and the State Board over the charter term as measured by the Commission's Accountability System and Plan. Schools will have the opportunity to respond to Initial Renewal Findings in the Renewal Application, as explained below.

**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) with the Commission; to describe the school's best practices that it can share with other schools; and to articulate the school's goals and vision for the next charter term. The Commission encourages schools to be thoughtful, clear, and concise in responding to Renewal Application questions. Commission 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 the Commission.

**Renewal Investigations and Considerations:** The Commission will provide opportunities for other input into the renewal process in the form of school site visits, interviews and/or focus groups, facility inspections, and community forums and public meetings. The Commission will holistically consider all evidence from different sources in deliberating on staff Renewal Recommendations.

**Renewal Recommendations:** Renewal Recommendations prepared by Commission staff include incorporation of supplemental evidence submitted by the school, finalization of the Renewal Findings, and synthesis of the Renewal Findings and all other Renewal Investigations and Considerations into a judgment on whether the school has earned renewal or non-renewal of the charter, including whether the renewal complies 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 the Commission. *See timeline on page 7 for a complete list of dates.*

**Community Forums and Public Hearings:** The Commission will 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 renewal. All public testimony will be recorded, will be available to the Commission following the hearing, and will be treated as a public record. The Commission will also provide public participation opportunities at regular Commission meetings. Schools are encouraged to host a community forum/meeting before the public hearing to inform parents and community stakeholders of the intent to apply for renewal of the charter contract.

**Renewal Decisions:** The Commission is committed to making merit-based decisions, and will grant renewal only to schools that have achieved appropriate performance standards, are organizationally and fiscally sound, and have been faithful to the terms of the contract, the Commission's Accountability System and Plan, and applicable law.

## **RENEWAL RECOMMENDATIONS**

### ***Renewal***

If the Renewal Findings, coupled with the Commission's 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, the school will be recommended for renewal by Commission staff. The Commission will study the Findings, publicly deliberate, and vote on whether to renew or not renew the school's charter.

## CHARTER CONTRACT AND STATE BOARD CERTIFICATION

The renewal decision does not complete the transition to the new charter term. The Commission and each school approved for renewal must negotiate and execute a new Charter Contract (the Charter). The contents of the Charter will be based on the plans set forth in the original Charter, the Renewal Application, applicable law, Commission policy, and the parties' experience from the previous charter term. The Commission intends to execute a Charter with each renewed school before the end of the pertinent fiscal year. Execution of the Charter is a condition for continued school operation. Charters finalized between the Commission and the schools are then sent to the State Board for certification. Requirements for certification are posted at

<https://www.isbe.net/Pages/ISBECharterSchoolCertification.aspx>.

*Renewal Term:* A Recommendation for Renewal means that the Commission staff will recommend the school for a renewal term of five years unless specific performance concerns militate renewal for a shorter term.

### ***Non-Renewal***

If the Renewal Findings, coupled with the Commission's investigations conducted during the renewal process, indicate the school has failed to substantially meet the standards for renewal in one or more areas, the Commission staff will recommend non-renewal. The Commission will study the Findings, publicly deliberate, and then vote on whether to renew or not renew the school's charter.

A Recommendation for Non-Renewal means that the Commission staff will recommend to the Commission that the school be closed at the end of the contract term (June 30).

**NOTE:** A decision by a charter to voluntarily close will not require a vote for non-renewal by the Commission.

## RENEWAL PROCESS TIMELINE

RENEWAL STAGE	PURPOSE	DATE
<b>Release of Renewal Application &amp; Information</b>	The Commission provides school leaders (and the public) transparent expectations for the renewal process and renewal decision making.	August
Initial Renewal Findings Presented to Schools	Commission staff provides to each renewal-eligible school a report on the school's cumulative record of performance over the first four years of the contract term, allowing a response from the charter school in its Renewal Application.	August
Community Forums (highly recommended)	Each school provides and hosts at least one community forum to provide information to stakeholders (including parents, staff, and the public) about the renewal process and the school's intent to apply for renewal.	September-October
Facilities Inspection	If applicable, the Commission obtains an independent inspection of school premises for ADA and safety compliance.	October
<b>Renewal Applications (or Notice of Voluntary Surrender of Charter) Due</b>	Schools formally apply for renewal, present plans for a new charter term, and submit comments and/or factual or data corrections to their record of performance (the Initial Renewal Findings).	October
Public Hearing	The Commission conducts a public hearing to hear input from and provide information on the renewal process to school stakeholders including parents, staff, and the public.	October

School Site Visits/Focus Groups/ Interviews	Commission staff and external evaluators conduct a site visit to each school including interviews and/or focus groups with stakeholders. (Site visit and interviews/focus groups to be tailored to each school)	November
Renewal Recommendations Presented to Schools	Staff finalizes and presents Renewal Recommendations to each school seeking renewal.	December
<b>Charter School Renewal Decisions by Commission</b>	Commission discusses, deliberates, and votes on staff's Renewal Recommendations, during a public meeting; after that rendering a written decision to each school and the public.	December
Contract Negotiations	If the Commission votes to renew a school, the Commission's General Counsel and staff negotiate with the school to establish the terms of the next charter contract.	January-June
State Board Certification	By law, the State Board must review and certify a contract between the Commission and a school before the contract can take effect; the new contract would begin on July 1, 2018.	July



