



Renewal Application / Process Technical Assistance

New Jersey Department of Education

Office of Charter Schools

September 2012

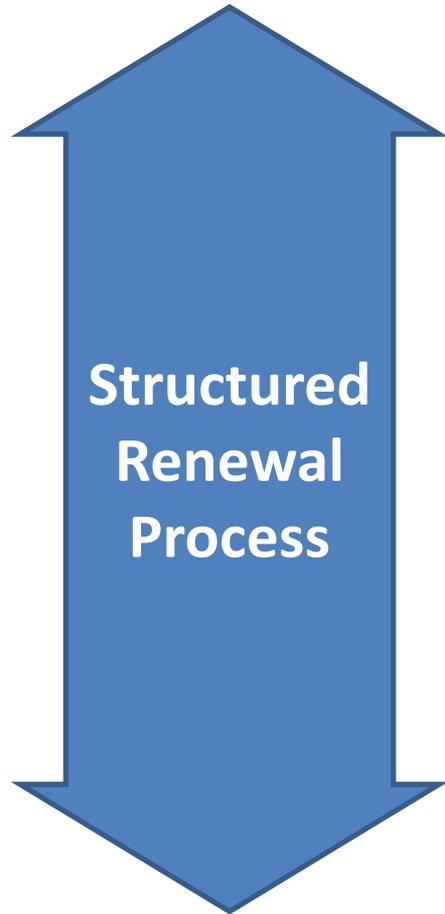


Session Agenda

- Renewal Process Overview
- Content, Format and Submission Requirements
- Performance Framework
- Key Criteria for Renewal
- Renewal Application Questions & Quality Responses
- Charter Agreement
- Questions



Renewal Process and Deadlines



- **Monday, October 15th, 2012:**
Application Submission
- **Monday, October 22nd, 2012:** Signed
Receipts from County and District
- **November 2012 – January 2013:**
Renewal Site Visit (Dates TBD)
- **Thursday, February 28th, 2013:**
Renewal Determination



Content Submission and Format

- ✓ Due Monday October 15th, 2012 at 4:15PM to DOE, District and County.
- ✓ Maximum of 20 pages not including appendices.
- ✓ Standard one-inch margins, paginated, with minimum of type size 11 point.
- ✓ Include cover page and table of contents.

Additional details can be found in the renewal application.



Performance Framework

The Performance Framework outlines the clear academic, organizational and fiscal standards by which all New Jersey public charter schools will be evaluated.

Academic	Financial	Organizational
Is the academic program a success?	Is the school financially viable?	Is the school equitable and organizationally sound?



A Successful Application Will Include The Following Elements:

- Use of data to demonstrate achievement and progress.
- Clear evidence and compelling rationale for renewing the charter using outcome measures.
- Identification of weaknesses and plans to improve student achievement and outcomes.
- Well-conceived plan for the next five years.



Renewal Application – 5 Major Sections

Basic Overview

(Basic Information, School Demographics, Educational Program Components)

Academic Framework

- State Assessment Results
- College/Postsecondary Readiness
- Mission-Specific Goals

Fiscal Viability

- Performance Framework Ratios
- Audit Information
- Budget Summary, Narrative, Cash Flow

Organizational Framework

- Data Use
- Admissions & Enrollment
- Spec Ed & ELL
- Attrition & Enrollment Stability
- Mission Alignment & High Expectations
- Governance Requirements

Five-Year Planning

- Projected Enrollment
- Plans for the next Five Years



Responses and Supporting Evidence should be:

- **Coherent**
- **Comprehensive**
- **Accurate**
- **Relevant**
- **Quantitative or Measurable**

Criteria for a Quality and Thorough Response have been Included for Every Question



CATEGORY	QUESTION SPECIFICS	A QUALITY AND THOROUGH RESPONSE WILL INCLUDE THE FOLLOWING WHEN ANSWERING EACH QUESTION:
<p>2.3 Mission-Specific Goals</p>	<p>2.3 Is the school meeting its mission?</p> <p>a) State the mission of the school as it appears in your charter application.</p> <p>b) How does your school measure and track mission accomplishment? In the prescribed chart format, provide at least 2 to 3 goals that have been used to measure and track mission accomplishment over multiple years in the last charter term.</p> <p><i>NOTE: These goals do not have to come from your original charter application. You may use state assessment data as evidence of success. Items filled in are for demonstration purposes only.</i></p> <p>c) Provide an explanation as to whether or not your school has met its mission-specific goals and a plan/timeline as to how the school will progress towards (or maintain) goal attainment.</p>	<ul style="list-style-type: none"> ✓ Mission-specific goals are SMART: specific, measurable, ambitious and attainable, relevant and time-bound. ✓ The school's measurements are valid and reliable and demonstrate rigor. ✓ Goals are outcome-driven and have been tracked over multiple years. ✓ The school provides an explanation of whether or not the school has met these goals and how the school is progressing towards the goal attainment. ✓ The school has a realistic plan and timeline to improve student outcomes and meet its mission.



CATEGORY	QUESTION SPECIFICS	A QUALITY AND THOROUGH RESPONSE WILL INCLUDE THE FOLLOWING WHEN ANSWERING EACH QUESTION:
<p>3.2 Admissions & Enrollment</p>	<p>3.2 Are the school's admissions and enrollment practices fair and equitable?</p> <p>a) Describe your school's admissions and enrollment practices and the actions your school has taken to ensure compliance with N.J.S.A. 18A:36A-7 and 18A:36A-8.</p> <p><i>Note: This question has already been answered in this year's annual report. If you want to expand on the answer from the annual report or if your answer has changed, please respond. If you do not wish to add to the annual report response, please write "See annual report" as a response.</i></p> <p>b) Explain the school's recruiting and advertising policies and how the school ensures that it is advertising in the widest and most inclusive manner possible.</p>	<ul style="list-style-type: none"> ✓ School policies and procedures ensure that the school is open to all students on a space available basis and the school does not discriminate in its admissions practices or policies. ✓ The school provides evidence that it is committed to serving all students, especially the highest need students requiring special education services, students who are English Language Learners, students who qualify for free or reduced-price lunch, and other underserved or at-risk populations ✓ Recruiting and advertising policies include providing multiple ways for parents and students to access and complete an admissions application and applications are available in multiple languages.



The Charter Agreement lays out the terms and conditions of operating a charter school in NJ.

- ✓ **Renewal will be contingent upon the school signing the Charter Agreement.**
- ✓ **Charter Agreement will be attached to the Renewal Letter.**
- ✓ **The Performance Framework is an Exhibit (attachment) within the Charter Agreement.**



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Additional Resources:

Performance Framework

<http://www.nj.gov/education/chartsch/PerformanceFramework.pdf>

Renewal Application

<http://www.nj.gov/education/chartsch/app/renewal/>

Renewal Guidelines and Criteria

<http://www.nj.gov/education/chartsch/app/renewal/>



QUESTIONS?