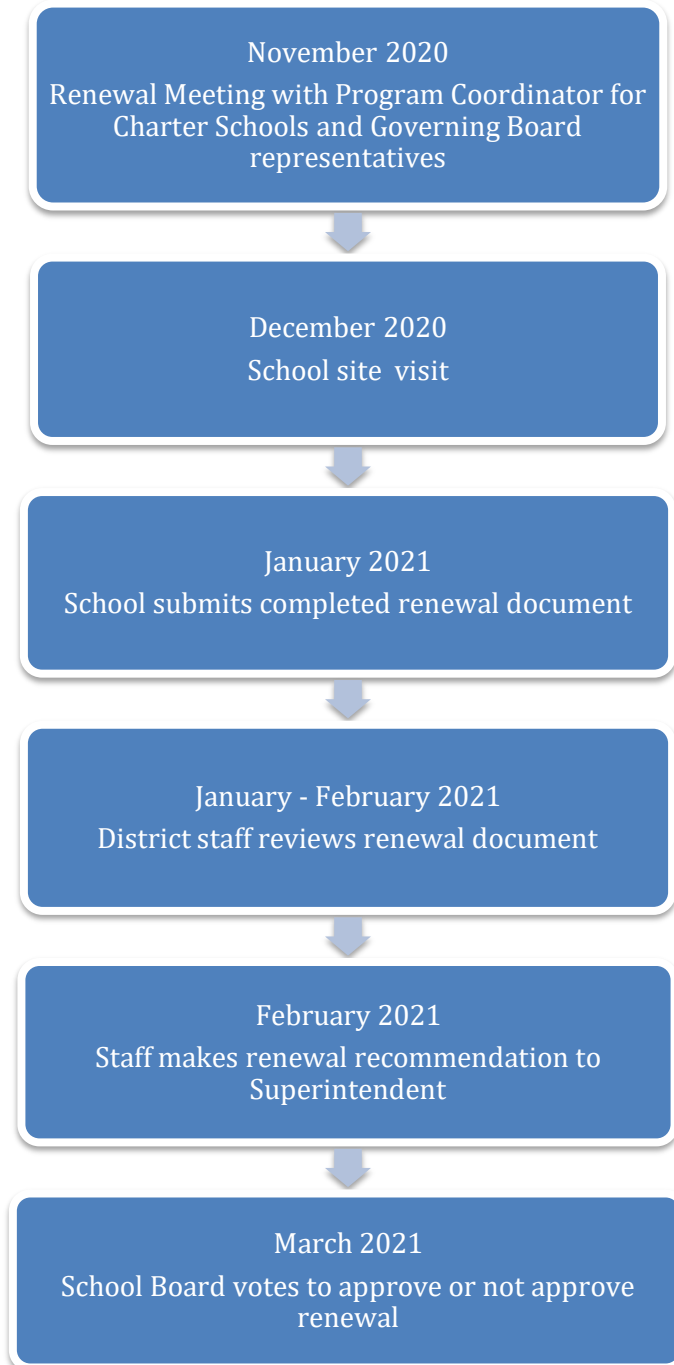


Pasco County Schools Charter Renewal Timeline 2020-2021



RENEWAL TIMELINE

| | |
|----------------------------|---|
| September 10, 2020 | Provide renewal packet to charter school |
| November 18, 2020 | Hold renewal meeting with charter school staff and governing board representatives |
| December 3, 2020 | District school site visit |
| January 29, 2021 | School's renewal packet is due to the District's Program Coordinator for Charter Schools |
| February 2021 | District staff reviews renewal documents |
| February 19, 2021 | Staff recommendation submitted to the Superintendent |
| March 16, 2021 (6:00 p.m.) | School Board meeting to approve Superintendent's recommendation to renew or not approve charter renewal by Board action |
| March-April, 2021 | Contract development (Initial proposed, Revised, Final) |
| April 1, 2021 | Statutory deadline for 90 day notification to charter school of nonrenewal based on June 30, 2021 end date of contact. |
| May 4, 2021 (9:30 a.m.) | New charter contract submitted for School Board approval (if renewal is approved) |

District School Board of Pasco County

Charter Renewal Guidelines

and

Renewal Template

Charter School Name

Contract expiration date: 6/30/21

District Contact:

Jeff Yungmann
Program Coordinator for Charter Schools
(813) 794 – 2408
jyungman@pasco.k12.fl.us

CHARTER RENEWAL PROCESS

Introduction

The District School Board of Pasco County is committed to the sponsorship of charter schools that demonstrate academic success, fiscal accountability and sound governance. This document outlines the requirements for the charter renewal process. The completion of the charter renewal packet should provide clear and compelling evidence of the school's performance and success, based on credible information and data, to support its renewal. The charter school will be expected to provide both narrative responses and data that address student achievement, organizational viability and faithfulness of the school's program and operation to the term of its charter. The inclusion of the school's strengths, as well as its weaknesses, is essential.

The charter school will be required to respond to the following key questions:

- Is the charter school's academic program a success?
- Is the charter school fiscally accountable and responsible?
- Is the charter school a viable organization?
- Has the charter school been faithful to the terms of its charter?

A charter school renewal application shall contain:

- A. A report on the progress of the charter school in achieving the goals, objectives, and student performance standards on the assessments administered through the Florida student assessment program and other terms of the charter contract.
- B. 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.

In preparing the charter renewal responses and accompanying documentation, consideration should be given to the following:

- The renewal document will include narrative responses to questions about the school's performance and the school's future.
- All explanations should be clear and complete. A request for further clarification should not be necessary.
- Successful renewal documents should identify strengths as well as weaknesses.

INSTRUCTIONS: PREPARING, ORGANIZING AND SUBMITTING CHARTER RENEWAL DOCUMENTS

RESPONDING TO THE CHARTER RENEWAL TEMPLATE

In the charter renewal template each question/request for information is printed in a **bold** typeface. Immediately following is guidance to assist the school in providing a thorough, complete response.

APPENDICES:

The following documents are required. Those documents that have an **asterisk (*)** will become part of the new charter contract and will be incorporated by reference. Please insert the appendices in the back of the renewal binder, tabbed and numbered accordingly.

- * No. 1: **Education Plan and Curriculum Framework for the period of the new charter. (If your original charter application is not reflective of the school's current program, or the program for the period of the new charter, you will be required to provide a new education plan and curriculum framework. A template will be provided to assist you in developing your plan.)**
- No. 2: Current List of School's Board of Directors *(See page 11-12, E: Board of Directors)*
- No. 3: Current By-Laws and Articles of Incorporation
- * No. 4: Mission Statement
- No. 5: Governing Board Policies and Procedures
- No. 6: Fiscal Policies and Procedures
- No. 7: Organizational Chart
- No. 8: Staffing Plan (to include school administrative and instructional staff)
- No. 9: Five-Year Board of Director's Strategic Plan
- No. 10: Five-Year Budget Projection (beginning with 2021- 2022) *(See page 14, 2f)*
- No. 11: Financial Report of Spending for the Past Five Year Period *(See page 13, 2b)*
- No. 12: Identify the school's academic and operational plans for the next five years. (This may be included in the No. 9 - Strategic Plan. If so, it will not be necessary to repeat the plan as No. 12. Please insert a note on Appendix 12 for reference)
- * No. 13: Identify the school's goals and objectives for student achievement for the next five years. These must be measurable. (This will also be included in your school's education plan – No. 1, and will be incorporated by reference in the school's new charter contract.)
- * No. 14: Identify additional goals and objectives set by the school for the next five years. These must be measurable.
- No. 15: Management Contract (if applicable)

FORMATTING THE CHARTER RENEWAL DOCUMENT

- Use a 12 point font in Arial or Times New Roman.
- Double space.
- Print on one side of the paper.
- Tab all sections to correlate with the questions and exhibits.
- Paginate the document.
- Place the transmittal cover sheet in the front the renewal document.

Submit two (2) bound copies and one (1) electronic copy of the completed document

on or before _____ to:

Jeff Yungmann
Program Coordinator for Charter Schools
District School Board of Pasco County
7227 Land O' Lakes Blvd.
Land O' Lakes, FL 34638
Telephone: 813.794.2408

TRANSMITTAL COVER SHEET

The Transmittal Cover Sheet should be inserted in the front of the renewal binder.