# CHARTER RENEWAL APPLICATION

Charter Renewal applications must be submitted via the file link at <https://filet.illinois.gov/filet/pimupload.asp> to [SCSC.CommissionSchools@illinois.gov](mailto:SCSC.CommissionSchools@illinois.gov) by **Friday, October 5, 2018, at 5:00PM CST** in accordance with the format submissions instructions below.

## INSTRUCTIONS AND FORMAT FOR SUBMISSIONS

The Renewal Application must include the Formal Request for Renewal and the Key Information Forms (provided in this package).

The Renewal Application narrative (starting with the Executive Summary) should not exceed a total of 30 (thirty) pages, excluding any cover pages, the Formal Request for Renewal, Key Information Forms, and attachments. (Except for the Executive Summary, there are no page limits per response, provided that the total narrative does not exceed 30 pages. *(This 30-page limit includes an allotment of 5 pages for reproduction of the Renewal Application questions.)*)

Attachments should not exceed a total of 25 (twenty-five) pages.

The application must include the Formal Request for Renewal, which must be signed by both the School Leader/Director and the Board Chair/President.

The application should include a Table of Contents, including the list of all attachments, and the school's organization chart (as requested in Part II).

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

- a) meaningfully augments the body of evidence that the Commission has already collected on the school's performance
- 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, pictures, or news clips unless they are being submitted as evidence of performance for one or more renewal criteria.

## RENEWAL QUESTIONS

### I. Executive Summary

Provide a brief description of the school, not exceeding two (2) pages, including an overview of the mission and vision, educational program, community and local connections, leadership and governance, and fiscal health. Highlight your school's major successes, challenges, and best practices that can be shared with other schools, and lessons learned through the current contract term.

Also, highlight any request for significant variance or modifications from the current contract's provisions. If your application does include a significant variance or modification from the current contract terms, please include in the Executive Summary the reason for the requested variance.

## 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. In this section, 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 and that the Commission may not have.

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 Commission's Accountability Plan to which the information applies. In addition, schools should provide a response to conditions or expectations set forth in the most recent renewal or subsequent accountability actions.

This section is not meant to be cumbersome or duplicative. If your school agrees with the information presented in the Initial Renewal Findings and has no corrections or additional evidence to submit, simply state so in the response. A detailed response and/or additional data are not needed.

**Schools should NOT use the Renewal Application to tell a story about why the school should be renewed that is disconnected from 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 last four years, why they were made, and what improvement you achieved from 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 Commission records or in the Initial Renewal Findings, but is 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):** If the school has adopted any school or mission-specific academic goals and measures, state the measure(s) 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. **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.
6. **Current Financial Statement:** Provide an assurance 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.
7. **Supplemental Financial Information:** Provide any financial performance-related evidence, supplemental data, or contextual information that may not be captured in Commission records or in the Initial Renewal Findings, but is 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 and 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***

8. **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.
9. **Supplemental Organizational Information:** Provide any organizational performance-related evidence, supplemental data, or contextual information that may not be captured in Commission records or in the Initial Renewal Findings, but is 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 for 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.

In addition, to allow the Commission to fully comprehend the school's organization and the context of its operations, please address the following areas:

- a. **REQUIRED ATTACHMENT-** Provide as an attachment the school's organization chart, and provide 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. In addition, provide the school's 5 Essentials Survey results for the last four years, as available.
- c. Discuss the school's recruitment, attrition, disciplinary and expulsion policies and practices over the last four years of the contract term, and provide evidence that the school is implementing best and fair practices in these areas, specifically including data on lotteries, student waiting lists, and student retention and expulsion. Provide this information for all subgroups identified in the Accountability Plan. Finally, provide a comparison of your school's expulsion and retention data to that of the host district's for the last four years of the 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. Reflection on Best Practices

Describe best practices that the school has implemented which can be disseminated or shared with other schools in the next charter term, and describe how the school will share or disseminate these best practices.

### IV. Looking Forward: Plans for the Next Charter Term

Section IV asks the school to discuss plans for the next charter term. In addition to providing basic data, schools should use this section to outline a deliberate plan for sustaining success, improving where needed, and ensuring the ongoing viability of the organization.

In this section, schools should describe and discuss any anticipated changes to the charter. 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, such as proposing to increase total student enrollment or adding 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 for a few years. The Commission will consider the requested changes as part of the Renewal Application and during contract negotiation. 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:** Responses to this section will not be the basis for the Commission's decision for renewal or non-renewal. However, plans for the next charter term are critically important. In keeping with quality authorizing standards, the Commission 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 to 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 the Commission 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.

