

Title 10: Education Institutions and Agencies

Part 422: Charter School Renewal Guidance and Application

Part 422, Chapter 1: Charter School Renewal Guidance and Application

Source: Miss. Code Ann. § 37-28-9 and 33.



## Charter School Renewal Guidance and Application Process

## Table of Contents

Introduction	3
Renewal Timeline	3
Renewal Decision-Making	5
Renewal Criteria and Term Length	5
Application Instructions	6
Formatting and Submitting Applications	6
Application for Charter Renewal	8
Executive Summary	8
Application Checklist	8
Record of Performance	8
Future Plans	8

## Introduction

The Mississippi Charter School Authorizer Board (“MCSAB”) is tasked with approving, overseeing, and holding charter schools accountable for performance over time. One of its most important functions in fulfilling this mission is to conduct a charter school renewal process once schools reach the end of their approved charter contract term. The MCSAB will consider Performance Framework ratings, timely document submissions, site visit reports, annual performance reports, and other relevant information in its decisions. This document provides the renewal eligibility criteria, a timeline, and an application.

### Charter School Renewal Timeline

According to Miss. Code Ann. §37-28-33 (1), a charter may be renewed for successive five-year terms of duration and the authorizer may grant renewal with specific conditions for necessary improvements to a charter school and may lessen the renewal term based on the performance, demonstrated capacities and particular circumstances of each charter school. The MCSAB will adhere to the following timeline for all renewal cycles.

Phase	References to § 37 -28- 33 & Description of Activity	Timeline
Letter to Charter Schools in Their Final Contract Year	The Mississippi Charter School Authorizer Board will notify each charter school eligible for renewal.	Before September 30
Release of Charter School Performance Report and Charter Renewal Application Guidance	The authorizer shall issue a charter school performance report and <b>charter renewal application guidance</b> to any charter school whose charter will expire the following year. The performance report must <b>summarize the charter school's performance record to date</b> , based on the data required by this chapter and the charter contract, and must provide notice of any weaknesses or concerns perceived by the authorizer which may jeopardize the charter school's position in seeking renewal if not timely rectified.	Before September 30
Submission of Corrections to the Performance Report Online Portal Submission <sup>1</sup>	The charter school must respond and submit any corrections or clarifications for the performance report within ninety (90) days after receiving the report. MCSAB will consider the corrected information in the renewal decision-making process.	Within 90 days of receipt of the Performance Report
School Renewal Site Visit	The MCSAB and/or its external evaluators will perform a site visit and/or a desk audit.	Within 45 days of application submission

<sup>1</sup> Online portal notifications will provide instructions and details for submission.

Phase	References to § 37-28-33 & Description of Activity	Timeline
Submission of the Application for Charter Renewal  Epicenter Submission <sup>2</sup>	A school seeking renewal must complete and submit the renewal application by <b>3 PM Central</b> time no later than January 31. Late applications will not be accepted.	No later than January 31
Completeness Check	MCSAB staff will conduct a completeness check and return application to schools if the application is incomplete. Staff will only verify that all sections have answers and are properly labeled. No substantive review will be done at this time.	Within 14 days of application submission
Application Review & <b>DRAFT</b> Renewal Recommendation Report Delivered to Schools	The Mississippi Charter School Authorizer Board staff and/or external evaluators will review the renewal application, Annual Performance Framework Reports, and other relevant information collected by the Board throughout the charter contract term. The MCSAB staff and/or external evaluators will prepare a comprehensive report that recommends renewal, renewal with conditions, or non-renewal and closure. Find rubric used <a href="#">here</a> .	Within 60 days of application submission
Response Epicenter Submission	All schools are allowed to prepare a response to the Draft Renewal Recommendation Report and submit documents they feel will support their position.	Within 14 days of receipt of the <b>Draft</b> Renewal Recommendation Report
Request for Public Testimony for Non-Renewed Schools	MS Annotated Code Section <b>37-28-33</b> requires revocation and nonrenewal processes that provide the governing board of a charter school with timely notification of the prospect of revocation or nonrenewal and of the reasons for such possible closure. A reasonable amount of time in which to prepare a response should be provided to the governing board. Additionally, the governing board should be provided with an opportunity to submit documents and give testimony challenging the rationale for closure and in support of the continuation of the school at an orderly proceeding held for that purpose. Governing boards should be allowed access to representation by counsel and to call witnesses on the school's behalf. The recordings of such proceedings is permitted and after a reasonable period for deliberation, require a final determination to be made and conveyed in writing to the governing board.	Within 30 days of Request
Final Board Vote on Recommendations	The Mississippi Charter School Authorizer Board will vote to accept or deny the renewal recommendation of staff and/or external evaluators. They will also vote to adopt the renewal recommendation report, as finalized, as the resolution of their reasoning that is required by law.	Within 90 days of application submission

<sup>2</sup> Online portal notifications will provide instructions and details for submission.

Phase	References to § 37-28-33 & Description of Activity	Timeline
Board Resolution Delivered to Schools	Within ten days after taking action to renew, not renew or revoke a charter, the MCSAB shall provide a report to the charter school, including a copy of the Board resolution.	Within 10 days of the Board's decision

## RENEWAL DECISION-MAKING

For renewal decisions, the Mississippi Charter School Authorizer Board will use the currently adopted Performance Frameworks together with reports based on the 2019 Performance Framework. The MCSAB will consider pre and post pandemic conditions, state and federal waivers, and the lack of student assessment data in making decisions to determine the schools' renewal recommendations, and, if renewed, the renewal term.

The Performance Frameworks include three domains: academic, financial, and organizational. The MCSAB will consider evidence from all three domains in making renewal decisions and will draw on the renewal application, the schools' performance over time, and other official data.

## RENEWAL CRITERIA & TERM LENGTH

According to Miss. Code Ann. §37-28-33 (1), a charter **may** be renewed for successive five-year terms of duration and the authorizer **may** grant renewal with specific conditions for necessary improvements to a charter school and **may** lessen the renewal term based on the performance, demonstrated capacities, and particular circumstances of each charter school. During each renewal cycle, the MCSAB will base the term length on evidence of the school's performance over the term of the charter contract. The chart below shows how findings from the evaluation of the renewal application and other pertinent documents may result in a renewal recommendation for term length from MCSAB staff or external evaluators.

<u>Academic Expectations</u>	<u>Financial Performance</u>	<u>Organizational Performance</u>	<u>Renewal Recommendation &amp; Term Length for Consideration by the MCSAB</u>
<u>Meets or Exceeds Expectations</u>	<u>Meets Expectations</u>	<u>Meets Expectations</u>	<u>School May be Renewed for up to a Five Year Term</u>

<u>Approaches or Fails to Meet Expectations</u>	<u>Approaches or Fails to Meet Expectations</u>	<u>Approaches or Fails to Meet Expectations</u>	<u>School May be Renewed for a Lesser Term and/or School May Receive a Conditional Renewal</u>
<u>Fails to Meet Expectations</u>	<u>Fails to Meet Expectations</u>	<u>Fails to Meet Expectations</u>	<u>School May Receive a Non-Renewal Resulting in Closure</u>

MCSAB will use professional judgment when applying the renewal criteria to ensure all schools are afforded an equitable opportunity to demonstrate their success over time.

## APPLICATION INSTRUCTIONS

### Page Formatting

All narrative responses should use Times New Roman, Calibri, or Arial and should have a font size of 12. Tables may have a font size of 10. Margins should be 1 inch in all directions. Single-spaced responses are acceptable, but information must be readable. All documents should use page numbers for reference and should have in the top, left-hand header the name of the section as specified below. Please adhere to the requested page limits in order for the application to be processed as efficiently as possible.

### Submission Format

The renewal application will be accepted digitally through the online portal. Please do not submit paper copies of any document to the MCSAB as these will not be considered.

Schools must merge all of their application materials into a single, continuously numbered document prior to submission. The table below lists the section headers corresponding to each application section and page limits schools must use for the document.

