

Charter School Renewal 2011

Technical Assistance

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Agenda for Today

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- Key Criteria for Renewal
- Renewal Process and Deadlines
- Content, Format and Submission Requirements
- General Guidelines for Application Questions
- Application Questions
- After Renewal
 - Charter Agreement
 - Accountability Plan
- Final Reminders and Contact Information

Key Criteria for Renewal

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The OCS expects renewable Charter Schools to demonstrate:

- Evidence of student achievement and progress.
- School's organizational and fiscal viability and legal compliance.
- Capacity and soundness of the school administration and board of trustees to achieve the school's mission and goals and to guide the school forward through the next charter term.

Renewal Process and Deadlines

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- Application Submission: **Mon., October 17th, 2011.**
- Signed Receipts from county and district: **Mon., October 24th, 2011.**
- Written Comment Period: **Wed., Nov 16th, 2011.**
- On-Site Renewal Visit: Dates TBD (Nov. through Dec., 2011).
- Renewal Determination (by the Commissioner): **Tue., February 28th, 2012.**

**Application
Review Process**

Comprehensive
and structured
Evaluation

Content and Format Requirements

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Key points:

- Maximum 40 pages + Appendices (maximum 25 pages).
- Tables and figures should be correctly labeled and there should be a clear explanation of the results and implications for all tables or figures used.
- Font type size 11, paginated document.

Please find **more details** in the instructions we sent.

Submission Requirements

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Submit by 4:15PM on October 15th :

- **To the OCS:** two hard copies and one complete copy electronically via CD or flash drive in PDF
- **To your district:** one hard copy
- **To your county office:** one hard copy

Submit signed receipts from your district and county office to OCS by 4:15PM on October 24th:

- Fax #: 609-633-9825.

General Guidelines for Application Questions

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How to use the Guidelines and Criteria Document

- As guidance when answering the application questions.
- As a tool for systematically organizing and assessing your data (data templates).

General approach to each question:

1. Present your goals;
2. Identify and describe actions taken in attaining these goals;
3. Analyze progress towards attainment;
4. Evaluate and explain.

Responses and supporting evidence should be:

- Coherent, Comprehensive, Accurate, Relevant, Measurable.
- Use Indicators.

Application Questions – Four major Sections

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1. Fidelity To Charter

1. Mission and Vision
2. Educational Program
3. Non-Academic Goals and Objectives
4. Community Involvement

2. Academic Success

1. Statewide Assessment Analysis
2. Academic Goals and Objectives
3. Instructional Practices and Teacher Effectiveness

3. Organizational Viability

1. Legal Compliance
2. School Governance
3. Enrollment and attendance
4. Fiscal Solvency

4. Five-Year Planning

1. Projected Enrollment
2. Projected Plans

1. Fidelity to Charter

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1.1 Mission and Vision

- Describe key components of your mission.
- Describe key strategies the school is using to achieve the mission.
- Provide evidence supporting the effectiveness of strategies.

1.2 Educational Program/Design

- Describe key components and approaches (i.e. professional development, curriculum).
- Provide evidence supporting the actual implementation and attainment.
- Put special emphasis on demonstrating curricular impact on student achievement.

1. Fidelity to Charter

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1.3 Non-Academic Goals and Objectives

- List goals included in your original charter application.
- Describe actions, programs and tools you are using to achieve these goals.
- Provide evidence supporting the effectiveness of these actions to address and attain the goals.

1.4 Family/Community Involvement

- Describe community engagement key strategies and programs.
- Provide evidence supporting the effectiveness of these strategies.
- Provide data from parent surveys and others, if available.

2. Demonstration of Academic Success

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2.1 Statewide Assessment Analysis

- Use data template for state-wide assessments. Complete the missing information.
- Analyze student achievement and progress, including AYP status (Add quantitative analyses, tables and graphs as needed).
- Evaluate results; identify areas for improvement, describe corrective actions already taken or to be completed.

2.2 Academic Goals and Objectives

- List goals included in your original charter application.
- Provide evidence of results. Analyze and evaluate results.
- If possible, provide additional assessments results.
- Put special emphasis on explaining how data is being used to guide instruction and the educational program.

2. Demonstration of Academic Success

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2.3 Teaching and Learning

- Describe key components of the instructional practices.
- Provide evidence that your instructional practices are effective in fostering a culture of high student achievement.
- Provide evidence of teacher effectiveness and explain how it is assessed.

3. Organizational Viability

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3.1 Compliance

- Provide full disclosure (use appendices if necessary) and explanation of discrepancies if needed.

3.2 School Governance

- Provide evidence that the board and school administration have been responsible and effective in their roles.
- Provide evidence that school-wide accountability measures are in place.
- Describe organizational challenges and responses to those challenges.

3.3 Enrollment and Student Attendance

- Present the school's demographic data (ELL, SpEd, etc.).
- Provide information on enrollment and attrition trends.
- Highlight and explain student attendance data.

3. Organizational Viability

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3.4 Fiscal Solvency

- Provide evidence that fiscal policies and procedures are consistent with GAAP and school operations.
- Present summary of findings from independent audits and corrective action plans in response to audit findings.
- Describe how board and administration have developed an effective system for responsible fiscal oversight.
- Provide a budget summary, narrative, and cash flow for one operational year- one budget if not expanding, two if plans to expand.

3.5 Facility Plan

- Provide a plan for maintaining or acquiring an adequate educational facility.
- Demonstrate knowledge of facility costs and assumptions, as well as fiscal viability plans and timelines.

4. Five-Year Planning

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○ 4.1 Projected Enrollment

- Provide information in the tables provided (one enrollment chart if not expanding, two if expansion plans).
- Give narrative explanation of rationale of grade distribution and year-by-year progression.

○ 4.2 Plans Over Next Five Years

- Describe any changes or improvements that the school will undertake based on examination of results and student performance outcomes.
- Provide detailed facility plans, including needed financial details and a timeline. (Section 3.5)
- Detail an Accountability Plan outlining goals and outcome measures.
- Include your updated community engagement strategies.

After Renewal

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Charter Agreement

- If your school is renewed you will have to sign a charter agreement with the NJ DOE for the next five-year term.
- Is a new contract that the OCS will require for all schools outlining the rights and responsibilities of both the school and the Authorizer in achieving high quality charter schools in New Jersey.
- Will include an Accountability Plan by which the charter school will be evaluated.

After Renewal

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Accountability Plan

- Will lay out your schools' specific goals and the measures that will be used to define goal progress and attainment.
- Will contain a common set of goals and outcome measures which represent the OCS expectations for student learning and achievement as a high quality charter school.
- Accountability measures will include proficiency on statewide assessments, comparisons between the charter school and its host district, NCLB status, and other measures provided by each individual charter school.
- The OCS will work with each school to develop the Accountability Plan.

Final Reminders

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- ✓ When completing the application, be consistent, accurate, and follow all directions.
- ✓ Utilize the Guidelines and Criteria for the Renewal Application.
- ✓ Submit applications on or before October 17th .
- ✓ Renewal responses will be given by the Commissioner by February 28th, 2012

Contact Information

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Please note that we are available for questions and to help you through the renewal process.

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