#### A. Educational 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.

**Educational 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 your educational plan will help your school to meet the targets set in the Commission's Accountability Plan. Any modifications planned or anticipated for the educational program must also be reflected in the five-year budget.

#### B. Financial Plans

**Five-year Financial Projections.** Complete all portions of the five-year projected budget template for the next proposed contract term, an Excel spreadsheet with multiple tabs, attached here as Attachment D.

- Budget Narrative:** A narrative should accompany 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.
- 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.

## C. Organizational Plans

**Organizational Goals and Plan Modifications:** Provide an overview of your school's organizational goals for the next five years. Describe any material modifications about 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 above. 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 your school's finances and academic targets.

**Enrollment Plan: REQUIRED ATTACHMENT** (template provided). Provide your school's enrollment plan for the next charter term by using the Table below. If your proposed enrollment varies greatly from your current enrollment, please explain why you are proposing a significant enrollment change.

**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 by-laws.

**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 Governance and Leadership Structure Table to describe the current and anticipated governance and leadership structure.*

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

**Certified Instructional Staff:** Include a list of the charter school's instructional staff, which indicates the credentials and certification 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, which 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 current 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, seek a different facility, or plans to renovate, improve, or change the current facility. The Commission will provide the school with the Facilities Report, which is expected in October. Please include in this answer how the school will address

deficiencies noted in this Facilities Report, if any. Lastly, *explain how the school's facilities plans for the next term are reflected in and corroborated by the five-year budget as presented in Attachment D.*

**Education Service Providers:** Please state whether or not your school intends to contract with an Education Service Provider (“ESP”) during the next contract term. The term “Education Service Provider” 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). The major types of ESPs that serve charter schools are Education Management Organizations, Charter Management Organizations, or comprehensive school design providers.

**Applicants should “BOLD” the statement from the choices listed below that best describes their school’s relationship with an Education Service Provider:**

1. *We have not previously contracted with an Education Service Provider (“ESP”), nor do we plan to do so going forward.*
2. *We have previously contracted with an Education Service Provider (“ESP”), and we plan on continuing to contract with an Education Service Provider (“ESP”) in the future.*
3. *We have previously contracted with an Education Service Provider (“ESP”), but we do not plan on contracting with an Education Service Provider (“ESP”) in the future.*

**NOTE: If OPTION 2 best describes your school’s relationship with an Education Service Provider, please submit a copy of the draft ESP/EMO agreement**

## FORMAL REQUEST FOR RENEWAL

This Renewal Application seeks a renewal of the charter contract between

\_\_\_\_\_ School and the Illinois State Charter

School Commission 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:		
Contact Person - Name and Title:	Contact Person - Mailing Address:	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





# ENROLLMENT DATA, DEMOGRAPHICS AND TRENDS

School Population Information	2014-15	2015-16	2016-17	2017-18	2018-19
Total Enrollment By Grade: Current Charter Term	#	#	#	#	#
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 Language Learners					
Homeless Students					
Eligible for Free or Reduced 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:

<b>School Population Information</b>	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>	<b>2023-2024</b>
Total Enrollment by Grade Future Charter Term	#	#	#	#	#
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					

# ATTACHMENTS

- A. Illinois State Charter School Law Regarding Renewal, 105 ILCS 5/27A-9
- B. Accountability System of the Illinois State Charter School Commission
- C. Methodology for Illinois State Charter School Commission Accountability Plan
- D. Key Forms
  - 1. Renewal Application Cover Sheet
  - 2. Enrollment Data, Demographics and Trends
  - 3. Governing and Leadership Structure
  - 4. 5-year Proposed Budget Template
    - 5-year Proposed Budget Instructions
    - 5-year Proposed Budget Excel Document with Multiple Tabs
- E. Site Visit Preparation Checklist
- F. Renewal Application Evaluation Rubric

## CHECKLIST

- Renewal Application Cover Sheet
- Enrollment Data, Demographics and Trends
- Governing and Leadership Structure
- Part I: Executive Summary
- Part II: Looking Back: The Record of Performance
- Part III: Reflection on Best Practices
- Part IV: Looking Forward: Plans for the Next Charter Term
- 5-Year Budget & Narrative

## Illinois State Charter School Commission

**Chair:** *DeRonda Williams*

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**Member:** *Carlos Perez*

**Member:** *Troy Ratliff*

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**Member:** *Lisa Schuchart*

**Member:** *Richard Van Evera*

## CONCLUSION

This completes the Illinois State Charter School Commission's Application Questions for Renewal. The Commission and its staff thank you for completing these Application Questions. If the Commission staff may be of service in any way during the renewal process, please contact the office at 312.814.1258 or at [SCSC.CommissionSchools@illinois.gov](mailto:SCSC.CommissionSchools@illinois.gov).

Information regarding the renewal application and process or the Illinois State Charter School Commission is available at: <https://www.isbe.net/Pages/Illinois-State-Charter-School-Commission.aspx>