***Schools should change all incidents of “School Name” to their own name.***

Section	Required Header Name	Page Limits
Executive Summary	Executive Summary_School Name	2
Application Checklist	Application Checklist_School Name	1
Record of Performance		
Effective Academic Program	Effective Academic Program_School Name <b>Applicable Academic Framework Indicators should be addressed</b>	25
	Additional Academic Evidence_School Name	15

Financial Success	Financial Success_School Name <b>Performance Framework Indicators should be addressed</b>	15
	Financial Policy Manual_School Name <b>Financial Policy Manual may be submitted by reference through a hyperlink</b>	10
	Additional Financial Evidence_School Name	10
Organizational Success	Organizational Success_School Name <b>Performance Framework Indicators should be addressed</b>	20
	Additional Organizational Evidence_School Name	15
<b>Future Plans</b>		
Mission, Vision, and Essential Terms	Essential Terms_School Name	5
Governance	Governance Plan_School Name	10
	Governance Documentation_School Name <b>Bylaws and Conflict of Interest Policy Should be Included and may be Hyperlinked</b>	25
Fiscal Plan	Fiscal Plan_School Name	10
	Budget_School Name	10
Facility Plan	Facility Plan_School Name	5
Proposed Grades and Enrollment	Grades and Enrollment Plan_School Name	5
	Enrollment Projection Table_School Name	1

## Due Date

Per the Renewal Timeline on pages 3-5, the application is due in the online portal by 3 PM Central no later than January 31<sup>st</sup> of the year in which the renewal decision will be made. **Late applications will not be accepted.** Charter schools are **strongly** encouraged to submit their application early in order to receive an earlier decision, as it is in the best interest of families, children, and the charter school community.

## Application for Charter Renewal

### EXECUTIVE SUMMARY

**FORM:** This form will allow the MCSAB to briefly summarize your application. Please use the [Executive Summary template](#) for this section.

**WHAT TO SUBMIT:** Please title the Executive Summary as **Executive Summary\_School Name** in the header. The Executive Summary should not exceed 2 pages.

### APPLICATION CHECKLIST

**FORM:** This form will ensure that a charter school submits all required information and will allow the MCSAB to quickly assess the completeness of the application. Please use the [Application Checklist template](#) for this section.

**WHAT TO SUBMIT:** Please title the Application Checklist as **Application Checklist\_School Name** in the header. The checklist should not exceed 1 page.

### RECORD OF PERFORMANCE

In making each charter renewal decision, the MCSAB considers a charter school's performance according to Miss. Code Ann. 37-28-33 and grounds its decision based on evidence of the school's performance over the term of the charter contract and in accordance with the performance framework set forth in the charter contract.

#### **Effective Academic Program**

*Required submission*

The MCSAB academic performance framework is a multi-measure framework that provides information about whether the charter school's education program results in high student outcomes. The academic performance framework indicators, measures, metrics, and cut scores are designed to (1) align to but not be limited to the measures defined by the Mississippi Charter School Law, (2) include outcome measures covering the full span of grade levels offered by a school, (3) include measures where publicly available data are available and easy to use in calculations, and (4) use comparisons to the geographic district, where available, to provide information about relative performance. The academic performance framework is comprised of seven indicators: 1. State Accountability 2. Academic Proficiency 3. Academic Growth 4. Academic Gap 5. Academic Readiness 6. Postsecondary Readiness 7. School-Specific [OPTIONAL]

In the narrative response, schools should describe by addressing applicable indicators on the Academic Framework how they have provided an effective and successful academic program for all students.

**NARRATIVE RESPONSE:** Schools should submit a narrative making their case for

renewal. Please respond to the questions below relevant to your school.

1. Please summarize the school's history of academic performance over the charter term. Include information about the school's challenges and its accomplishments. Provide evidence.
2. For Academic Performance Framework indicator or sub-indicator ratings of "approaches" or "fails to meet expectations", please describe what factors the school believes explains the performance and what improvements were undertaken throughout the charter term.
3. For schools applying under a conditional renewal, please describe actions taken to meet the terms and conditions. Include evidence to support your response.

**ADDITIONAL INFORMATION:** The school is invited to submit any additional evidence related to its academic performance that it believes will help it make its case for renewal.

**WHAT TO SUBMIT:**

- *Required:* Please title the Effective Academic Program narrative as **Effective Academic Program\_School Name** in the header. Please limit this subsection to 25 pages.
- *If Submitting Additional Information:* Please title any additional evidence as **Additional Academic Evidence\_School Name** in the header and limit this subsection to 15 pages.

**Financial Success**

*Required submission*

The MCSAB financial performance framework indicators, measures, metrics, and cut scores are based on alignment with the Mississippi Charter School Law and informed by national best practices established in the National Association of Charter School Authorizer's (NACSA) Core Performance Framework and Guidance which was created from a review of model authorizer practices, charter school lender guidance, professional judgment, and practices used by other nonprofit and governmental entities.

The financial performance framework includes the following indicators and measures: 1. Short-term Financial Health (Current Year) a. Current Ratio b. Unrestricted Days Cash c. Current-year Enrollment Variance d. Debt (or lease) Default 2. Long-term Financial Health (Multiple Years) a. Debt-to-Asset Ratio b. Total Margin c. Cash Flow 3. Financial Management and Oversight a. MCSAB and MDE Financial Reporting and Compliance Requirements b. Annual Financial Audit/Generally Accepted Accounting Principles (GAAP) Requirements

**NARRATIVE RESPONSE:** Please provide an overview of the school's financial history, including challenges and accomplishments.

1. Describe how the school has achieved a sustainable financial model.

2. For any financial indicator or sub-indicator on which the school did not receive full credit over its term of operation, explain the circumstances leading to lower performance and provide detail for actions in place to improve performance in the future.
3. If the school is under any financial corrective action plans, including as imposed by the Mississippi Department of Education, please explain the reason, the status of the plan's implementation, the required corrective actions, and the date the work will be complete.
4. If the school has any outstanding Notices of Concern or Breach related to its financials, please explain the reason, the status of the Board's imposed corrective actions, and the date the work will be complete.
5. *For schools that have received a Financial Performance Indicator rating of "Fails to Meet Expectations" for any overall or sub-indicator over the term of the contract, please explain in detail the specific circumstances and corrective actions the Board should consider in making its renewal decision.*
6. For schools applying under a conditional renewal, please describe actions taken to meet the terms and conditions. Include evidence to support your response.

**ADDITIONAL INFORMATION:** The school must submit its Financial Policy Manual and may do so by reference through a hyperlink. Schools may also submit additional evidence related to its financial performance that it believes will help it make its case for renewal.

**WHAT TO SUBMIT:**

- *Required:* Please title the Financial Success response as **Financial Success\_School Name** in the header. Please limit this response to 10 pages.
- *Required:* Please title the school's financial policies and procedures manual as **Financial Policy Manual\_School Name** in the header. If submitting the manual in its entirety rather than by reference through a hyperlink, please limit the response to 10 pages.
- *Optional:* Please title any additional evidence as **Additional Financial Evidence\_School Name** in the header. Please limit this attachment to 10 pages.

**Organizational Success**

*Required submission*

The MCSAB organizational performance framework indicators, measures, metrics, and cut scores reflect only the minimum requirements in the Mississippi Charter School Law and the MCSAB charter school contract. Informed by national best practices as established in the National Association of Charter School Authorizer's (NACSA) Core

Performance Framework and Guidance,<sup>1</sup> the framework streamlines reporting requirements where applicable to reduce administrative burdens on schools and authorizer staff. The organizational performance framework consists of six indicators: 1. Educational Program Requirements 2. Enrollment and Admissions 3. Discipline 4. Special Populations 5. School Environment 6. Governance and Reporting

**NARRATIVE RESPONSE:** Please respond to the following:

1. Please describe and provide evidence that the school has fulfilled its vision, mission, and Essential Terms as listed in its charter contract. Please provide a distinct heading for each component of the prompt.
2. Please address any performance indicators or sub-indicators where the school failed to meet expectations.
3. If the school has any outstanding Notices of Concern or Breach related to its organizational performance, please explain the reason, the status of the Board's imposed corrective actions, and the date the work will be complete.
4. If the school is under any corrective action plans imposed by the Mississippi Department of Education for any federal program, including special education, please explain the reason, the status of the plan's implementation, the required corrective actions, and the date the work will be complete.
5. *For schools whose Organizational Performance Indicator rating was "Fails to Meet Expectations" for any overall or sub-indicator over the term of the contract, please explain in detail the specific circumstances and corrective actions the Board should consider in making its renewal decision.*
6. For schools applying under a conditional renewal, please describe actions taken to meet the terms and conditions. Include evidence to support your response.
7. For schools who utilize an education service provider and/or a charter management organization, please describe the relationship and link in a copy of each contract.

