

2012 Reauthorization Checklist

Charter Contract Reauthorization Checklist for 2012

VISION STATEMENT

"The Center for Charter Schools envisions a diverse and dynamic public education marketplace that fosters academic excellence for all children."

The Center for Charter Schools Central Michigan University Mount Pleasant, MI 48859 (989) 774-2100 www.TheCenterForCharters.org **OUR MISSION**

To transform public education through our state and national leadership and gold standard approach to chartering schools, overseeing and supporting their operations, and evaluating their performance.

We envision a diverse and dynamic public education marketplace that fosters academic excellence for all children.



The Center for Charter Schools Central Michigan University Mount Pleasant, MI 48859 (989) 774-2100 www.TheCenterForCharters.org As we work to strengthen communications and increase understanding surrounding the essential function the charter contract serves in our collective passionate pursuit of excellence, our team at The Center for Charter Schools (the Center) is pleased to provide you with this overview of the submission requirements during the Academy's reauthorization. The reauthorization of the charter contract is a significant milestone for schools.

The Center's reauthorization process is designed to provide an open and productive dialogue about the Academy's performance, successes and challenges, and is guided by three core questions that were discussed when the initial charter was granted:

- 1. Is the academic program successful?
- 2. Is the organization viable?
- 3. Is the Academy demonstrating good faith in following the terms of its charter contract and all applicable law?

On-going communication between the Center and the Academy occurs throughout the Center's standard oversight activities. As a performance agreement, the charter contract helps define roles and responsibilities and guides how the Academy's performance will be measured. Although reauthorization is often thought of as the time when a new charter contract is executed, the process is much more involved than simply a contract signing. To that end, we seek to lessen the ambiguity and provide boards and their administration with clear, concise and consistent expectations by providing this 6-step Charter Contract Reauthorization Checklist. The checklist is intended to serve as a guide for the Academy.

Today, more than ever, our state and country are looking to charter schools to lead the way in transforming public education. Together, we are working diligently to improve the educational opportunities in your community and prepare students for success in college, work and life.

Regards,

Mary Kay Shields

Interim Executive Director

Step 1 Official Correspondence from the Center

In the fall, the Center will distribute formal correspondence to each academy whose contract is set to expire on June 30th of the following year. The letter reminds the Board that the charter contract represents the legal agreement between the Academy and the University and, as such, prescribes the terms and performance goals for the Academy. The letter further delineates the actual reauthorization process and timeline for the Academy – including specific on-site reviews, document submissions, and standard requirements.

Pre-Conditions, if any

If there are concerns regarding the Academy's academic, fiscal, management or organizational performance or its ability to remain viable and deliver a quality educational program for its students, the Center will notify the Academy of "pre-conditions" which must first be satisfied in order for the Academy to continue through the reauthorization process. The pre-conditions will be specified in the official correspondence identified in Step 1 (above) along with a reasonable submission deadline. Upon receipt of the Academy's response, the Center will review the information and then determine the Academy's next steps in the reauthorization process.

Step 2 On-Site Visitations

During the reauthorization process, the Academy will receive multiple on-site reviews. A brief description of each is provided below. Discussions and correspondence will follow providing the Academy with additional information.

Reviews

■ Educational Program Review (EPR)

The charter contract (Schedule 4, Oversight, Compliance and Reporting Agreement, Article II, Section 2.01) states that the Center may monitor and evaluate the Academy's implementation, delivery, and support of the educational program and curriculum as set forth in contract Schedules 7c and 7d, respectively. As such, the EPR is a tool that assists the Center in determining the extent to which the Academy has implemented the educational program described in schedule 7c of the charter contract. To aid in this process and assist the Academy in preparing for the visit, the Center has developed **The Educational Program Review Protocol** (**Protocol**). The Protocol includes an overview of the purpose of the visit, responsibilities of the Academy and the review team, areas of inquiry, and key characteristics and documents supporting the Academy's performance. The Center will work with the Academy to schedule the review and provide additional guidance regarding this process.

Staff Review

The Terms and Conditions of the charter contract (Article III, Section 3.6) authorizes the Academy to employ or contract for personnel according to the position information outlined in Schedule 5. Furthermore, the charter contract (Schedule 4, Oversight, Compliance and Reporting Agreement, Article II, Section 2.01) states that the Center may monitor and evaluate if the Academy is staffed with qualified personnel and that appropriate background checks have been conducted. Therefore, the Center will conduct a review of the Academy's/Educational Service Provider's (ESP) personnel records to ensure compliance with applicable law. Center staff will contact the Academy to establish a review date. The scope of the review will include teacher certification, compliance with *No Child Left Behind* Highly Qualified requirements, criminal background checks (State and Federal) and unprofessional conduct disclosure requirements.

