



CHARTER RENEWAL PROGRAM REVIEW COVER SHEET

NAME OF CHARTER SCHOOL SEEKING RENEWAL:

CHARTER SCHOOL LOCATION NUMBER: GRADES SERVED: DATE:

This School has been designated a High Performing Charter School pursuant to s. 1002.331, Florida Statutes.

This School has been designated a School of Excellence pursuant to s. 1003.631, Florida Statutes.

NAME OF NON-PROFIT: _____

Provide the name of the person who will serve as the primary contact for this renewal document. The primary contact should serve as the contact for follow-ups, interviews, and notices regarding the renewal process.

NAME OF CONTACT PERSON:

TITLE/RELATIONSHIP TO NON-PROFIT:

MAILING ADDRESS:

PRIMARY TELEPHONE: () **ALTERNATE TELEPHONE:** ()

E-MAIL ADDRESS:

NAME OF EDUCATION SERVICE PROVIDER (if any):

I certify that I have the authority to submit this document and that all information contained herein is complete and accurate, realizing that any misrepresentation could result in disqualification from the renewal process or revocation after award. I understand that incomplete documentation will not be considered. The person named as the contact person for the program review is authorized to serve as the primary contact for this evaluation on behalf of the organization.

Printed Name

Position/Title

Signature

Date

Broward County Public Schools Charter School Renewal: Indicators and Standards

In accordance with section 1002.33(7)(c)1, Florida Statutes, a charter may be renewed provided that a program review demonstrates that the criteria in paragraph (a) have been successfully accomplished and none of the grounds for nonrenewal established by paragraph (8)(a) have been expressly found. Pursuant to section 1002.33(8)(a), Florida Statutes, “the sponsor shall make student academic achievement for all students the most important factor when determining whether to renew or terminate the charter. The sponsor may also choose not to renew or may terminate the charter if the sponsor finds that one of the grounds set forth below exists by clear and convincing evidence:

1. Failure to participate in the state’s education accountability system created in s. 1008.31, as required in this section, or failure to meet the requirements for student performance stated in the charter;
2. Failure to meet generally accepted standards of fiscal management due to deteriorating financial conditions of financial emergencies determined pursuant to s. 1002.345;
3. Material violation of law.

In conducting a renewal program review, the sponsor will focus its analysis on the school’s performance in three categories:

- Educational Performance
- Financial Performance
- Organizational Performance

The following defines specific indicators (the types/level of information and data collected) and standards (the benchmark by which such indicators are measured) that will be analyzed and evaluated within these categories. It is a school’s performance within these indicators as well as on-site academic programmatic reviews for renewals that inform a charter renewal decision.

Meets the Standard: *The response reflects a thorough understanding of key issues and demonstrates capacity to open and operate a quality charter school. It addresses the topic with specific and accurate information that shows thorough preparation and presents a clear, realistic picture of how the school expects to operate.*

Partially Meets the Standard: *The response addresses most of the criteria, but the responses lack meaningful detail and require important additional information.*

Does not Meet the Standard: *The response lacks meaningful detail, demonstrates lack of preparation, or otherwise raises substantial concerns about the applicant’s understanding of the issue in concept or ability to meet the requirement in practice.*

Furthermore, should a charter school meet the standards for renewal, the Sponsor will also review future Educational, Financial, and Organizational Plans submitted as part of this documentation for the term of its subsequent contract. Any modifications/amendments proposed to the current charter agreement that would take effect over the subsequent contract term will be negotiated using the SBBC contract template.

Important Reminders

- All renewal documents must be submitted electronically, into Charter.Tools, by Friday, October 20, 2023. Only electronic documents submitted in Charter.Tools will be accepted.
- Please use the template provided in Charter.Tools to complete the Renewal Program Review.

- All attachments are to be included in the section to which they pertain. **Upload the documents after each section.**
- Only those who are identified as Authorized Users will be able to access the Renewal Program Review in Charter.Tools. If you wish to have access to complete the Renewal Program Review, please contact the Choice/Charter Schools Management Support Department to request an Authorized User Form and have a Governing Board Member sign off on it.

NOTE: Renewal Program Reviews will be reviewed and evaluated as submitted; additional documents will not be accepted after October 20, 2023.