**ATTACHMENT:** The school is invited to submit any additional evidence related to its organizational performance that it believes will help it make its case for renewal. Please combine documents into one attachment.

**WHAT TO SUBMIT:**

- *Required:* Please title the Organizational Success response as **Organizational Success\_School Name** in the header. Please limit this response to 20 pages.
- *If Submitting Additional Information:* Please title any additional evidence as **Additional Organizational Evidence\_School Name** in the header and limit this subsection to 15 pages.

## FUTURE PLANS

Miss. Ann. Code §37-28-33 3(c) allows for each charter school to detail its plans for the next charter term.

### **Vision, Mission, and Essential Terms**

If the school wishes to make no changes to its vision, mission, and/or Essential Terms, please write “**Not Applicable**” in the submitted document.

**NARRATIVE RESPONSE:** If the school seeks any changes to its vision, mission, and/or Essential Terms as they are listed in its current contract, please respond to the following:

1. Please describe any proposed changes to the school’s vision, mission, and/or Essential Terms. If applicable, please provide a distinct heading for each component of the prompt.
2. For each changed element, please describe the school’s rationale for the change, including any evidence to support the school’s ability to provide a high-quality learning environment if the change is accepted.

**WHAT TO SUBMIT:** Title the proposed changes as **Vision, Mission And/or Essential Terms\_School Name** in the header. Do not exceed 5 pages.

### **Governance**

If the school wishes to make no changes to its governance structure, please write “**Not Applicable**” in the submitted document.

**NARRATIVE RESPONSE:** As charter schools grow, they sometimes find it necessary to change their governance structure to ensure continued success. If the school has plans to change its governance structure, please provide the following:

- the school’s justification for needing a new governance structure,
- the actual governance structure proposed, and
- the school’s explanation as to how the new governance structure will support student achievement at the school.

The response should provide details explaining changes to the by-laws or articles of incorporation, if any. If the proposed changes require starting or spinning-off a new organization or merging with another organization, the response should clearly explain the new organization as started or merged as well as the organization being merged with the charter school.

**NOTE: All schools must submit Bylaws and Conflict of Interest Policy, both of which may be hyperlinked.**

### **WHAT TO SUBMIT:**

- *If submitting changes to the Governance Plan:* Title the Governance Plan as

**Governance Plan\_School Name** in the header. Please limit this subsection to 10 pages.

- *If Submitting Additional Information:* Title any necessary supporting documentation as **Governance Documentation\_School Name** in the header. Please limit this subsection to 25 pages.

## **Fiscal Plan**

*Required submission*

**NARRATIVE RESPONSE:** Please describe the following and provide a distinct heading for each component of the prompt.

1. School's fiscal plan over the next charter term
2. Expected fiscal needs
3. Proposed fiscal goals
4. Plans for fundraising
5. Explain how this fiscal plan will support the educational program of the school and
6. Explain why this plan is feasible at this stage of the school's development.

**ADDITIONAL INFORMATION:** The school is required to prepare a proposed five-year budget using the [\*\*Budget template\*\*](#).

### **SPECIFIC DIRECTIONS FOR USING THE BUDGET TEMPLATE ~**

Please use the Excel workbook to submit a five-year budget. The tab titled "5-YR Summary" will automatically populate from the annual summaries on the other tabs. Please do not add tabs, as this will increase your page count. Items listed in your budget should match your budget narrative. Please ensure that the tabs will print in a readable format. Should you have problems with this workbook, please contact the Mississippi Charter School Authorizer Board.

### **WHAT TO SUBMIT:**

- *Required:* Title the Fiscal Plan as **Fiscal Plan\_School Name** in the header. Do not exceed 10 pages.
- *Required:* Please title the proposed five-year budget as **Budget\_School Name** in the header. Do not add additional tabs to the workbook; do not exceed 10 pages.

## **Facility Plan**

*Required submission*

**NARRATIVE RESPONSE:** Please describe the following and provide a distinct heading for each component of the prompt.

1. If the school has no plans to change its facility, please submit a document stating so and explain how the current facility is adequate for the school's educational program and enrollment.

2. If the school plans to move to a new facility, renovate, or expand, respond to the following:
  - a. New Facility: include relevant details such as number of classrooms, square footage, multipurpose room, gym, etc.
  - b. Renovate: include relevant details such as number of classrooms, square footage, multipurpose room, gym, etc.
  - c. Expand: include relevant details such as number of classrooms, square footage, multipurpose room, gym, etc.
3. Explain how the facility plan will enable the school to fulfill its educational program.

**WHAT TO SUBMIT:** Title the Facility Plan as **Facility Plan\_School Name** in the header.

Limit this section to 5 pages.

#### **Proposed Grades and Enrollment**

If the school will not change its grades or enrollment, please write “**Not Applicable**” in the submitted document.

**NARRATIVE RESPONSE:** If applicable, please respond to the following:

1. If the school intends to add or subtract grades - or otherwise alter its school model, current enrollment and/or grade levels served, please describe the school’s proposed academic plan. **Note: The MCSAB will consider proposed changes to grade levels served; however, substantive changes to the school model may require a completed application through the Call for Quality Schools annual cycle.**
2. Explain how the school will continue to provide an effective education aligned to its mission and essential terms.

\*Please note that this is a description of future plans. A separate process will be required for adding/subtracting grades, changing enrollment, and changing school model. See MCSAB’s contract amendment and expansion processes.

**ATTACHMENT:** Please complete the [\*\*Grades and Enrollment template\*\*](#) with the school’s proposed grades and enrollment.

#### **WHAT TO SUBMIT:**

- **Required:** Please title the Grades and Enrollment Plan as **Grades and Enrollment Plan\_School Name** in the header. Please limit this document to 5 pages.
- **Required:** Title the Grades and Enrollment template as **Enrollment Projection Table\_School Name** in the header. This subsection should not exceed 1 page.

## Part 403 Chapter 8. Renewal Policy

*Rule 8.1 Charter School Renewal Policy.* The Mississippi Charter School Authorizer Board shall issue a charter school performance report and charter renewal application guidance to a charter school whose charter will expire the following year. These documents provide both the authorizer and the charter school the time to review the information needed to evaluate the progress of the submitting charter school and also will guide charter schools through a self-assessment that becomes an update to the original application and a "roadmap" to future improvement.

Source: Miss Code Ann. § 37-28-33.

*Rule 8.2 Terms of Renewal.* A charter may be renewed for successive five year terms of duration. The authorizer may grant renewal with specific conditions for necessary improvements to a charter school and may lessen the renewal term based on the performance, demonstrated capacities and particular circumstances of each charter school.

Source: Miss Code Ann. § 37-28-33.

*Rule 8.3 Charter School Performance Report and Charter Renewal Application.* Before September 30, the authorizer shall issue a charter school performance report and charter renewal application guidance to any charter school whose charter will expire the following year.

- A. The performance report must summarize the charter school's performance record to date, based on the data required by this chapter and the charter contract, and must provide notice of any weaknesses or concerns perceived by the authorizer which may jeopardize the charter school's position in seeking renewal if not timely rectified. The charter school must respond and submit any corrections or clarifications for the performance report within ninety (90) days after receiving the report.
- B. The charter renewal application guidance must provide, at a minimum, an opportunity for the charter school to:
  - (i) Present additional evidence, beyond the data contained in the performance report, supporting its case for charter renewal;
  - (ii) Describe improvements undertaken or planned for the school; and
  - (iii) Detail the school's plans for the next charter term.
- C. The charter renewal application guidance must include or refer explicitly to the criteria that will guide the authorizer's renewal decision, which must be based on the performance framework set forth in the charter contract and consistent with this chapter.
- D. Before February 1, the governing board of a charter school seeking renewal shall submit a renewal application to the authorizer pursuant to the charter renewal application guidance issued by the authorizer. The authorizer shall adopt a resolution ruling on the renewal application no later than ninety (90) days after the filing of the renewal application.

Source: Miss Code Ann. § 37-28-33.

*Rule 8.4 Renewal Decision.* In making each charter renewal decision, the authorizer must:

- A. Ground its decision in evidence of the school's performance over the term of the charter contract in accordance with the performance framework set forth in the charter contract;
- B. Ensure that data used in making the renewal decision is available to the school and the public; and
- C. Provide a public report summarizing the evidence that is the basis for the renewal decision.