Name of Charter School:

School Board Certification Statement:

(To be signed by the chair/president of the governing board):

I hereby certify that the information submitted in this Charter Renewal is true to the best of my knowledge and belief; that the application has been reviewed by the school's board of directors; and that the school shall be operated in a manner consistent with the description outlined in the charter renewal.

Signature of Chair/President of the Board of Directors:

Print Name: _____

Date: _____

A. CHARTER SCHOOL CONTACT INFORMATION:

Contact Name: _____

Title: _____

Mailing Address: _____

Telephone: _____

E-mail: _____

Management Company (if any): _____

Management Company Contact Person: _____

Management Company Phone #: _____

B. SCHOOL SUMMARY:

Grades to be served during the term of the new Charter: _____

Total proposed student enrollment:

Year 1: _____ (2021-22)

Year 2: _____

Year 3: _____

Year 4: _____

Year 5: _____

Year 10: _____

Year 15: _____

Note: If the Charter renewal is approved, then the term of the contract would be defined.

C. RENEWAL SITE VISIT CHECKLIST [COMPLETED BY PROGRAM COORDINATOR FOR CHARTER SCHOOLS]

(The checklist will be used at the on-site visit. Do not complete as part of the renewal document.)

Date: _____

Reviewer: _____

School Participants: _____

Renewal On-site Evaluation Documentation

| Documentation | Available on-site | Not available | Comments |
|---|-------------------|---------------|----------|
| Student performance data | | | |
| Monthly financial reports | | | |
| Teacher performance evaluation procedures | | | |
| Teacher professional development plan | | | |
| School technology plan | | | |
| School K-12 Reading Plan | | | |
| Insurance certificates (ex: Accord) | | | |
| Inspections: Fire and Health | | | |
| Documentation of effective response to complaints | | | |

| Documentation | Available on-site | Not available | Comments |
|---|-------------------|---------------|----------|
| Audit findings in any of the past five years of annual financial reports. If "yes," where the findings addressed and corrected? | | | |
| Legal – number of pending law suits | | | |
| Legal – number of law suits settled | | | |

| Documentation | Available on-site | Not available | Comments |
|---|-------------------|---------------|----------|
| Provided stated objectives for each of the past five years. | | | |
| Provided explanation for all objectives not met in any given year | | | |
| Provided a plan of action for all objectives not met in any given year. | | | |

1.b. Did the charter school meet statewide accountability requirements (no Corrective Action Plan or School Improvement Plan under F.A.C. 6A-1.099827)?

Statewide Accountability results for each of the past five years should be included. Please include Learning Gains and Learning Gains (lowest 25%). (See template on pages 18–21).

1.c. Compare and evaluate the rates of progress of the students in the charter school with the rates of progress of other comparable student populations of non-charter public schools in the district. Comparable schools should be within a five-mile radius of the charter school.

Please provide a comparative summary of schools within a five-mile radius including a four year comparison on student performance for the FSA English Language Arts (ELA) and FSA Mathematics assessments. The data should include Learning Gains and the Lowest 25%. (See template on pages 18-21)

1.d. Did the percent of students who were proficient or higher on the FSA ELA Reading, ELA Writing, FSA math, and NGSS science meet or exceed the state and district average?

Please provide evidence related to your statewide assessment scores by year for the past five years, including the percent of students at the unsatisfactory, partially proficient, proficient, and advanced levels.

1.e. Did the percentage of students who were proficient or higher in reading, writing, math, and science meet or exceeded that of similar district schools?

Please provide evidence related to statewide assessment performance by year for the past five years.

1.f. Identification of the school’s goals for the term of the charter.

Did the school meet its student achievement objectives each year? If the school did not meet its objectives and explanation as to why and what the school will do differently in the future to help ensure that the goals will be met.

1.g. Over the term of the charter, was the school’s educational program and design aligned with the mission and guiding principles of the school?

Please describe. This is typically part of the Initial charter school application or contract (amendments or appendices) and Academic Accountability Plan (if required).

Section 2. IS THE SCHOOL AN EFFECTIVE, VIABLE ORGANIZATION?

The success of a charter school is judged by the school’s ability to increase student learning and improve student performance. But a charter school must also demonstrate that it is an effective and viable organization. This section of the application will allow the school to discuss these areas in detail.

