



Charter School Renewal Application

Revised 2023

The fundamental difference between an application to open a new charter school and an application to renew a contract for an existing school is that the Renewal Application is not about the idea of creating a new charter school, rather it is an evaluation of the existing school's success and the capacity of the existing school leadership to continue to provide academic success through their school model.

For schools whose charter expires within a calendar year, the Renewal Application must be submitted by the first Friday of November of the year prior, unless the district and the charter school mutually agree on a different date. The local charter school Board of Directors must sign off on the application, formally submitting the application to the district.

Expiration 2024, Renewal Application due November 3, 2023

Expiration 2025, Renewal Application due November 1, 2024

Expiration 2026, Renewal Application due November 7, 2025

Expiration 2027, Renewal Application due November 6, 2026

All charter applications are to be submitted and processed in compliance with District Policy LBD and Regulation LBD-R.

Submission of Renewal Application ("Renewal")

According to District Policy LBD, the Renewal Application must be submitted to the District Board of Education no later than 4:00 p.m. local time November 3, 2023 of the year prior to the year in which the charter school's current contract expires (2024) or such date as may be set by statute or mutually agreed upon by the District and the Renewing Charter School. The Board must rule by resolution on the renewal application no later than February 1 of the year in which the charter expires (2024) or by a mutually agreed upon date, or such date as may be required by statute.

One electronic copy in a version compatible with current district technology requirements, are due by 4 p.m. local time, on the appropriate November date (see above) during the final year of the current contract period. Applications should be in a format agreed to by the parties. An additional electronic copy should also be provided to Area Superintendent Scott Mendelsberg (scott.mendelsberg@d11.org) and to charter school liaison Tom Weston (eyeonevents@comcast.net). If submitted via mail, the application should be sent to: Scott Mendelsberg, Area Superintendent, Colorado Springs School District 11, 1115 North El Paso Street, Colorado Springs, CO 80903.

Review of Renewal Application

The Renewal Application, the cumulative Annual Performance Review (APR) document, and results of the Renewal Site Visit will be evaluated by the District Administrative Charter School Review Team hereafter referred to as the "Administrative Review Team" or "the Team." The Administrative Review Team shall report its findings and recommendation relating to renewal of the charter to the Superintendent. The Superintendent shall make the Administration's recommendation to the Board of Education.

For additional APR information, see policy LBD and APR document located on District webpage as noted in "Cross References" below.

CROSS REF: Charter-related documents located at

<http://www.d11.org/CharterSchools/Pages/default.aspx>

Should the application be found incomplete, applicants may be provided the opportunity to provide additional information for review by the Board.

Required Elements of the Renewal Application

Colorado State Statute 22-30.5-110 (2—3.5) identifies a broad outline of the required elements in a Charter School Renewal Application

- *A report on the progress of the charter school in achieving the goals, objectives, pupil performance standards, content standards, targets for the measures used to determine the levels of attainment of the performance indicators, and other terms of the charter contract and the results achieved by the charter school's students on the assessments administered through the Colorado student assessment program.
- *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 that will allow comparison of such costs to other schools or other comparable organizations, in a format required by the state board of education; and,
- *Any information or material resulting from the charter school's annual reviews as described in subsection (1) of this section.
- *Statute also describes the conditions under which a charter may be revoked or not renewed:
 - *Committed a material violation of any of the conditions, standards, or procedures set forth in the charter contract
 - *Failed to meet or make adequate progress toward achievement of the goals, objectives, content standards, pupil performance standards, targets for the measures used to determine the levels of attainment of the performance indicators, applicable federal requirements, or other terms identified in the charter contract
 - *Failed to meet generally accepted standards of fiscal management; or
 - *Violated any provision of law from which the charter school was not specifically exempted.

If a charter school is required to implement a turnaround plan pursuant to section 22-11-210 (2) for a second consecutive school year, the charter school shall present to its authorizing local board of education, in addition to the turnaround plan, a summary of the changes made by the charter school to improve its performance, the progress made in implementing the changes, and evidence, as requested by the local board of education, that the charter school is making sufficient improvement to attain a higher accreditation category within two school years or sooner. If the local board of education finds that the charter school's evidence of improvement is not sufficient or if the charter school is required to implement a turnaround plan for a third consecutive school year, the local board of education may revoke the school's charter.