Renewal Program Review Section Breakdown

1. Executive Summary

2. Educational Performance

- Federal and State Accountability
- Mission-Specific Accountability
- Educational Program Implementation

3. Financial Performance

- Financial Management
- Financial Viability

4. Organizational Performance

- Student Enrollment and Conduct
- Facilities
- Governance, Staff, and Parents
- School Safety

5. Attachments

- Educational Performance
- Financial Performance
- Organizational Performance

EXECUTIVE SUMMARY

The Executive Summary should provide an overview of what the charter school has accomplished over the last term of its contract agreement; how the charter school is adequately fulfilling its mission and vision; what concerns and/or deficiencies there are in the educational, financial, and/or operational performance of the charter school and provide information on the charter school's goals for the next term of the charter agreement should the charter school be approved for renewal.

The Executive Summary should not exceed 1000 words.

Evaluation Criteria: Executive Summary

The Executive Summary will not be rated. This section should provide the reviewer with general information about the charter school's past, present, and future.

EDUCATIONAL PERFORMANCE

Statutory References: Sections 1002.33(7)(a)3, 1002.33(7)(a)4, 1002.33(16)(a)2, 1003.435 and 1008.341, Florida Statutes

Federal and State Accountability:

- A. Key Performance Indicators
- B. Subgroups Attainment of Key Performance Indicators (ESE, ELL, SED, Race...)
- C. FAST / FSA and Retakes / EOC Achievement
- D. Annual Student Learning Gains
- E. Annual Learning Gains of Students in the Lowest 25 Percent
- F. Percentage of Students Tested
- G. Relative Performance
- H. School Grade (If available)
- I. School Improvement Plan (If applicable)
- J. 300 Lowest-Performing Elementary Schools Plan (If applicable)
- K. School Improvement Rating (If applicable)
- L. Graduation Rate (If applicable)
- M. Graduation Cohort Data (If applicable)

In narrative format:

- A. Explain the charter school's current School Improvement Status.
 - How has the school met the standards required for federal and state accountability?
 - If the charter school has not met these standards, what measures will be implemented for improvement?
 - Include the school's plan to increase and/or maintain its academic status for the upcoming term of the charter.
- B. Identify any subgroups that did not achieve its targets and how the charter school is using data to drive instruction to reach the students in this/these subgroup(s).
 - Include data and a data analysis for each of the subgroups your school serves.
 - Discuss programs implemented to address subgroup deficiencies and gap skills.
- C. Summarize the demonstrated proficiency or the charter school's progress toward meeting proficiency in subjects tested (math, ELA/reading, writing and science).
 - If the school is not using state assessments such as FAST, FSA / Retakes or EOC, what assessments are administered?
 - How often are the students progress monitored?
 - How is progress monitoring data analyzed and used to drive decision-making?
- D. Explain if the students are making at least one year's worth of growth annually in mathematics and ELA/reading.
 - If the students are not, what measures will the charter school implement?
- E. Of the students in the lowest 25%, explain if 50% of those students are making one year's worth of growth annually in mathematics and reading.
 - If the students are not, what measures will the charter school implement?
- F. Verify that the school is appropriately administering applicable state standardized tests to its students.
 - If the school is not testing the appropriate percentage of students, what measures will the charter school take to ensure the appropriate numbers of students are being tested?

- G. Identify if the charter school’s performance meets or exceeds the performance of schools with closely comparable student populations.
- H. Identify the charter school’s school grade.
- If the charter school did not obtain a school grade of “C” or above, what measures will the school implement or has the school been implementing to improve its grade?
 - If a charter school does not get a school grade nor a School Improvement Rating what assessments has the school used or will the charter school use during the next charter agreement term to ensure that all students are learning and to identify students who may be struggling?
 - If a charter school serves untested grades (K-2), what assessments has the school used or will the charter school use during the next charter agreement term to ensure that all students in untested grades are learning and to identify students who may be struggling?
- I. Identify if the school has developed a state-mandated School Improvement Plan (SIP). Discuss the main areas and the timeline for improvement if applicable, and, explain how the implementation of the SIP will be monitored.
- J. Identify if the charter school has been identified as one of the 300 Lowest-Performing Elementary Schools in Florida.
- If yes, explain the measures that the charter school will take or has been taking to remedy this status.
- K. Describe what School Improvement Rating (SIR) the charter school has received, if applicable.
- If the charter school has not received an SIR of Maintaining, what measures has the charter school taken or will it take to improve the rating?
- L. Identify the charter school’s graduation rate, if applicable.
- Provide in-cohort and post-cohort graduation rate data for the last five (5) years.
 - What is the charter school’s graduation rate goal? Will this goal change for the term of the renewal agreement? If so, how and why?
 - What steps has the charter school taken to meet or exceed this goal?
 - What measures will the charter school implement to increase its in-cohort and post-cohort graduation rate to meet its goal?
 - How has the charter school supported students in meeting college, career, and life readiness? Provide specific schoolwide strategies.
 - If your school administers any of the following exams: AP/IB/AICE/Industry Certifications, what have been the success rates of students enrolled in accelerated classes?
 - Provide course completion data including the number of students per grade-level and the average time for core class completion for the last five (5) years (SIR schools only).
 - Provide the average daily attendance rate for the last five (5) years and describe the student support measures implemented to increase student attendance (Secondary schools only).
- M. Provide concordant/comparative score data (ACT/SAT scores) and explain how the school utilizes or will utilize concordant and comparative scores to increase graduation rates.