FINANCIAL PERFORMANCE

2.a Is the school financially solvent and stable?

Please describe and provide supporting evidence.

2.b Has the school competently and effectively managed its finances?

The school should provide 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.

The response should address any negative findings from independent audits and/or budget deficits in any of the fiscal years the school has been in operation, and how the school has responded.

2.c Describe the school's financial management systems and staffing arrangement for financial management and reporting.

Please include the proposed staffing plan for next 5 years of the renewal and include the charter school's current Financial Policies and Procedures.

2.d Describe the school's success in achieving a balanced budget during the last five years of the contract period.

2.e Describe the school's plan for financial management and oversight for the term of the new charter.

Please include a description of the charter school's financial management and oversight as well as the charter school's Financial Policies and Procedures

2.f Provide projected budgets, estimated revenues and expenditures, and projected cash flow for the next five years of the charter renewal.

Please include the charter school's Five Year Budget Projection.

GOVERNANCE

2g. Describe how the school has been effectively governed.

- The strength and stability of the school's governing board, along with a discussion of board turnover during the term of its charter (including reasons for that turnover), should also be detailed.
- If the charter school contracts with an Education Service Provider, please discuss the governing board's record of providing appropriate oversight, detailing specifically the steps taken to monitor the performance of the management organization. Did the board use a formal review process and what were the essential metrics? Please include copies of the final reviews.
- Identify and discuss specific board actions and systems that successfully supported the school in its efforts to improve student achievement. These may include financial, educational, or legal challenges that school has faced.
- The discussion of effective governance should also include a review of the charter school's conflict of interest policies and the school's record in carrying out those policies. In this regard, the school should discuss and disclose key transactions (if any) involving conflicts of interest that occurred during the current charter.

In particular, a school must identify those transactions that presented actual conflicts (or the appearance thereof) and specify the policies and procedures used to mitigate those conflicts. In answering this question, the school may wish to review the conflicts of interest statements that the members of the school's board filed as part of the record.

- The school should also discuss how the governing board evaluates its own effectiveness, and the governance training and development opportunities the board has pursued over the course of the charter period.
- Provide evidence that the governing board has responded effectively to complaints (both internal and external).

Please include the following in your response:

- Explain how the roles and responsibilities of the governing board are clear. Provide examples or evidence.
- Explain how the governing board is well balanced and brings expertise to the charter school.
- Explain how the governing board members are knowledgeable about the school. Provide examples or evidence.
- Do board meetings reflect thoughtful discussion and progress in the consideration of the issues? Please explain and provide examples or evidence.
- Do all board members have a copy of the charter contract? Please provide evidence.
- Do all board members have a copy of the by-laws? Please provide evidence.

Section 3. IS THE SCHOOL FISCALLY SOUND?

3.a. There is sufficient evidence that the school has competently and effectively managed the finances.

Please provide a clear, concise narrative statement that includes sufficient evidence that the school has competently and effectively managed its finances. The statement should address any negative findings from independent audits and/or budget deficits in a fiscal year, and explain how the school responded to either. Future major expenditures should be included, as well as the academic benefit(s) of said expenditures.

Suggested sources of evidence: Results from independent financial audits, financial audits, and annual financial statements, as appropriate.

3.b Is the school's enrollment stable and near or at capacity?

The school's response should include a concise statement about the history of student enrollment during the term of current charter. Document demand and student turnover, with a clear explanation of the reasons for turnover. Specific attention and detail should be included regarding ESE and minority population numbers.

Suggested sources of evidence: Enrollment data, turnover data, waiting list data, exit interviews or surveys.

3.c Is the professional staff of the charter school competent and resourceful?

Provide evidence that the professional staff is highly qualified and have performed capably, including specific information regarding professional development and ongoing staff training, and the plan to address teacher retention and professional development in the upcoming renewal charter period.

Suggested sources of evidence: Evaluations, surveys, formal complaints, teacher turnover rates, qualifications of teachers and staff, administrative leadership changes, examples of staff issues and how they were addressed.

3.d During the term of the charter, has there been a high level of parent and community involvement?