Source: Miss Code Ann. § 37-28-33.

*Rule 8.5. Revocation or Nonrenewal of Charter.* A charter contract must be revoked at any time or not renewed if the authorizer determines that the charter school has done any of the following or otherwise failed to comply with the provisions of this chapter:

- A. Committed a material and substantial violation of any of the terms, conditions, standards or procedures required under this chapter or the charter contract;
- B. Failed to meet or make sufficient progress toward the performance expectations set forth in the charter contract;
- C. Failed to meet generally accepted standards of fiscal management; or
- D. Substantially violated any material provision of law which is applicable to the charter school.

Source: Miss Code Ann. § 37-28-33.

*Rule 8.6 Revocation and nonrenewal Process.* The authorizer shall develop revocation and nonrenewal processes that:

- A. Provide the governing board of a charter school with a timely notification of the prospect of revocation or nonrenewal and of the reasons for such possible closure;
- B. Allow the governing board a reasonable amount of time in which to prepare a response;
- C. Provide the governing board with an opportunity to submit documents and give testimony challenging the rationale for closure and in support of the continuation of the school at an orderly proceeding held for that purpose;
- D. Allow the governing board access to representation by counsel and to call witnesses on the school's behalf;
- E. Permit the recording of such proceedings; and
- F. After a reasonable period for deliberation, require a final determination to be made and conveyed in writing to the governing board.
- G. If the authorizer revokes or does not renew a charter, the authorizer must state clearly, in a resolution adopted by the authorizer board, the reasons for the revocation or nonrenewal.
- H. Within ten (10) days after taking action to renew, not renew or revoke a charter, the authorizer shall provide a report to the charter school. The report must include a copy of the authorizer board's resolution setting forth the action taken, reasons for the board's decision and assurances as to compliance with all of the requirements set forth in this chapter.

Source: Miss Code Ann. § 37-28-33.

*Rule 8.7. Charter School with F Designation.* Notwithstanding<sup>1</sup> any provision to the contrary, the authorizer may not renew the charter of any charter school that, during the school's final operating year under the term of the charter contract, is designated an "F" school under the school accreditation rating system.

Source: Miss Code Ann. § 37-28-33.

## Title 10: Education Institutions and Agencies

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<sup>1</sup>In years in which the Mississippi Department of Education delays the release of school grades until October, The Mississippi Charter School Authorizer Board will delay this letter until the business day following the release of grades.

Part 422: Charter School Renewal Guidance and Application

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## Table of Contents

<u>Introduction</u>	3
<u>Renewal Timeline</u>	3
<u>Renewal Decision-Making</u>	5
Renewal Criteria and Term Length	5
<u>Application Instructions</u>	6
Formatting and Submitting Applications	6
<u>Application for Charter Renewal</u>	8
Executive Summary	8
Application Checklist	8
Record of Performance	8
Future Plans	8

## Introduction

~~Rule 8.8. Charter School Renewal Application and Guidance.~~ The Mississippi Charter School Authorizer Board (hereinafter “MCSAB”) is tasked with approving, overseeing, and holding charter schools accountable for performance over time. One of its most important functions in fulfilling this purpose mission is to conduct a charter school renewal process once schools reach the end of their approved charter contract term. ~~The 2019-2020 renewal cycle will be the MCSAB’s first renewal cycle. Per the law, this document provides the renewal eligibility criteria, a timeline, and an application. The MCSAB will consider Performance Framework ratings, timely document submissions, site visit reports, annual performance reports, and other relevant information in its decisions. This document provides the renewal eligibility criteria, a timeline, and an application.~~

### A. Charter School Renewal Timeline

According to Miss. Code Ann. §37-28-33 (1), a charter may be renewed for successive five-year terms of duration and the authorizer may grant renewal with specific conditions for necessary improvements to a charter school and may lessen the renewal term based on the performance, demonstrated capacities and particular circumstances of each charter school. The MCSAB will adhere to the following timeline ~~in the 2019-2020 for all renewal cycles.~~

<b>Phase</b>	<b>Description</b>	<b>2019-2020 Timeline</b>
Release of the Charter School Renewal Application and Guidance	By law, the Mississippi Charter School Authorizer Board releases the Charter School Renewal Application and Guidance each year before September 30.	Before September 30
Release of Renewal School Performance Reports	By law, the Mississippi Charter School Authorizer Board releases a Charter School Performance Report to each school that may be eligible for renewal before September 30.	Before September 30
Letter to Charter Schools in Their Final Contract Year	The Mississippi Charter School Authorizer Board will send a letter to each charter school eligible for renewal based on Academic Performance Framework Indicator 1.	Before September 30 <sup>4</sup>

<sup>4</sup>In years in which the Mississippi Department of Education delays the release of school grades until October, the Mississippi Charter School Authorizer Board will delay this letter until the business day following the release of grades.

<b>Phase</b>	<b>Description</b>	<b>2019-2020 Timeline</b>
	Schools that have reached their final year of a contract term but are rated an “F” after their penultimate contract year will receive a letter informing them that they are not eligible for renewal.	
<b>Year 5 School Site Visit</b>	The MCSAB and/or external evaluators will perform a Fall 2019 site visit per its usual process for all schools. Findings from this site visit which may update the Performance Report may be incorporated into the MCSAB's review process.	October–November, 2019
<b>Submission of Corrections to the Performance Report</b>	Charter schools must submit corrections, if any, to their Performance Report within 90 days of their receipt of the report for the MCSAB to consider the corrected information in the renewal decision-making process.	Within 90 days of receipt of the Performance Report
<b>Submission of the Application for Charter Renewal</b>	A school seeking renewal must complete and submit the charter school renewal application by 4 PM Central time no later than January 31. Late applications will not be accepted. Schools are strongly encouraged to submit applications prior to the deadline	No later than January 31, 2020
<b>Application Review</b>	The Mississippi Charter School Authorizer Board staff and/or external evaluators will review the renewal application, the performance report, and any other relevant information about an applicant school collected by the Board throughout the charter contract term.	Within 90 days of application submission
<b>DRAFT Renewal Recommendation Report Delivered to Schools</b>	The MCSAB staff and/or external evaluators will prepare a renewal recommendation report that provides a recommendation to <ol style="list-style-type: none"> <li>1. renew or</li> <li>2. non-renew and close.</li> </ol> All recommendations to renew will also provide a recommendation for the length of the renewal term and whether any renewal conditions will apply. Per law, the report will further include the staff and/or external evaluators' reasons for their recommendation.	Within 60 days of application submission
<b>Responses and Hearing Requests Due</b>	All schools, particularly schools receiving a recommendation for non-renewal, are allowed to prepare a response to their	Within 14 days of receipt of the Draft Renewal

	<del>recommendation and to submit documents which they feel will aid their case. These responses are due at 4 PM Central on December 20, 2019.</del>	<del>Recommendation Report</del>
<u>Hearing for Non-Renewed Schools</u>	<del>The law allows schools that receive a recommendation of non-renewal to request a hearing. Hearing will occur in January 2020.</del>	<del>Within 30 days of request</del>
<u>Final Board Vote on Recommendations</u>	<del>The Mississippi Charter School Authorizer Board will vote to accept or deny the renewal recommendation of staff and/or external evaluators. They will also vote to adopt the renewal recommendation report, as finalized, as the resolution of the reasoning that is required by law.</del>	<del>Within 90 days of application submission</del>
<u>Board Resolution Delivered to Schools</u>	<del>Within ten days after taking action to renew or not renew a charter, the MCSAB will provide a report to the charter, including a copy of the Board resolution.</del>	<del>Within 10 days of Board decision</del>

<u>Phase</u>	<u>References to § 37-28-33 &amp; Description of Activity</u>	<u>Timeline</u>
<u>Letter to Charter Schools in Their Final Contract Year</u>	<u>The Mississippi Charter School Authorizer Board will notify each charter school eligible for renewal.</u>	<u>Before September 30</u>
<u>Release of Charter School Performance Report and Charter Renewal Application Guidance</u>	<u>The authorizer shall issue a charter school performance report and <b>charter renewal application guidance</b> to any charter school whose charter will expire the following year. The performance report must <b>summarize the charter school's performance record to date</b>, based on the data required by this chapter and the charter contract, and must provide notice of any weaknesses or concerns perceived by the authorizer which may jeopardize the charter school's position in seeking renewal if not timely rectified.</u>	<u>Before September 30</u>
<u>Submission of Corrections to the Performance Report</u> <u>Online Portal Submission<sup>1</sup></u>	<u>The charter school must respond and submit any corrections or clarifications for the performance report within ninety (90) days after receiving the report. MCSAB will consider the corrected information in the renewal decision-making process.</u>	<u>Within 90 days of receipt of the Performance Report</u>
<u>School Renewal Site Visit</u>	<u>The MCSAB and/or its external evaluators will perform a site visit and/or a desk audit.</u>	<u>Within 45 days of application submission</u>

<sup>1</sup> Online portal notifications will provide instructions and details for submission.