Note: As this document can be requested as part of a public records request, please remove any student specific identifiers that may be visible in any of the sources of evidence requested

below. This includes ID numbers, any parental information, birthdays, addresses, phone numbers, email addresses, etc.

Sources of evidence for this section should include attachments of the following:

- FAST (applicable years during the term of the current charter agreement)
- FSA and Retakes (applicable years during the term of the current charter agreement)
- EOC (applicable years during the term of the current charter agreement)
- Key Performance Indicators
- FLDOE School Grade (prior 5 years)
- FLDOE Report Card
- 300 Lowest-Performing Elementary Schools Plan
- Summary of Progress Monitoring Reports (prior 5 years), including most recent results and a data analysis narrative of the past year's student achievement
- Notification of School Improvement Rating (prior 5 years), If Applicable
- Graduation Rate (prior 5 years), If Applicable
- **Approved State-Mandated School Improvement Plan, If Applicable – On File**

Unless otherwise specified, all sources of evidence will be for the prior year only.

Evaluation Criteria: Federal and State Accountability

This section should provide the reviewer with the academic details related to the charter school's federal and state accountability. The narrative should clearly explain the progress of the charter school and identify any shortcomings in standardized testing. The sources of evidence should be those that have been provided by the Florida Department of Education

EDUCATIONAL PERFORMANCE

Statutory References: Section 1002.33(7)(a)3, Florida Statutes

Mission-Specific Accountability:

A. Achievement of Mission/Specific Goals

In narrative format:

- A. What is the school's mission? Please include the mission statement that was provided in the initial approved application or the current mission if it has been modified in any way.
- B. Identify if the charter school is achieving or making significant progress towards achieving the school/mission-specific goals as defined in the charter school's agreement.
 - If the charter school is not making significant progress towards these goals, explain the plan that the charter school will implement to achieve the school/mission-specific goals.

Sources of evidence for this section should include attachments of the following:

- **The mission statement as defined in the charter school's initial contract/application**
- **In cases of subsequent renewals, include the mission statement as defined by the current agreement**

Evaluation Criteria: Mission-Specific Accountability

This section should provide the reviewer with the charter school's mission and how the charter school has been achieving its goals as defined in the mission.

EDUCATIONAL PERFORMANCE

Statutory Reference: Sections 1001.42(18)(b)1, 1001.42(18)(b)2, 1002.33(7)(a)1, 1002.33(7)(a)2, 1002.33(7)(a)4, 1002.33(16)(a)3, 1003.56, Florida Statutes
State Board Rules: Rules 6A-6.0902 – 6A-6.0909 (ELL), 6A-603011 – 6A-60361 (ESE), Florida Administrative Code

Educational Program Implementation:

- A. Implementation of Mission
- B. Implementation of Curriculum and Instructional Techniques
- C. Implementation of Specialized Instruction for Students (particularly of those below grade level)
- D. Data-Driven Decision-Making
- E. Implementation of Exceptional Student Education Programs. Include an explanation for SWD and Gifted.
- F. Implementation of ESOL Program
- G. Implementation of MTSS/RtI
- H. Early Warning Systems

In narrative format:

- A. Explain how the charter school is implementing its mission as defined in the charter school's agreement.
 - If the charter school has been designated a state-mandated School Improvement Plan (SIP) school, explain how it plans to meet the goals stated in the approved SIP
- B. Explain how the school is successfully implementing evidenced-based curriculum and instructional strategies as defined in the charter school's contract.
 - Provide grade-level specifics for K-2, 3-5, 6-8, and 9-12 for curriculum implementation and progress monitoring, as applicable to the charter school's grade levels served. Discuss in detail how reading interventions will be provided in elementary grades, and include a separate explanation for ELA, Writing, and Intensive Reading at the secondary level, as applicable.
- C. Explain how the charter school is effectively implementing instructional strategies and the B.E.S.T. standards to support struggling students' ability to achieve grade level proficiency.
- D. Identify how the charter school competently uses qualitative and quantitative data to inform and guide student placement, instructional planning, and problem-solving processes aligned with Florida Academic Standards as well as Next Generation Sunshine State Standards.
- E. Explain how the charter school provides effective services for exceptional students (SWD and Gifted) as defined in the charter school's agreement and as required by applicable law. The charter school should provide assurance of charter school and Sponsor collaboration and the adherence to local guidelines for exceptional students (SWD and Gifted). Please elaborate on how the school is addressing deficiencies identified in any Academic Programmatic Review(s), APR Follow-up, and/or Desktop Review conducted during the current charter agreement term.
 - Describe the IEP process for SWDs for present level development, prioritization of educational needs, and annual goals.
 - Describe the EP process for Gifted students for present level development, prioritization of educational needs, and annual goals.

- Describe the program’s services and supports for SWD including supplemental aids and accommodations.
 - Describe the school’s Gifted program and the services provided. If the school does not currently serve Gifted students, what would that program look like?
 - Describe the testing plan and progress monitoring plan for SWD.
 - Describe how the school will provide extended school year services (ESY) for students with disabilities.
 - Describe the school’s plan for promotion/graduation for students with disabilities.
 - Describe how the school will evaluate the effectiveness of its ESE programs, students with disabilities and gifted.
- F. Explain how the charter school implements effective programs and services to meet the needs of English Language Learners as defined in the charter school’s contract and as required by applicable laws. Please elaborate on how the school is addressing deficiencies identified in any Academic Programmatic Review(s), APR Follow-up, and/or Desktop Review conducted during the current charter agreement term.
- What is the school’s plan for identifying, placing and scheduling ELLs?
 - Describe how the school has and will continue to comply with the state-approved district ELL Plan? Be specific.
 - Describe how the school provides and will continue to provide equal access to instructional and categorical programs regardless of proficiency level. Provide examples including core and supplemental materials for students ranging across the language acquisition continuum.
- G. Explain the school’s current Multi-tiered Systems of Support (MTSS/RtI) process, specifically with documentation of progress monitoring and the frequency/duration of interventions.
- Describe the charter school’s collaborative problem-solving team (CPST) and explain how data is used to facilitate the problem-solving process.
 - How does the charter school encourage and document parent participation during the RtI process?
 - Describe how all progress monitoring data will be used to drive decision-making.
 - Describe the charter school’s progress monitoring process (data analysis) and student placement into all tiered interventions.
 - How does the charter school document and preserve evidence (intervention assignments) of student interventions throughout the school year? Include information about curriculum and intervention programs.
- H. Explain the charter school’s current process to implement an Early Warning System (EWS) to support struggling students.
- Describe how the charter school obtains student data and how often the EWS data is updated to reflect student improvement and transitions.
 - Provide an in-depth description of the additional interventions/support provided to students identified on the Early Warning System with a focus on attendance, behavior, Level 1 and 2 students, students performing below grade level, retentions, and students with multiple indicators.
 - How does the charter school disseminate EWS data and evidence of intervention support to teachers and interventionists?

Note: As this document can be requested as part of a public records request, please remove any student specific identifiers that may be visible in any of the sources of evidence requested below. This includes, ID numbers, any parental information, birthdays, addresses, phone numbers, email addresses, etc.

