

FREDERICK COUNTY PUBLIC SCHOOLS	Reg. No. 400-90
Subject: CHARTER SCHOOL RENEWAL PROGRAM REVIEW	Date of Issue: 8/1/08
Preparing Office: Office of the Superintendent	Amended:

I. Policy 440

II. Procedures

In accordance with Maryland law, a charter school may be renewed provided that a program review demonstrates that the school has successfully fulfilled the terms of its contract.

A. Performance Analysis

In conducting a renewal program review, the board will focus its analysis on the school's performance in the categories of:

- Education
- Finance
- Organization

B. Evaluation Scale

Specific indicators and standards will be analyzed and evaluated by the board within the above-listed categories to determine a charter renewal decision. The evaluation findings will be indicated as one of the following:

- Meets the Standard
- Approaches the Standard
- Does Not Meet the Standard

C. Proposed Contract Changes

The board will also review and consider information submitted by a charter school regarding its perspective plans concerning the proposed subsequent contract. The charter school must present all requested modifications, adjustments, or amendments to its charter school agreement as part of the renewal program review.

D. Criteria to be considered by the board when making renewal determinations for existing charter schools will address focus areas, indicators, standards, and sources of evidence as outlined in the following chart and attached Exhibit*.

1. EDUCATIONAL PERFORMANCE			
Focus Area	Indicator	Standard/Criteria	Sources of Evidence
Federal Accountability	AYP School Improvement status	The school has not been identified for School Improvement	MSDE AYP Standards
	AYP attainment	The school has achieved its AYP target	
	Sub-group(s) attainment of AYP	The school has achieved its AYP targets in identified student sub-group(s)	
State & Local Accountability	MSA achievement	Students at the school demonstrate proficiency or progress towards meeting proficiency, in subjects tested (mathematics and reading, and science)	MSA data
	Annual gains of students achieving in the bottom 25%	50% make one-year's worth of growth	MSA data
	% of students tested	The school is appropriately administering applicable state standardized tests to its students.	MSA participation
	Relative performance	The school's performance meets or exceeds the performance of schools with closely comparable student populations.	MSA data
	Comparative performance		
	Other Charter Agreement Indicators		
Mission-Specific Accountability	Achievement of school/mission-specific goals	The school is achieving, or making significant progress towards achieving, the school/mission-specific goals as defined in the school's contract.	As defined in the school's contract
Educational Program Implementation	Implementation of the mission	The school is implementing its mission as defined in the school's contract.	MSA, SAT 10, internally developed assessments, onsite evaluation
	Implementation of curriculum and instructional techniques	The school is successfully implementing curriculum and instructional techniques as defined in the school's contract.	
	Implementation of specialized instruction for students, particularly of those below grade level	The school implements demonstrably effective instructional techniques that support struggling students achieve grade level.	
	Data-driven decision making	The school competently uses qualitative and quantitative data to inform and guide instructional planning and practice aligned with Maryland Voluntary State Curriculum.	
	Implementation of exceptional education programs	The school provides quality services for exceptional students as defined in the school's contract and as required by applicable law.	
	Implementation of ELL program	The school provides quality services for English Language Learner students as defined in the school's contract and as required by applicable law.	