<b>Phase</b>	<b>References to § 37-28-33 &amp; Description of Activity</b>	<b>Timeline</b>
<u>Submission of the Application for Charter Renewal</u>  <u>Epicenter Submission</u> <sup>2</sup>	<p>A school seeking renewal must complete and submit the renewal application by <b>3 PM Central</b> time no later than January 31. Late applications will not be accepted.</p>	<u>No later than January 31</u>
<u>Completeness Check</u>	<p>MCSAB staff will conduct a completeness check and return application to schools if the application is incomplete. Staff will only verify that all sections have answers and are properly labeled. No substantive review will be done at this time.</p>	<u>Within 14 days of application submission</u>
<u>Application Review &amp; DRAFT Renewal Recommendation Report Delivered to Schools</u>	<p>The Mississippi Charter School Authorizer Board staff and/or external evaluators will review the renewal application, Annual Performance Framework Reports, and other relevant information collected by the Board throughout the charter contract term. The MCSAB staff and/or external evaluators will prepare a comprehensive report that recommends renewal, renewal with conditions, or non-renewal and closure.</p>	<u>Within 60 days of application submission</u>
<u>Response Epicenter Submission</u>	<p>All schools are allowed to prepare a response to the Draft Renewal Recommendation Report and submit documents they feel will support their position.</p>	<u>Within 14 days of receipt of the Draft Renewal Recommendation Report</u>
<u>Request for Public Testimony for Non-Renewed Schools</u>	<p>MS Annotated Code Section <b>37-28-33</b> requires revocation and nonrenewal processes that provide the governing board of a charter school with timely notification of the prospect of revocation or nonrenewal and of the reasons for such possible closure. A reasonable amount of time in which to prepare a response should be provided to the governing board. Additionally, the governing board should be provided with an opportunity to submit documents and give testimony challenging the rationale for closure and in support of the continuation of the school at an orderly proceeding held for that purpose. Governing boards should be allowed access to representation by counsel and to call witnesses on the school's behalf. The recordings of such proceedings is permitted and after a reasonable period for deliberation, require a final determination to be made and conveyed in writing to the governing board.</p>	<u>Within 30 days of Request</u>
<u>Final Board Vote on Recommendations</u>	<p>The Mississippi Charter School Authorizer Board will vote to accept or deny the renewal recommendation of staff and/or external evaluators. They will also vote to adopt the renewal recommendation report, as finalized, as the resolution of their reasoning that is required by law.</p>	<u>Within 90 days of application submission</u>

<sup>2</sup> Online portal notifications will provide instructions and details for submission.

<u>Board Resolution Delivered to Schools</u>	<u>Within ten days after taking action to renew, not renew or revoke a charter, the MCSAB shall provide a report to the charter school, including a copy of the Board resolution.</u>	<u>Within 10 days of the Board's decision</u>
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## RENEWAL DECISION-MAKING

For renewal decisions, the Mississippi Charter School Authorizer Board will use the currently adopted Performance Frameworks together with reports based on the 2019 Performance Framework for all 2019-2020 renewal decisions, including determining each school's renewal eligibility, renewal recommendation, and, if renewal, renewal term. The MCSAB will consider pre and post pandemic conditions, state and federal waivers, and the lack of student assessment data in making decisions to determine the schools' renewal recommendations, and, if renewed, the renewal term.

The Performance Frameworks include three domains: academic, financial, and organizational. The MCSAB will consider evidence from all three domains in making renewal decisions and will draw on the Annual Performance Report, school site visit reports, the renewal application, the schools' performance over time, and other official data.

## RENEWAL Eligibility CRITERIA & TERM LENGTH

According to Miss. Code Ann. §37-28-33 (1), a charter may be renewed for successive five-year terms of duration and the authorizer may grant renewal with specific conditions for necessary improvements to a charter school and may lessen the renewal term based on the performance, demonstrated capacities, and particular circumstances of each charter school. During each renewal cycle, the MCSAB will base the term length on evidence of the school's performance over the term of the charter contract. The chart below shows how findings from the evaluation of the renewal application and other pertinent documents may result in a renewal recommendation for term length from MCSAB staff or external evaluators.

<u>Academic Expectations</u>	<u>Financial Performance</u>	<u>Organizational Performance</u>	<u>Renewal Recommendation &amp; Term Length for Consideration by the MCSAB</u>
<u>Meets or Exceeds Expectations</u>	<u>Meets Expectations</u>	<u>Meets Expectations</u>	<u>School May be Renewed for up to a Five Year Term</u>

<u>Approaches or Fails to Meet Expectations</u>	<u>Approaches or Fails to Meet Expectations</u>	<u>Approaches or Fails to Meet Expectations</u>	<u>School May be Renewed for a Lesser Term and/or School May Receive a Conditional Renewal</u>
<u>Fails to Meet Expectations</u>	<u>Fails to Meet Expectations</u>	<u>Fails to Meet Expectations</u>	<u>School May Receive a Non-Renewal Resulting in Closure</u>

MCSAB will use professional judgement when applying the renewal criteria to ensure all schools are afforded an equitable opportunity to demonstrate their success over time.

Per the Performance Framework, the MCSAB will use the following criteria to determine eligibility:

<b>Academic Indicator 1</b>	<b>Financial Performance</b>	<b>Organizational Performance</b>	<b>Eligibility for Renewal</b>
<b>A</b>	<u>Meets or Approaches Expectations</u>	<u>Meets or Approaches Expectations</u>	<u>Eligible</u>
	<u>Fails to Meet Expectations</u>	<u>Fails to Meet Expectations</u>	<u>Not eligible*</u>
<b>B</b>	<u>Meets or Approaches Expectations</u>	<u>Meets or Approaches Expectations</u>	<u>Eligible</u>
	<u>Fails to Meet Expectations</u>	<u>Fails to Meet Expectations</u>	<u>Not eligible*</u>
<b>C</b>	<u>Meets or Approaches Expectations</u>	<u>Meets or Approaches Expectations</u>	<u>Eligible</u>
	<u>Fails to Meet Expectations</u>	<u>Fails to Meet Expectations</u>	<u>Not eligible*</u>
<b>D</b>	<u>Meets or Approaches Expectations</u>	<u>Meets or Approaches Expectations</u>	<u>Additional Evidence Required</u>
	<u>Fails to Meet Expectations</u>	<u>Fails to Meet Expectations</u>	<u>Not eligible*</u>
<b>F</b>	<u>Any Rating</u>	<u>Any Rating</u>	<u>Not eligible</u>

\*Unless “evidence and specific circumstance” waivers applied for any financial and organizational performance rating of “fails to meet expectations.”

Please note: F rated schools are not eligible for renewal; therefore, the MCSAB’s closure protocol applies to these schools. Please refer to the Board adopted protocol for further information.