- To demonstrate student and parent satisfaction with the school, please provide a history of the school's enrollment during the term of its charter, and comprehensively address demand and persistence patterns. Specifically, the applicant should provide data on a year-to-year basis of the number of students who stayed in the school and those who left over the past five years. Also include the number of students on a waiting list for enrollment in the school.
- Provide parent and student survey results or other verifiable data that attest to parent satisfaction with the school's program. The school should demonstrate that the surveys were administered and analyzed using generally accepted evaluation methods (including method of administration, time of year, and adequate response rate).
- Provide specific evidence of parent satisfaction and participation over the past three years.
- Describe how parents and members of the community have been involved in the school over the past three years.
- Describe how the school anticipates that parents and members of the community will be involved in the school in the coming charter renewal period.

Section 4: COMPLIANCE & FAITHFULNESS TO THE TERMS OF THE CONTRACT AND APPLICABLE LAW

4.a Explain how the charter school has been faithful to the terms of its contract.

The Sponsor will review Charter School Annual Reviews for the past 3 years.

4.b Explain how the charter school has complied with all financial requirements.

The Sponsor will review the charter school's record of reporting for the following: Monthly/Quarterly Financial Reports, annual budget, independent financial audit

4.c School Enrollment Process

Please describe how the school has established a fair and appropriate pupil enrollment process. Include a copy of your lottery and enrollment policies and procedures for the past five years. The Sponsor will review the approved application on file.

4.d Services for Students with Special Education Needs

Explain how the school has fulfilled its legal obligations related to access and services to students with disabilities, including students with a 504 Plan. Include information regarding special education staffing, the percentage of students receiving special education and 504 services, and the number of special education students who have left your school and their reason for leaving.

Explain how the school has utilized the Multi-Tiered System of Support/Response to Intervention process.

4.e Services for English Language Learners

Explain how the school has fulfilled its legal obligation related to access and services to English Language Learners. Describe the steps the school undertakes to provide support to students who are limited English proficient. Documentation should include summaries of home language survey data and English

language assessments conducted by the school (i.e. number/percent of students assessed, number/percent found to be limited English proficient for each year of the charter).

4.f Student Discipline

Include summary data of the number of suspensions issued for the last three years of the current charter. Include both in-school and out-of-school suspensions.

4.g Compliance with the Florida statutes related to Student with Reading Deficiencies and student progress.

Describe how the school is fulfilling its legal obligations under Florida statute related to students with reading and math deficiencies.

4.h Provide evidence of professional development activities supported by the school over the past three years of the current charter.

Include a list of professional development activities and dates for these events.

Section 5. WHAT ARE THE SCHOOL'S PLANS FOR THE TERM OF THE NEW CHARTER?

5.a Please describe the school's proposed educational program for the term of the new charter.

For those schools that are essentially making no material changes to their educational program (including adding no new grades), the narrative response should so indicate and include plans for sustaining and/or improving student outcomes.

For those schools making significant changes to one or more aspects of their educational program a new educational program plan will be required. A separate document will be provided to guide the school's plan.

5.b School Facilities

Provide the school's plans for the facility over the next five years. Please include a description of the plan, a general timeline, and an explanation of how the school will achieve its plan.

Section 6. UNDERSTANDING THE ORGANIZATION'S PLANS FOR THE FUTURE (include at least five years)

Please provide a copy of the organization's five-year strategic plan. The plan should be inserted in the Exhibits section (*tab 9*) at the back of the renewal binder.

Section 7: LEGAL

Provide information concerning any and all pending and threatened legal actions involving the school, including an estimate of potential exposure.

The deadline for receipt of all materials is **January 29, 2021**. The new charter contract may be negotiated concurrently with the renewal process. However, the renewal charter contract will not be finalized and submitted to the Pasco County School Board until the renewal has been approved by the School Board.