Sources of evidence for this section should include attachments of the following:

- **FAST (applicable years during the term of the current charter agreement)**
- **FSA and Retakes (applicable years during the term of the current charter agreement)**
- **EOC (applicable years during the term of the current charter agreement)**
- **Breakdown of Subgroup-specific Data**
- **Summary of Progress Monitoring Reports (prior 5 years), including most recent results and a data analysis narrative of the past year's student achievement**
- **Standardized Test Results (FAST, FSA, EOC, SAT, ACT)**
- **Evidence of Implementation of Specific Contractual Corrective Action, If Applicable**
- **300 Lowest-Performing Elementary Schools Plan, If Applicable**
- **Early Warning Systems Data**
- **Approved State-Mandated School Improvement Plan, If Applicable – On File**
- **Approved Comprehensive Reading Plan (if opted-out of District's K-12 Plan) – On File**
- **On-Site Programmatic Reviews – On File**
- **Desktop Reviews – On File**
- **High School Accreditation Status, If Applicable – On File**

Evaluation Criteria: Educational Program Implementation

This section should provide for the reviewer a clear and concise explanation of the charter school's implementation of its educational program. Within the narrative, identification of how the school has effectively implemented any and all programs, strategies and supports for all students should be included. Measurable goals for student academic growth and improvement should be clearly defined.

FINANCIAL PERFORMANCE

Statutory References: Sections 1002.33(7)(a)9, 1002.33(9)(g), and 1002.33(9)(h) and (j), Florida Statutes

Financial Management:

- A. Demonstration of Professional Competence and Sound Systems in Managing the Schools Financial Operations
- B. Adherence to Generally Accepted Accounting Principles
- C. Financial Reporting Requirements

In the narrative:

- A. Explain how the charter school implements an effective, detailed system of internal controls over revenues, expenses, and fixed assets, and exercises good business practices.
- B. Explain how the charter school adheres to generally accepted accounting principles.
- C. Explain how the charter school submits timely and accurate financial information adhering to its financial reporting requirements as defined in the school's contract.
- D. Explain how the charter school ensures that it has retained the services of a certified public accountant for the annual financial audit.

Sources of evidence for this section should include attachments of the following:

- **Fixed Assets Report Reconciled with General Ledger**
- **Financial Corrective Action Plan, If Applicable**
- **Evidence of Resolution of any Financial Debts, If Applicable**
- **Fixed Assets Report for Bond Technology Items, If Applicable – On File**
- **Monthly Financial Reports – On File**
- **Quarterly Financial Reports – On File**
- **Annual Financial Audits – On File**
- **Cost Report – On File**

Evaluation Criteria: Financial Management

This section should provide the reviewer with a clear description of how the charter school's finances have been and will continue to be managed. All plans presented should be reasonable and appropriate.

FINANCIAL PERFORMANCE

Statutory References: Sections 1002.33(7)(a)10, Florida Statutes

Financial Viability:

- A. Budgeting
- B. Financial Obligations
- C. Long-Term Financial Planning

In the narrative:

- A. Explain how the charter school maintains a balanced budget and a positive cash flow.
- B. Verify that the charter school's financial obligations are in good standing.
- C. Provide a detailed explanation for the sound and sustainable long-term financial plan for the charter school.

Please use the templates provided at the links below for the budget and revenue estimate.

Florida Charter School Budget Template: <https://charter.support/document/budget-template-tool/>

Charter School Revenue Estimate Worksheet: <http://www.fldoe.org/finance/fl-edu-finance-program-fefp/charter-school-revenue-estimate-worksh.stml>

Sources of evidence for this section should include attachments of the following:

- **Projected Five (5) Year Budget for 2024-2028. Use realistic enrollment targets.**
 - **Refer to the Red Book or approved Annual Budget for correct line of coding for revenues and expenses.**
- **Revenue Estimate Worksheet for 2023-2024 based on projected enrollment**
 - **Use the latest Revenue Estimate Worksheet from the link listed above**
- **Financial Corrective Action Plan, If Applicable**
- **Evidence of Resolution of any Financial Debts, If Applicable**
- **Annual Budgets – On File**

Evaluation Criteria: Financial Viability

This section should provide the reviewer with the details of the charter school's plan to improve/maintain its financial performance for the upcoming term of the charter agreement.

ORGANIZATIONAL PERFORMANCE

All schools will commit to the Florida Educational Equity Act, Section 1000.05(2)(a), Florida Statutes and other Federal and/or State statutes that forbid discrimination on the basis of race, gender, marital status, ethnicity or disability.