#### **D. Additional Evidence Requirements for D Rated Schools**

D-rated schools must meet additional evidence requirements for academic performance in order to be eligible for renewal. These additional requirements take into account the

~~school's performance on Indicators 2-4 within the Academic Performance Framework, as follows:~~

- ~~Charter schools must earn a rating of "meets expectations" or "exceeds expectations" on at least 2 of the 3 additional indicators (Academic Performance Framework Indicators 2-4) in order to be eligible for renewal.~~
- ~~Schools that only meet on of the three additional indicators may receive a waiver from the Board for "evidence of significant growth over the charter term." This evidence my include higher than average proficiency or growth gains non state assessments over time or other rigorous evidence of growth over time. Schools in this circumstance must make their case for this waiver within the renewal application, and the Board will determine whether that case warrants a waiver.~~

~~A summary of these requirements is below:~~

Indicators 2-4	Criterion Met?
<del>1 of 3 additional indicators met (renewal year only)</del>	<del>No UNLESS Evidence of significant growth over the charter term</del>
<del>2 of 3 additional indicators met (renewal year only)</del>	<del>Yes</del>
<del>3 of 3 additional indicators met (renewal year only)</del>	<del>Yes</del>

#### **E. For Schools That Fail to Meet Expectations for Financial and/or Organizational Performance**

~~Charter schools that meet Academic Performance Framework requirements but have a rating of "fails to meet expectations" in either financial performance or organizational performance must earn a waiver in order to be considered for renewal. The MCSAB will grant a waiver to schools based on whether they can present "evidence and specific circumstances" that warrant the waiver for each domain in which they did not meet expectations.~~

#### **F. Renewal Recommendation**

~~All charter schools that are eligible for renewal will be renewed in the 2019-2020 cycle. However, by law, the MCSAB may impose conditions on the renewal of any school. The MCSAB will use the 2019 Performance Report to determine whether a school should be renewed with or without conditions. The following table describes the criteria that the MCSAB will use to impose conditions. Schools must meet *all* the criteria for "no conditions" to receive an unconditional renewal. Schools that meet *any* of the criteria for "will impose conditions" will receive a conditional renewal. The MCSAB will determine whether conditions will apply to schools that do~~

~~not meet all of the criteria for an unconditional renewal but that also do not meet any of the criteria for mandatory conditional renewal based on the findings of the renewal recommendation report.~~

Renewal Type	Academic Expectations	Financial Performance	Organizational Performance
No conditions	Meets or Exceeds Expectations on every indicator	Meets Expectations with no indicator scores of "no credit"	Meets Expectations with no metric scores of 0 or 1
May impose conditions	Approaches Expectations on any indicator	Meets Expectations with at least one indicator score of "no credit" OR Approaches Expectations	Meets Expectations with at least one metric score of 0 or 1 OR Approaches Expectations
Will impose conditions	Fails to Meet Expectations on any indicator	Fails to Meet Expectations	Fails to Meet Expectations

#### **G. Renewal Term**

~~In the 2019-2020 renewal cycle, the MCSAB will base the length of any granted renewal term primarily on the school's grade as announced in Fall 2019 (after Year 4 of the initial term). The following decision table will apply:~~

Academic Indicator 1*	Renewal Outcome	Renewal Term Eligibility		
		Minimum	Additional Years Possible	Maximum
A	Full or Short-Term Renewal	4 years	1 year, if financial and organizational performance "Meets Expectations"	5 years
B	Full or Short-Term Renewal	4 years	1 year, if financial and organizational performance "Meets Expectations"	5 years
C	Short-Term Renewal	3 years	1 year, if financial and organizational performance "Meets Expectations"	4 years
D	Short-Term Renewal	3 years	None	3 years

~~**Please note:** Any school that receives an F after its fifth year (in Fall 2020 for 2019-2020 renewal schools) must be closed, per statute, regardless of whether a renewal term was earned. This closure requirement will be included in the new contract.~~

## H. APPLICATION INSTRUCTIONS

### 1. Formatting and Submitting Applications

#### a. Page Formatting

All narrative responses should use Times New Roman, Calibri, or Arial and should have a font size of 12. Tables may have a font size of 10. Margins should be 1 inch in all directions. Single-spaced responses are acceptable, but information must be readable. All documents should use page numbers for reference and should have in the top, left-hand header the name of the section as specified below. Please adhere to the requested page limits in order for the application to be processed as efficiently as possible.

#### b. Submission Format

i.-The renewal application will be accepted digitally through the online portal Epicenter. Please do not submit paper copies of any document to the MCSAB as these will not be considered. ~~Schools that have trouble with Epicenter should contact charterschools@mississippi.edu for support.~~

ii. Schools must merge all of their application materials into a single, continuously numbered document prior to submission. The table below lists the section headers corresponding to each application section and page limits schools must use for the document.

***Schools should change all incidents of “School Name” to their own name.***

Section	Required Header Name	Page Limits
Executive Summary	Executive Summary_School Name	2
Application Checklist	Application Checklist_School Name	1
Record of Performance		
Effective Academic Program	Effective Academic Program_School Name <b>Applicable Academic Framework Indicators should be addressed</b>	25
	Additional Academic Evidence_School Name	15
Financial Success	Financial Success_School Name <b>Performance Framework Indicators should be addressed</b>	15
	Financial Policy Manual_School Name <b>Financial Policy Manual may be submitted by reference through a hyperlink</b>	10
	Additional Financial Evidence_School Name	10
Organizational Success	Organizational Success_School Name <b>Performance Framework Indicators should be addressed</b>	20
	Additional Organizational Evidence_School Name	15

Future Plans		
Mission, Vision, and Essential Terms	Essential Terms_School Name	5
Governance	Governance Plan_School Name Governance Documentation_School Name <b>Bylaws and Conflict of Interest Policy Should be Included and may be Hyperlinked</b>	10 25
Fiscal Plan	Fiscal Plan_School Name Budget_School Name	10 10
Facility Plan	Facility Plan_School Name	5
Proposed Grades and Enrollment	Grades and Enrollment Plan_School Name Enrollment Projection Table_School Name	5 1

## 2. Due Date

Per the Renewal Timeline on pages 2-3-3-5, the application is due in the online portal Epicenter by 4-3 PM Central no later than January 31<sup>st</sup>, 2020 of the year in which the renewal decision will be made. **Late applications will not be accepted.** Charter schools are **strongly** encouraged to submit their application early in order to receive an earlier decision, as it is in the best interest of families, children, and the charter school community.

Source: Miss. Code Ann. Section 37-28-33.

## Application for Charter Renewal

### I. EXECUTIVE SUMMARY

**A. FORM:** This form will allow the MCSAB to briefly summarize your application. Please use the [Executive Summary template](#) for this section.

**B. WHAT TO SUBMIT:** Please title the Executive Summary as **Executive Summary\_School Name** in the header footer. The Executive Summary should not exceed 2 pages.

### II. APPLICATION CHECKLIST

**A. FORM:** This form will ensure that a charter school submits all required information and will allow the MCSAB to quickly assess the completeness of the application. Please use the [Application Checklist template](#) for this section.

**B. WHAT TO SUBMIT:** Please title the Application Checklist as **Application Checklist\_School Name**

in the header footer. The checklist should not exceed 1 page.

### **III. RECORD OF PERFORMANCE**

~~In making each charter renewal decision, the MCSAB considers a charter school's performance not only in the year prior to renewal but for the entire term in determining whether a school should receive renewal with or without conditions, according to Miss. Code Ann. 37-28-33 and grounds its decision based on evidence of the school's performance over the term of the charter contract and in accordance with the performance framework set forth in the charter contract. This section allows a charter school to provide the MCSAB with additional context about its academic performance. It is especially important for D-rated schools, which must meet additional evidence requirements in order to be eligible for renewal. Please see the section of this document entitled "Renewal Eligibility" for information about eligibility for renewal.~~

#### **A. Effective Academic Program**

Required submission

~~The Performance Framework requires all charter schools to provide students with an effective academic program. In this section, schools should make their case that they provide an effective academic program for students.~~

~~The MCSAB academic performance framework is a multi-measure framework that provides information about whether the charter school's education program results in high student outcomes. The academic performance framework indicators, measures, metrics, and cut scores are designed to (1) align to but not be limited to the measures defined by the Mississippi Charter School Law, (2) include outcome measures covering the full span of grade levels offered by a school, (3) include measures where publicly available data are available and easy to use in calculations, and (4) use comparisons to the geographic district, where available, to provide information about relative performance. The academic performance framework is comprised of seven indicators: 1. State Accountability 2. Academic Proficiency 3. Academic Growth 4. Academic Gap 5. Academic Readiness 6. Postsecondary Readiness 7. School-Specific [OPTIONAL]~~

~~In the narrative response, schools should describe by addressing applicable indicators on the Academic Framework how they have provided an effective and successful academic program for all students.~~

**I. NARRATIVE RESPONSE:** Schools should submit a narrative making their case for renewal. Please respond to the questions below relevant to your school.

a. For schools rated A, B, or C based on 2018-2019 data:

4. i. Please summarize the school's history of academic performance over the ~~charter five-year term, with special emphasis on the most recent state data~~. Include information about the school's challenges and its accomplishments. Use Provide evidence.