*Adapted from National Association of Charter School Authorizers

2. FINANCIAL PERFORMANCE			
Focus Area	Indicator	Standard	Sources of Evidence
Financial Management	Demonstration of professional competence and sound systems in managing the schools financial operations	The school implements an effective system of internal controls over revenues, expenses, and fixed assets, and exercises good business practices.	Annual budgets, financial reports, annual financial audits, financial corrective action plans, onsite evaluation
	Adherence to generally accepted accounting principles	The school adheres to generally accepted accounting principles	
	Financial Reporting Requirements	The school submits timely and accurate financial information adhering to its financial reporting requirements as defined in the school's contract.	
Financial Viability	Budgeting	The school maintains balanced budgets and a positive cash flow.	Annual budgets, financial reports, annual financial audits, onsite evaluation
	Financial obligations	The school's financial obligations are in good standing.	
	Long-term financial performance	The school has a sound and sustainable long-term financial plan.	
3. ORGANIZATIONAL PERFORMANCE			
Focus Area	Indicator	Standard	Sources of Evidence
Student Enrollment and Conduct	Student enrollment trends	The school's actual enrollment is consistent with its projections.	Student enrollment reports, onsite evaluation
	Racial/ethnic composition of the student body	The racial/ethnic composition of the school's student body is reflective of the community it serves or other public schools in Frederick County.	
	Enrollment procedures	The school implements enrollment procedures as defined in the school's contract and in compliance with applicable law.	
	School environment	The school maintains a safe and secure environment.	Discipline reporting; onsite evaluation
	Health and safety	The school complies with applicable health and safety laws.	Fire and health inspections, fire drill reports, evacuation plans, onsite evaluation
Facilities	Facility compliance	The school's facilities comply with applicable laws and codes.	Occupancy permits, health, safety and fire reports, onsite evaluation
Governance, Staff and Parents	Governance structure	The school implements the governance structure as defined in the school's contract.	Governing board meeting agendas and minutes, onsite evaluation
	Compliance with Maryland and federal laws	The school complies with relevant Maryland and federal laws.	
	Qualifications of instructional staff	The school employs instructional staff that meet Maryland state and federal qualifications	Staffing reports, onsite evaluation
	Parental Involvement	The school is effectively involving parents in its programs as defined in the school's contract.	Onsite evaluation, parental surveys

E. Charter School Renewal Timeline

Action	Date
Charter school is notified of the charter renewal process and submits a letter of intent to apply for renewal.	January 1 in the year prior to the expiration of a school's contract
Charter school submits letter of intent to apply for charter renewal	March 1
Local board provides the charter school with the renewal process forms, which the charter school must complete, including the supporting data as a condition for renewal consideration.	May 1
The charter school submits the information requested for renewal consideration.	September 1
Request is evaluated.	September 1- November 15
The charter school is notified in writing of the recommendation for renewal or revocation.	December 1
Local board renders a decision regarding the charter school renewal.	BOE meeting in December.

Approved:

Original signed by

Linda D. Burgee
Superintendent

Frederick County Public Schools Charter School Renewal Program Review *

In accordance with Maryland Charter School Law, a charter school may be renewed provided that a program review demonstrates that the school has successfully fulfilled the terms of its contract. In conducting a renewal program review, Frederick County 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 and level of information and data that will be collected) and standards (the benchmark by which such indicators will be measured) that will be analyzed and evaluated within these three categories. It is a school's performance within these indicators that inform a charter renewal decision.

Frederick County will also collect information from a school about its plans over the term of its subsequent contract. Specifically, any modifications/adjustments/amendments it proposes to make to its current contract that would take affect over the subsequent contract.

* Adapted from National Association of Charter School Authorizers

EDUCATIONAL PERFORMANCE

Focus Area	Indicator	Standard/Criteria	Sources of Evidence
Federal Accountability	AYP School Improvement status	The school has not been identified for School Improvement	MSDE AYP Standards
	AYP attainment	The school has achieved its AYP target	
	Sub-group(s) attainment of AYP	The school has achieved its AYP targets in identified student sub-group(s)	
Focus Area: Federal Accountability			
Meets the Standard		Approaches the Standard	Does Not Meet Standard
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Findings:			
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State and Local Accountability	MSA achievement	Students at the school demonstrate proficiency or progress towards meeting proficiency, in subjects tested (mathematics and reading, and science)	MSA data
	Annual gains of students achieving in the bottom 25%	50% make one-year's worth of growth	MSA data
	% of students tested	The school is appropriately administering applicable state standardized tests to its students.	MSA participation
	Relative performance	The school's performance meets or exceeds the performance of schools with closely comparable student populations.	MSA data
	Comparative performance		
	Other Charter Agreement Indicators		
Focus Area: State Accountability			
Meets the Standard		Approaches the Standard	Does Not Meet Standard
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Findings:			