Statutory References: Sections 119.07(1)(a), 943.082 (4)(b)1001.212(11), 1002.33(7)(a)7, 1002.33(7)(a)8, 1002.33(7)(a)11, 1002.33(9)(e), 1002.33(10), 1002.33(16)(a)4, 1002.33(16)(b)2, 1002.33(16)(b)11, 1002.33(16)(b)13, 1002.33(16)(a)5, 1006.07(4), 1006.07(6), 1006.07(6)(c), 1006.07(7), 1006.07(9), 1006.12(1), 1006.12(2), 1006.12(3), 1006.12(4), 1006.147, 1006.1493(1), and 1013.373, Florida Statutes

Student Enrollment and Conduct:

- A. Student Enrollment Trends
- B. Racial/Ethnic Composition of the Student Body
- C. Enrollment Procedures
- D. School Environment and Safety

In the narrative:

- A. Explain if the charter school's actual enrollment has been consistent with its projections during the last term of the charter agreement.
 - If it has not been consistent, what measures has the charter school taken to make the necessary adjustments?
- B. Provide the demographics of the community the charter school serves.
- C. Describe the charter school's current enrollment procedures as defined in the charter school's contract and in compliance with applicable law.
- D. Describe the charter school's plan to ensure a safe and secure environment as it relates to the following areas:
 - Safe-school officers or Guardians (Section 1006.12, Florida Statutes)
 - Active Assailant Response Plans (Section 1006.07(6), Florida Statutes)
 - Threat Assessment Teams (Section 1006.07(7), Florida Statutes)
 - School Environmental Safety Incident Reporting (SESIR) (Section 1006.07(9), Florida Statutes)
 - Florida Safe Schools Assessment Tool (FSSAT) (Section 1006.1493, Florida Statutes)

Note: As this document can be requested as part of a public records request, please remove any student specific identifiers that may be visible in any of the sources of evidence requested below. This includes, ID numbers, any parental information, birthdays, addresses, phone numbers, email addresses, etc.

Sources of evidence for this section should include attachments of the following:

- Student Enrollment Reports
- Discipline Reporting (Each Category, Prior 5 Years)
- **Registration Forms in Parent's Primary Language (English plus top 3) – On File**

This section should provide the reviewer with detailed information about the student population and how it corresponds to what the initial projections were. The charter school should elaborate on the methods that will be taken to meet or improve this area of focus for the upcoming term of the charter agreement.

ORGANIZATIONAL PERFORMANCE

Statutory References: Sections 1002.33(7)(a)11, 1002.33(7)(a)13, 1002.33(9)(e), 1002.33(16)(a)5, 1002.33(18)(a), and 1002.33(18)(b), Florida Statutes

Facilities:

- A. Facilities Compliance
- B. Health and Safety Inspections

In the narrative:

- A. Explain how the charter school's facilities comply with applicable laws and codes.
- B. Explain how the charter school complies with applicable health and safety laws.

Sources of evidence for this section should include attachments of the following:

- **Comprehensive Safety/Emergency/Evacuation Plans – On File**
- **Valid Certificates of Occupancy – On File**
- **Health, Safety and Fire Reports by District and/or Municipality – On File**
- **Fire and Health Inspections (District and/or Local) – On File**
- **Fire Drill Reports (10) and Tornado Drills (2) – On File**
- **Code Red Drills – On File**

Evaluation Criteria: Facilities

This section should provide the reviewer with a clear and concise plan for the charter school to maintain/improve its facilities for the upcoming term of the charter agreement.

ORGANIZATIONAL PERFORMANCE

Statutory References: Sections 1002.33(7)(a)14, 1002.33(7)(a)15, 1002.33(12)(f), 1002.33(12)(g)1-4, 1002.33(16)(b)1, 1012.22, and 1012.34, Florida Statutes
State Board Rules: Rules 6A-1.0502(10), 6A-1.0502(11), 6A-1.0503(1), 6A-1.0503(2), 6A-1.0503(3), and 6A-1.0503(4), Florida Administrative Code

Governance, Staff and Parents:

- A. Governance Structure
- B. Compliance with Sunshine Laws
- C. Instructional Staff
- D. Parental Involvement

In the narrative:

- A. Explain how the governing board/charter school implements the governance structure as defined in the school's contract and by-laws.
 - How does the governing board monitor and maintain compliance with state-mandated governing board trainings and fingerprint clearance requirements?
- B. Provide an explanation or verification of how the governing board/charter school complies with Sunshine Laws and laws governing public records.
- C. Employment/Staffing
 - Explain how the charter school employs instructional staff that meets state and federal qualifications.
 - Explain the system that the charter school uses for teacher and administrator evaluations.
 - Provide the approved and adopted pay for performance plan and salary schedule if it has been recently updated.
- D. Demonstrate how the charter school has and is effectively involving parents in its programs as defined in the school's contract or prior application.