5. ii. For any Academic Performance Framework indicator or sub-indicator ratings of “approaches” or “fails to meet expectations” ~~for the 2018-2019 school year~~, please describe what factors the school believes explains the ~~its~~ performance and ~~whether any what~~ improvements were undertaken throughout the charter term.
6. For schools applying under a conditional renewal, please describe actions taken to meet the terms and conditions. Include evidence to support your response.

~~b. For schools rated D based on 2018-2019 data: D-rated schools must meet additional evidence requirements or satisfy the waiver provision in order to achieve renewal. Please answer the following questions to justify a positive renewal recommendation:~~

- i. ~~Please summarize the school’s history of academic performance over the five-year term, with special emphasis on the most recent state data. Include information about the school’s challenges and its accomplishments. Use evidence.~~
- ii. ~~If the school met at least 2 of 3 additional indicators (an indicator rating of “meets” or “exceeds expectations”): Please describe what factors the school believes explain its performance, particularly as to the indicator that the school did not meet, and whether any improvements were undertaken during the charter term.~~
- iii. ~~If the school met only 1 of 3 additional indicators: Schools meeting only 1 of 3 additional indicators must receive a waiver from the MCSAB to be renewed. The waiver requires that schools “demonstrate evidence of significant growth over the charter term.” Please describe the evidence that the school has demonstrated significant growth over the charter term. This response should be detailed and include quantitative analysis over the entire term.~~

**2. ADDITIONAL INFORMATION:** The school is invited to submit any additional evidence related to its academic performance that it believes will help it make its case for renewal. ~~D-rated schools are required to submit additional evidence.~~

**3. WHAT TO SUBMIT:**

- a. Required: Please title the Effective Academic Program narrative as **Effective Academic Program\_School Name** in the header. Please limit this subsection to ~~15~~ 25 pages.
- b. As Relevant: If Submitting Additional Information: Please title any additional evidence as **Additional Academic Evidence\_School Name** in the header and limit this subsection to 15 pages. Please limit this sub-section to

20 pages.

## **B. Financial Success**

### Required submission

~~The Performance Framework requires all charter schools to demonstrate financial success by receiving a meets or approaches expectations on the Financial Performance Framework. The information requested in this section will provide more context to the MCSAB as they make renewal decisions.~~

The MCSAB financial performance framework indicators, measures, metrics, and cut scores are based on alignment with the Mississippi Charter School Law and informed by national best practices established in the National Association of Charter School Authorizer's (NACSA) Core Performance Framework and Guidance which was created from a review of model authorizer practices, charter school lender guidance, professional judgment, and practices used by other nonprofit and governmental entities.

The financial performance framework includes the following indicators and measures: 1. Short-term Financial Health (Current Year) a. Current Ratio b. Unrestricted Days Cash c. Current-year Enrollment Variance d. Debt (or lease) Default 2. Long-term Financial Health (Multiple Years) a. Debt-to-Asset Ratio b. Total Margin c. Cash Flow 3. Financial Management and Oversight a. MCSAB and MDE Financial Reporting and Compliance Requirements b. Annual Financial Audit/Generally Accepted Accounting Principles (GAAP) Requirements

**I. NARRATIVE RESPONSE:** Please answer the following questions related to the school's financial success: provide an overview of the school's financial history, including challenges and accomplishments.

- a. Please provide an overview of the school's financial history, including challenges and accomplishments as well as its financial model.
- b. Please describe the evidence that the school has achieved a sustainable financial model during the initial charter term.
- c. For any financial indicator on which the school did not receive full credit in the 2019 Performance Report, please explain the circumstances leading to lower performance and any actions already undertaken to improve performance in the future.
- d. If the school is under any financial corrective action plans, including as imposed by the Mississippi Department of Education, please explain the reason, the status of the plan's implementation, the required corrective actions, and the date the work will be complete.
- e. If the school has any outstanding Notices of Concern or Breach related to its financials, please explain the reason, the status of the Board's imposed corrective actions, and the date the work will be complete.
- f. For any school whose Financial Performance Indicator rating was "Fails to Meet Expectations" in the 2019 Performance report: Please explain what "evidence and specific circumstances" warrant a waiver from the Board in order to allow the school to be renewed. Be very specific.

7. Describe how the school has achieved a sustainable financial model.

8. For any financial indicator or sub-indicator on which the school did not receive full credit over its term of operation, explain the circumstances leading to lower performance and provide detail for actions in place to improve performance in the future.
9. If the school is under any financial corrective action plans, including as imposed by the Mississippi Department of Education, please explain the reason, the status of the plan's implementation, the required corrective actions, and the date the work will be complete.
10. If the school has any outstanding Notices of Concern or Breach related to its financials, please explain the reason, the status of the Board's imposed corrective actions, and the date the work will be complete.
11. *For schools that have received a Financial Performance Indicator rating of "Fails to Meet Expectations" for any overall or sub-indicator over the term of the contract, please explain in detail the specific circumstances and corrective actions the Board should consider in making its renewal decision.*
12. For schools applying under a conditional renewal, please describe actions taken to meet the terms and conditions. Include evidence to support your response.

**2. ADDITIONAL INFORMATION:** The school must submit its Financial Policy ~~policies and procedures Manual~~ and may do so by reference through a hyperlink. Schools may also submit ~~It is also invited to submit~~ any additional evidence related to its financial performance that it believes will help it make its case for renewal.

**3. WHAT TO SUBMIT:**

- a. *Required:* Please title the Financial Success response as **Financial Success\_School Name** in the header. Please limit this response to 10 ~~15~~ pages.
- b. *Required:* Please title the school's financial policies and procedures manual as **Financial Policy Manual\_School Name** in the header. If submitting the manual in its entirety rather than by reference through a hyperlink, please limit the response to 10 pages. Please limit this response to 20 pages, if possible.
- c. *Optional:* Please title any additional evidence as **Additional Financial Evidence\_School Name** in the header. Please limit this attachment to 10 ~~20~~ pages.

**C. Organizational Success**

Required submission

~~The Performance Framework requires all charter schools to demonstrate organizational success by receiving a meets or approaches expectations on the Organizational Performance Framework.~~

The MCSAB organizational performance framework indicators, measures, metrics, and cut scores reflect only the minimum requirements in the Mississippi Charter School Law and the MCSAB charter school contract. Informed by national best practices as established in the National Association of Charter School Authorizer's (NACSA) Core Performance Framework and Guidance,<sup>1</sup> the framework streamlines reporting requirements where applicable to reduce administrative burdens on schools and authorizer staff. The organizational performance framework consists of six indicators: 1. Educational Program Requirements 2. Enrollment and Admissions 3. Discipline 4. Special Populations 5. School Environment 6. Governance and Reporting

**1. NARRATIVE RESPONSE:** Please respond to the following: Please answer the following questions related to the school's organizational success:

- a. Please describe the evidence that the school has fulfilled its vision, mission, and Essential Terms as listed in its charter contract.
- b. For any metric on which the school was rated a 0 or 1 in the 2019 Performance Report, please explain the circumstances leading to lower performance and any actions already undertaken to improve performance in the future.
- c. If the school has any outstanding Notices of Concern or Breach related to its organizational performance, please explain the reason, the status of the Board's imposed corrective actions, and the date the work will be complete.
- d. If the school is under any corrective action plans imposed by the Mississippi Department of Education for any federal program, including special education, please explain the reason, the status of the plan's implementation, the required corrective actions, and the date the work will be complete.
- e. For any school whose Organizational Performance Indicator rating was "Fails to Meet Expectations" in the 2019 Performance report: Please explain what "evidence and specific circumstances" warrant a waiver from the Board in order to allow the school to be renewed. Be very specific.
8. Please describe and provide evidence that the school has fulfilled its vision, mission, and Essential Terms as listed in its charter contract. Please provide a distinct heading for each component of the prompt.
9. Please address any performance indicators or sub-indicators where the school failed to meet expectations.
10. If the school has any outstanding Notices of Concern or Breach related to its organizational performance, please explain the reason, the status of the Board's imposed corrective actions, and the date the work will be complete.
11. If the school is under any corrective action plans imposed by the Mississippi Department of Education for any federal program, including special education, please explain the reason, the status of the plan's implementation, the required corrective actions, and the date the work will be complete.
12. For schools whose Organizational Performance Indicator rating was "Fails to Meet Expectations" for any overall or sub-indicator over the term of the contract, please explain in detail the specific circumstances and corrective actions the Board should consider in making its renewal decision.