**Exhibit 1: Progress toward meeting Stated Academic Goals and Objectives
(Last 5 years in term of Charter)**

| | 2016-2017 | 2017-2018 | 2018-2019 | 2019-2020 | 2020-2021 |
|--|-----------|-----------|-----------|-----------|-----------|
| Grade levels served | | | | | |
| School Accountability Grade | | | | | |
| Grades represented for data collection | | | | | |
| Stated Goals and Objectives-ELA (% proficient) | | | | | |
| FSA ELA- School (Actual % Proficient) | | | | | |
| FSA ELA-District (% Proficient) | | | | | |
| FSA ELA-State (% Proficient) | | | | | |
| Goal Met (Yes or No) | | | | | |
| Stated Goals and Objectives- Mathematics-(% proficient) | | | | | |
| FSA Mathematics-School (Actual % Proficient) | | | | | |
| FSA Mathematics- District (% Proficient) | | | | | |
| FSA Mathematics- State (% Proficient) | | | | | |
| Mathematics Goal Met (Yes or No) | | | | | |
| Stated Goals and Objectives- Science (% Proficient) | | | | | |
| Science-School (Actual % Proficient) | | | | | |
| Science- District (% Proficient) | | | | | |
| Science- State (% Proficient) | | | | | |
| Science Goal Met (Yes or No) | | | | | |

Note: If Not Applicable, please put N/A in the respective box.

Exhibit 2: Accountability by Category and Subgroups- Last 5 years in term of Charter

| Category | 2016-2017 | 2017-2018 | 2018-2019 | 2019-2020 | 2020-2021 |
|---|------------------|------------------|------------------|------------------|------------------|
| Grade levels served | | | | | |
| School Grade | | | | | |
| FSA ELA Proficiency- School | | | | | |
| FSA ELA Proficiency- District | | | | | |
| FSA ELA Proficiency- State (use edstats.fldoe.org) | | | | | |
| | | | | | |
| FSA Mathematics Proficiency- School | | | | | |
| FSA Mathematics Proficiency- District | | | | | |
| FSA Mathematics Proficiency- State (use edstats.fldoe.org) | | | | | |
| | | | | | |
| Science Proficiency- School | | | | | |
| Science Proficiency- District | | | | | |
| Science Proficiency- State (use edstats.fldoe.org) | | | | | |

| | | | | | |
|---|--|--|--|--|--|
| Science Proficiency- State (use edstats.fldoe.org) | | | | | |
| FSA Math Learning Gains Lowest 25%- School | | | | | |
| FSA Math Learning Gains Lowest 25%- District | | | | | |
| FSA Math Learning Gains Lowest 25%- State | | | | | |
| FSA Math Learning Gains- School | | | | | |
| FSA Math Learning Gains - District | | | | | |
| FSA Math-Learning Gains- State | | | | | |
| FSA ELA Learning Gains Lowest 25%- School | | | | | |

| | | | | | |
|---|--|--|--|--|--|
| FSA ELA Learning Gains Lowest 25%- District | | | | | |
| FSA ELA Learning Gains Lowest 25%- State | | | | | |
| FSA ELA Learning Gains- School | | | | | |
| FSA ELA Learning Gains- District | | | | | |
| FSA ELA Learning Gains- State | | | | | |

Note: If Not Applicable, please put N/A in the respective box.

Exhibit 3: Statistical Overview of Student Enrollment- Last Five Years in term of Charter

| | 2016-2017 | 2017-2018 | 2018-2019 | 2019-2020 | 2020-2021 |
|---|-----------|-----------|-----------|-----------|-----------|
| Total Student Enrollment (Oct Survey 2) | | | | | |
| Total Enrollment Change from Prior school year (Oct Survey 2) | | | | | |
| Student enrollment capacity designated in charter contract | | | | | |
| Percent of Total Student Enrollment Capacity out of Enrollment Capacity designated in contract | | | | | |
| Student enrollment capacity of building | | | | | |
| Percent of Total Student Enrollment Capacity out of Enrollment Capacity of building | | | | | |
| Lottery applications (previous Spring) | | | | | |
| Percent of SWD | | | | | |
| Percent of ELLs | | | | | |
| Percent of Minority | | | | | |
| Percent of FRL | | | | | |
| Total number of teachers | | | | | |

Statistical Overview of Projected Student Enrollment-Five Year Charter (2021-2026)

| | 2021-2022 | 2022-2023 | 2023-2024 | 2024-2025 | 2025-2026 |
|---------------------------------------|-----------|-----------|-----------|-----------|-----------|
| | Phase 1 | Phase 2 | Phase 2 | Phase 2 | Phase 2 |
| Student Enrollment Capacity | | | | | |
| Budgeted Enrollment | | | | | |
| Total Instructional Classrooms | | | | | |