Sources of evidence for this section should include attachments of the following:

- **Staffing Reports**
- **Certification Self-Audits**
- **Sample of School Newsletters Requesting Parental Involvement**
- **Teacher and Administrator Evaluation Tools or Documentation Verifying Participation in an Approved Plan – On File**
- **Pay for Performance Plan and Salary Schedule Documentation Verifying Participation in an Approved Plan – On File**
- **Governing Board Meeting Agendas and Minutes – On File**
- **Certificates of Governing Board Training Current Governing Board Members – On File**
- **Governing Board Member Fingerprint Records**
- **Student Contract – On File**
- **Parent Contract – On File**
- **Parent Handbook – On File**

Evaluation Criteria: Governance, Staff and Parental Involvement

This section should provide the reviewer with adequate information regarding the governance of the school and that the governing board is acting in accordance with Sunshine Laws. All instructional staff at the charter school should meet the state and federal qualifications as required for their discipline. Instructional staff shall be evaluated and paid according to approved evaluation systems and salary schedules. Parental involvement should be actively involved in a manner that aligns with the charter school's mission and educational program.

Attachments – Educational, Financial, and Organizational Performance

*Please upload the artifacts below that are not identified as ON FILE in the Educational, Financial, and Organizational Performance sections of your Charter Renewal Program Review in the sections to which they pertain. Rename the attachments using the wording below. If the attachment needs to be broken down to accommodate size limitations, please use the following naming convention: **H. Summary of Progress Monitoring Reports Part 1. H. Summary of Progress Monitoring Reports Part 2, etc.** Compliance with District’s deadlines will be strongly considered for renewal.*

Educational Performance

- A. FAST (applicable years during the term of the current charter agreement)**
- B. FSA and Retakes (applicable years during the term of the current charter agreement)**
- C. EOC (applicable years during the term of the current charter agreement)**
- D. Key Performance Indicators**
- E. FLDOE School Grade (prior 5 years)**
- F. FLDOE Report Card**
- G. 300 Lowest-Performing Elementary Schools Plan**
- H. Early Warning Systems Data**
- I. Summary of Progress Monitoring Reports (prior 5 years), including most recent results and a data analysis narrative of the past year’s student achievement**
- J. Notification of School Improvement Rating (prior 5 years), if applicable**
- K. Graduation Rate (prior 5 years), If Applicable**
- L. Standardized Test Results (FAST, FSA and Retakes, EOC, SAT, ACT)**
- M. Evidence of Implementation of Specific Contractual Corrective Action, if applicable**

Financial Performance

- N. Fixed Assets Report Reconciled with General Ledger**
- O. Financial Corrective Action Plan, If Applicable**
- P. Evidence of Resolution of any Financial Debts, If Applicable**
- Q. Projected Five (5) Year Budget for 2024-2028. Use realistic enrollment targets. Refer to the Red Book for correct line of coding for revenues and expenses.**
- R. Revenue Estimate Worksheet for 2023-2024 based on projected enrollment. Use the latest Revenue Estimate Worksheet from the link included.**

Organizational Performance

- S. Student Enrollment Reports**
- T. Discipline Reporting (Each Category, Prior 5 Years)**
- U. Governing Board Member Training Certificates**
- V. Governing Board Member Fingerprint Records**
- W. Staffing Reports**
- X. Certification Self-Audits**
- Y. Sample of School Newsletters Requesting Parental Involvement**
- Z. Teacher and Administrator Evaluation Tools or Documentation Verifying Participation in an Approved Plan, if recently updated**
- AA. Pay for Performance Plan and Salary Schedule Documentation Verifying Participation in an Approved Plan, if recently updated**

FOR DOCUMENTS IDENTIFIED AS ON FILE: DO NOT RESUBMIT UNLESS THERE HAS BEEN A SUBSTANTIAL CHANGE SINCE PRIOR SUBMISSION. IF YOU HAVE QUESTIONS REGARDING THE DEFINITION OF SUBSTANTIAL, PLEASE ASK.