District 11 Required Elements

The Renewal Application should include a brief introductory narrative, which includes:

- *The name of the charter school
- *Current enrollment and grades served, as well as 4-year enrollment history
- *Student-teacher ratio
- *Average class size by grade level
- *The address of the school
- *The present and projected enrollment and grades served
- *The name and phone number of the president of the governing board
- *The name of the school principal
- *The mission statement of the school
- *Information regarding staff turnover
- *Student stability and mobility information
- *Evidence of meeting staff (teacher and PARA)
- *Student demographic information
- *The number of graduates/year (if applicable)
- *Dropout Rate per year, past five years
- *Recovery Rate per year, past five years
- *Copies of the Unified School Improvement Plans (USIPs) for all years of current contract
- * Evidence of quarterly reviews and USIP adjustments for the past and current USIPs
- *State Assessment results for all contract years since the last renewal (with COVID exception)
- *ACT results, if the charter school has 11th grade, for all contract years since the last renewal
- *Cumulative Annual Performance Review (APR) for all contract years since the last renewal
- * Academic Performance Goals for next 4 years
- *Highly Qualified requirements
 - Number of highly qualified teachers
 - Percentage of highly qualified teachers
 - Number of teachers holding Colorado Teacher License
 - Percentage of teachers holding Colorado Teacher License
 - Number of teachers with master's Degrees
 - Percentage of teachers with master's Degrees

Academic Progress of the Charter School—Achievement and Growth; Accomplishments, Highlights and Challenges

Identify the pupil performance and content standards that must be met to achieve *Performance* Rating on annual School Performance Framework

Identify the plans the school has to meet stated school academic objectives ie:

- *Reading
- *Writing
- *Mathematics
- *Science
- *Workforce Readiness

Describe the measures to be used to assess progress on meeting goals

Describe the professional development activities to be employed to meet Academic Performance Goals, including pedagogical strategies, etc.

Show evidence of appropriate school performance-based rating on the Colorado Growth Charter School Renewal 3 Model

Include current Accreditation Status

Educational Program

The application should include/demonstrate the following:

- * A strong research-based rationale for the selection of educational model, curriculum, and instruction that is evidence-based and effective with the target population.
- * The proposed curriculum is already aligned vertically and horizontally as well as to the state model content standards and school's mission and vision across all grade levels, or there is a reasonable plan for aligning the curriculum prior to the school's opening. If applicable, the applicant provides information for high school course offerings, graduation plans, and credits.
- *The applicant provides a strong rationale for the school's instructional philosophy, including the process and methods used to differentiate the curriculum, the research to support the selected instructional model with the target population, the alignment to educational program, and the extent to which technology will be implemented into the educational program. The school's proposed calendar and bell schedule support the school's mission and meet state and authorizer requirements.
- * Proposed supplemental programming are thoroughly described and align with the school's educational program
- * The applicant proposes a thorough plan for evaluating student performance across the curriculum, that considers both student needs and the effectiveness of the educational program, has appropriate systems for maintaining and monitoring student information and using information to make changes to the educational program as appropriate, and includes procedures for taking corrective action in the event that performance falls below goals and standards.

Serving Students with Special Needs:

- * Programming, Staffing, and Budget for Serving Gifted and Talented Students
- * Programming, Staffing, and Budget for Serving Students with IEPs
- * Programming, Staffing, and Budget for Serving Students with 504 Plans:
- * Programming, Staffing, and Budget for Serving English Learners
- *Programming, Staffing and Budget for Serving Homeless Students
- *Programming, Staffing, and Budget for Serving Educationally Disadvantaged Students

For each group please provide the following:

- Address how the school will accommodate the needs of all students from identification through programming and re-designation for this student population.
- Clearly describe the staffing plan and professional development efforts in place to ensure staff can appropriately meet the needs of this student population.
- Ensure that the narrative for each group demonstrates alignment with resources and staffing to appropriately serve this student population, including materials assessments, equipment, and staffing.