13. For schools applying under a conditional renewal, please describe actions taken to meet the terms and conditions. Include evidence to support your response.
14. For schools who utilize an education service provider and/or a charter management organization, please describe the relationship and link in a copy of each contract.

**2. ATTACHMENT:** The school is invited to submit any additional evidence related to its organizational performance that it believes will help it make its case for renewal. Please combine documents into one attachment.

**3. WHAT TO SUBMIT:**

- **a. Required:** Please title the Organizational Success response as **Organizational Success\_School Name** in the header. Please limit this response to 15 20 pages.
- **b. Optional If Submitting Additional Information:** Please title any additional evidence as **Additional Organizational Evidence\_School Name** in the header. and limit this subsection to 15 pages. Please limit this sub-section to 20 pages.

**D. FUTURE PLANS**

~~This section of the renewal application allows each charter school to detail its plans for the next charter term, specifically the areas in which the school plans to make changes or improvements. The MCSAB will consider this information in determining what conditions to impose, if any, and in developing the proposed contract for charter renewal.~~

Miss. Ann. Code §37-28-33 3(c) allows for each charter school to detail its plans for the next charter term.

**1. Vision, Mission, and Essential Terms**

If the school wishes to make no changes to its vision, mission, and/or Essential Terms, please write “Not Applicable” in the submitted document.

**a. NARRATIVE RESPONSE:** If the school seeks any changes to its vision, mission, and/or Essential Terms as they are listed in its current contract, please respond to the following:

3. i.-Please describe any proposed changes to the school’s vision, mission, and/or Essential Terms. If applicable, please provide a distinct heading for each component of the prompt.
4. ii.-For each changed element, please describe the school’s rationale for the change, including any evidence to support the school’s ability to provide a high-quality learning environment if the change is accepted.

If the school wishes to make no changes to its vision, mission, and/or Essential Terms, please write “Not Applicable” in the submitted document.

**b. WHAT TO SUBMIT:** Title the proposed changes as **Vision, Mission And/or Essential Terms\_School Name** in the header. Do not exceed 5 pages.

## **2. Governance**

If the school wishes to make no changes to its governance structure, please write "**Not Applicable**" in the submitted document.

**a. NARRATIVE RESPONSE:** As charter schools grow, they sometimes find it necessary to change their governance structure to ensure continued success. If the school has plans to change its governance structure, please provide the following:

- i.-the school's justification for needing a new governance structure,
- ii.-the actual governance structure proposed, and
- iii.-the school's explanation as to how the new governance structure will support student achievement at the school.

The response should provide details explaining changes to the by-laws or articles of incorporation, if any. If the proposed changes require starting or spinning-off a new organization or merging with another organization, the response should clearly explain the new organization as started or merged as well as the organization being merged with the charter school. ~~If the school wishes to make no changes to its governance structure, please write "Not Applicable" in the submitted document.~~

**NOTE: All schools must submit Bylaws and Conflict of Interest Policy, both of which may be hyperlinked.**

**b. ADDITIONAL INFORMATION:** In order for the MCSAB to assess the ability of the new governance structure to provide effective oversight, please submit changes to the by-laws or articles of incorporation, as relevant. ~~If the school intends to start or spin-off a new 501(c)3 or merge its 501(c)3 with another, please submit the 501c3 letter of the new entity or legal paperwork attesting to the merger. Please combine documents into one attachment.~~

## **c. WHAT TO SUBMIT:**

- *i. Required If submitting changes to the Governance Plan:* Title the Governance Plan as **Governance Plan\_School Name** in the header. Please limit this subsection to 10 pages.
- *ii. As Relevant If Submitting Additional Information:* Title any necessary supporting documentation as **Governance Documentation\_School Name** in the header. Please limit this subsection to 20 25 pages.

## **3. Fiscal Plan**

Required submission

**a. NARRATIVE RESPONSE:** ~~Please describe the school's fiscal plan over the next charter term, including expected needs, fiscal goals, and plans for fundraising. Explain how this plan will support~~

~~the educational program of the school and why this plan is feasible at this stage of the school's development. Please describe the following and provide a distinct heading for each component of the prompt.~~

7. School's fiscal plan over the next charter term
8. Expected fiscal needs
9. Proposed fiscal goals
10. Plans for fundraising
11. Explain how this fiscal plan will support the educational program of the school and
12. Explain why this plan is feasible at this stage of the school's development.

**b. ADDITIONAL INFORMATION:** The school is required to prepare a proposed five-year budget using the [Budget template](#).

#### **SPECIFIC DIRECTIONS FOR USING THE BUDGET TEMPLATE ~**

Please use the Excel workbook to submit a five-year budget. The tab titled "5-YR Summary" will automatically populate from the annual summaries on the other tabs. Please do not add tabs, as this will increase your page count. Items listed in your budget should match your budget narrative. Please ensure that the tabs will print in a readable format. Should you have problems with this workbook, please contact the Mississippi Charter School Authorizer Board.

#### **c. WHAT TO SUBMIT:**

- *i-Required:* Title the Fiscal Plan as **Fiscal Plan\_School Name** in the header. Do not exceed 10 pages.
- *ii-Required:* Please title the proposed five-year budget as **Budget\_School Name** in the header. Do not add additional tabs to the workbook; do not exceed 10 pages.

#### **4. Facility Plan**

Required submission

**a. NARRATIVE RESPONSE:** ~~Please describe the school's planned facility for the next charter term, including relevant details such as whether the school plans to move to a new facility, or renovate or expand its current facility, and how the facility plan will enable the school to fulfill its educational program. If the school plans to move, please provide details about the new facility or the status of the search for a new facility. If the school has no plans to change its facility, please submit a document stating so and explaining how the current facility is adequate for the school's educational program and enrollment. Please describe the following and provide a distinct heading for each component of the prompt.~~

4. If the school has no plans to change its facility, please submit a document stating so and explain how the current facility is adequate for the school's educational program and enrollment.
5. If the school plans to move to a new facility, renovate, or expand, respond

to the following:

- a. New Facility: include relevant details such as number of classrooms, square footage, multipurpose room, gym, etc.
- b. Renovate: include relevant details such as number of classrooms, square footage, multipurpose room, gym, etc.
- c. Expand: include relevant details such as number of classrooms, square footage, multipurpose room, gym, etc.

6. Explain how the facility plan will enable the school to fulfill its educational program.

**b. WHAT TO SUBMIT:** Title the Facility Plan as **Facility Plan\_School Name** in the header.

Limit this section to 5 pages.

#### **5. Proposed Grades and Enrollment**

If the school will not change its grades or enrollment, please write "**Not Applicable**" in the submitted document.

**a. NARRATIVE RESPONSE:** If the school intends to add or subtract grades or otherwise alter its current enrollment, please describe the school's plan and explain how the school will continue to provide an effective education with the new grade structure and/or enrollment. If the school will not change its grades or enrollment, please write "Not Applicable" in the submitted document. If applicable, please respond to the following:

3. If the school intends to add or subtract grades - or otherwise alter its school model, current enrollment and/or grade levels served, please describe the school's proposed academic plan. Note: The MCSAB will consider proposed changes to grade levels served; however, substantive changes to the school model may require a completed application through the Call for Quality Schools annual cycle.
4. Explain how the school will continue to provide an effective education aligned to its mission and essential terms.

*\*Please note that this is a description of future plans. A separate process will be required for adding/subtracting grades, changing enrollment, and changing school model. See MCSAB's contract amendment and expansion processes.*

**b. ATTACHMENT:** Please complete the [\*\*Grades and Enrollment template\*\*](#) with the school's proposed grades and enrollment.

**c. WHAT TO SUBMIT:**

- *i.-Required:* Please title the Grades and Enrollment Plan as **Grades and Enrollment Plan\_School Name** in the header. Please limit this document to 5 pages.
- *ii.-Required:* Title the Grades and Enrollment template as **Enrollment Projection Table\_School Name** in the header. This subsection should not exceed 1 page.