Focus Area	Indicator	Standard/Criteria	Sources of Evidence
Mission-Specific Accountability	Achievement of school/mission-specific goals	The school is achieving, or making significant progress towards achieving, the school/mission-specific goals as defined in the school's contract.	As defined in the school's contract
Focus Area: Mission-Specific Accountability			
Meets the Standard		Approaches the Standard	
<input type="checkbox"/>		<input type="checkbox"/>	
Findings:			
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Educational Program Implementation	Implementation of the mission	The school is implementing its mission as defined in the school's contract.	MSA, SAT 10, internally developed assessments, onsite evaluation
	Implementation of curriculum and instructional techniques	The school is successfully implementing curriculum and instructional techniques as defined in the school's contract.	
	Implementation of specialized instruction for students, particularly of those below grade level	The school implements demonstrably effective instructional techniques that support struggling students achieve grade level.	
	Data-driven decision making	The school competently uses qualitative and quantitative data to inform and guide instructional planning and practice aligned with Maryland Voluntary State Curriculum.	
	Implementation of exceptional education programs	The school provides quality services for exceptional students as defined in the school's contract and as required by applicable law.	
	Implementation of ELL program	The school provides quality services for English Language Learner students as defined in the school's contract and as required by applicable law.	
Focus Area: Educational Program Implementation			
Meets the Standard		Approaches the Standard	
<input type="checkbox"/>		<input type="checkbox"/>	
Findings:			

FINANCIAL PERFORMANCE

Focus Area	Indicator	Standard	Sources of Evidence
Financial Management	Demonstration of professional competence and sound systems in managing the schools financial operations	The school implements an effective system of internal controls over revenues, expenses, and fixed assets, and exercises good business practices.	Annual budgets, financial reports, annual financial audits, financial corrective action plans, onsite evaluation
	Adherence to generally accepted accounting principles	The school adheres to generally accepted accounting principles	
	Financial Reporting Requirements	The school submits timely and accurate financial information adhering to its financial reporting requirements as defined in the school's contract.	
Focus Area: Financial Management			
Meets the Standard		Approaches the Standard	
<input type="checkbox"/>		<input type="checkbox"/>	
Findings:			
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Financial Viability	Budgeting	The school maintains balanced budgets and a positive cash flow.	Annual budgets, financial reports, annual financial audits, onsite evaluation
	Financial obligations	The school's financial obligations are in good standing.	
	Long-term financial planning	The school has a sound and sustainable long-term financial plan.	
Focus Area: Financial Viability			
Meets the Standard		Approaches the Standard	
<input type="checkbox"/>		<input type="checkbox"/>	
Findings:			

ORGANIZATIONAL PERFORMANCE

Focus Area	Indicator	Standard	Sources of Evidence		
Student Enrollment and Conduct	Student enrollment trends	The school's actual enrollment is consistent with its projections.	Student enrollment reports, onsite evaluation		
	Racial/ethnic composition of the student body	The racial/ethnic composition of the school's student body is reflective of the community it serves or other public schools in Frederick County.			
	Enrollment procedures	The school implements enrollment procedures as defined in the school's contract and in compliance with applicable law.			
	School environment	The school maintains a safe and secure environment.	Discipline reporting; onsite evaluation		
	Health and safety	The school complies with applicable health and safety laws.	Fire and health inspections, fire drill reports, evacuation plans, onsite evaluation		
Focus Area: Student Enrollment and Conduct					
Meets the Standard		Approaches the Standard		Does Not Meet Standard	
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
Findings:					
////////////////////////////////////					
Facilities	Facility compliance	The school's facilities comply with applicable laws and codes.	Occupancy permits, health, safety and fire reports, onsite evaluation		
Focus Area: Facilities					
Meets the Standard		Approaches the Standard		Does Not Meet Standard	
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
Findings:					

Focus Area	Indicator	Standard	Sources of Evidence
Governance, Staff and Parents	Governance structure	The school implements the governance structure as defined in the school's contract.	Governing board meeting agendas and minutes, onsite evaluation
	Compliance with Maryland and federal laws	The school complies with relevant Maryland and federal laws and laws governing public records.	
	Qualifications of instructional staff	The school employs instructional staff that meet Maryland state and federal qualifications	Staffing reports, onsite evaluation
	Parental Involvement	The school is effectively involving parents in its programs as defined in the school's contract.	Onsite evaluation, parental surveys
Focus Area: Governance, Staff and Parents			
Meets the Standard		Approaches the Standard	
<input type="checkbox"/>		<input type="checkbox"/>	
Findings:			
////////////////////////////////////// /			
PLANS FOR REQUEST OF CONTRACT CHANGES			
Requested Modifications:			
Requested Adjustments:			
Requested Amendments:			