Budget and Facility

Include 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 such costs to other schools and in a format required by the state board of education. (22-30.5-110(2)(b))

This should include:

- *A 3-Year budget based (current year plus the next two years, based on realistic revenue and expenditures
- *Budget details are based on valid assumptions and enable the school's mission to be realized.
- *A sound contingency plan to meet financial needs if anticipated revenues are not received or are lower than estimated.
- *Copies of previous monthly Expenditures as Compared to Budget Reports for past and current year in format agreed to between the parties during the performance of the contract
- *Evidence of Charter School's Board's collaboration and/or approval of budget and overview of Charter school's expenditures
- *Copy of most recent Audit
 - Any concerns expressed in the most recent audit should be addressed by the school, specifically detailing how the concerns identified by the auditor have been addressed.
- *A detailed property listing, describing charter-owned and District-owned assets (e.g., Items purchased with Title I, Mill Levy Override/MLO or Bond funds).
- *Brief narrative discussing the school's effort to continually evolve and grow staff professionally, including faculty (pedagogical professional development) administrative support staff (paraprofessionals), and leadership
- *A listing of accomplishments or highlights accomplished during the contract period and a listing of challenges faced during the contract period
- *If applicable, include contracts with any EMO/CMO
- *Include copies of contracts for all school operations (examples follow, you may have more or fewer
 - Student Information Systems
 - HR/Payroll
 - Online Curriculum
 - Licenses
 - Audits
- *Include a copy of the Lease on the current facility; if owned, an amortization schedule
- *Include a complete Waiver packet for all waivers sought from the State of Colorado and from Colorado Springs School District 11. Include the waiver sought, the supporting rationale for the waiver, and the replacement plan.

- *Include a comprehensive list of all buyback services from Colorado Springs School District 11
- *Include all insurance coverages, including, but not limited to the certificate of insurance for the current facility, certificate of occupancy, liability insurance, etc.
- *Include results of staff/student/parent satisfaction surveys or any other information that would help the D-11 Board of Education (and the Administrative Review Team) understand the school climate and impact may be included.

7. Governance

*The school should provide a complete, current organizational chart. If any changes to the organizational structure are planned, schools should submit both a current organizational chart and a chart that represents the planned changes.

*The school should provide its strategic plan as an addendum

*The school's Board of Directors should engage in a self-evaluation that covers the following areas:

- School Vision and Mission
- Bylaws
- Service to Special Populations
- Board Membership (adherence to bylaws; diversity in experience)
- Board Needs and Training Policies
- Compliance
- Board Responsibilities
- Communication
- Fiduciary Duties
- Board/School Leader Relationship
- Authorizer Relationship

*The school should provide the following:

- Enrollment policy
- School bylaws
- Governing Board roster with terms, officer roles and if appointed or elected

8. Food Services

If the school is proposing to offer (or currently offers) food services, this section must be completed. Access [CDE's website](#) for more information about School Nutrition. If the school currently provides nutrition services and plans to continue with its current plan, note that fact in your narrative.

1. Describe how the school will provide food services to students.
 - *How the plan will serve the needs of low-income students
 - *How the plan will comply with insurance and liability issues; and
 - *How the plan will comply with state/federal rules and regulations.
2. If offering a nutrition program offered by a School Food Authority, the school should affirm that the school will use federal Free and Reduced-Price Lunch (FRPL) Program forms and will distribute these to families. Further, that the school will apply federal policy in determining FRPL eligibility.
3. If not offering a nutrition program offered by a School Food Authority.
 - *Describe how students who would qualify for a Free and Reduced-Price lunch/breakfast or how students needing food will be accommodated.
 - *Describe how a Free and Reduced-Price lunch program will be provided. Indicate if the general fund is to be used for this purpose.

9. Waivers

All requested state waivers should be directed to Paola Paga for review at the Colorado Department of Education: paga_p@cde.state.co.us

If no new waivers are requested, please indicate that, and refer to waivers currently on file.