Re	views - Cont.
	Site & Facilities Review The charter contract (Schedule 4, Oversight, Compliance and Reporting Agreement, Article II, Section 2.01) states that the Center may monitor and evaluate if the Academy is providing a safe learning environment. The charter contract goes on to state that the Center may monitor and evaluate if the Academy is demonstrating good faith in complying with the contract, the Revised School Code and all other Applicable Law. To that end, the Center will conduct a review of the Academy's site and facilities. The review sheet is available on the Center's website (www.thecenterforcharters.org under Administrators/Site and Facility Review).
Si	tep 3 Submission Requirements
	During the reauthorization process, the Academy is required to submit various documents. The Center requires that these materials be submitted electronically (in Microsoft® Word® or Excel® format, unless otherwise indicated, to allow for necessary editing).
Re	authorization Questionnaire
	During the reauthorization process, the Center requires that the Academy complete a general, due diligence questionnaire regarding contractual relationships, outstanding financial commitments, and open litigation (if any) against the Academy. The document will be included with the letter (Step 1) from the Center. All board members are required to review the Academy's responses and sign and date the questionnaire prior to submitting it to the Center. The questionnaire is available on the Center's website (www.thecenterforcharters.org under Administrators).
Ch	arter Contract Schedule 5: Staff Responsibilities
	Position Descriptions As previously stated, the Academy, in accordance with applicable law and the charter contract Terms and Conditions, including Article III, Section 3.6., is authorized to employ or contract for personnel according to the position information outlined in Schedule 5. The Academy is required to submit position descriptions for all positions working at, or assigned to, the Academy. Each position description is required to include the following:
	 □ Title of position □ Reporting relationship (the position's supervisor) □ Name of employer (Academy Board or ESP) □ Criminal background check requirement □ Qualifications, including education level and experience
	Reporting relationship (the position's supervisor) Name of employer (Academy Board or ESP) Criminal background check requirement

Char	rter C	ontract Schedule 5: Staff Responsibilities - Cont.
Ti ei C w oi C	he cha my Boa enter's vebsite usly er enter a	recontract Terms and Conditions allow the Academy Board the flexibility to employ or contract for personnel. If the Academy has previously contracted with an ESP, then the Academy Board has had exposure to and is likely familiar with the ESP Policies, which are incorporated into the contract. The current version of these policies is located on the Center's (www.thecenterforcharters.org under Administrators/Policies). As a reminder and for those academies that have not previously and ESP agreement, the Center's ESP Policies require that any proposed ESP Agreements be submitted to the at least 30-days prior to execution or (if earlier) by the Academy-specific due date established by the Center. Specifically, mission to the Center is required to include the following:
		Board-reviewed, draft ESP agreement Draft legal opinion ESP Information Sheet
ta A	akes ef .cadem	rademy Board is planning to become self-managed or change its management structure when the new charter contract fect, the Academy should ensure that the Center is made aware of this potential change. The Center may require that the y Board submit a transition plan that succinctly and specifically addresses the Academy's capacity to successfully the transition. The transition plan would outline the Academy's vision including:
		Governance (board functions) Human Resources Academic Services (program, curriculum, assessment, and school improvement) Student Services (discipline and campus safety) Fiscal Management (financial reporting) Facilities Management and Technology Marketing and Communications
Char	rter C	ontract Schedule 6: Physical Plant
		dance with applicable law and the charter contract Terms and Conditions, including Article XI, Section 11.5, the Academy rized to operate at the physical facility or facilities outlined in Schedule 6.
Р	lease r	cal Plant Description review and confirm the accuracy of the items included in this schedule and inform the Center of any necessary changes or itencies. The review should include:
		Grade configuration Narrative description of the facility(ies) Site plan(s) Scaled floor plan(s) - if the current floor plans included in the charter contract are not scaled (i.e. the plan(s) are not in the original size from the architect/engineer), then the Academy will be required to submit floor plans that are cleanly-drawn and scaled (as prepared by an architect or building engineer) and include:
		☐ The address of the building(s) ☐ The layout of each floor (including identification of rooms)
		Floor plan(s) must be submitted electronically in .pdf format and should not be reduced in size prior to submission; the Center requires the plan(s) in the original size as prepared by the architect/engineer.

Oh	portor Contract Cohodula & Physical Plant
	narter Contract Schedule 6: Physical Plant - Cont.
Ш	Facility Changes If the Academy Board is requesting any site/facility changes (including modular units) effective with the new charter contract, then the Academy Board is required to submit the following materials:
	 □ Narrative description of the proposed facility change including the grades to be served □ Site plan(s) - the site plan must be cleanly drawn (as prepared by an architect or building engineer), scaled (if possible), submitted in a .pdf format and include:
	 □ Cross streets, recreation/playground area(s), and parking lots □ Traffic patterns □ All school and non-school buildings, including modular facilities □ Address of each building
	☐ Scaled floor plan(s) – the floor plan must be cleanly-drawn and scaled (as prepared by an architect or building engineer) and include
	☐ The address of the building(s) ☐ The layout of each floor (including identification of rooms)
	Floor plan(s) must be submitted electronically in .pdf format and should not be reduced in size prior to submission; the Center requires the plan(s) in the original size as prepared by the architect/engineer.
	☐ A copy of the Application for Plan Examination as submitted to the Bureau of Construction Codes (BCC), as applicable ☐ Certificate of Use and Occupancy issued by the BCC (upon receipt)
	Church/State Questionnaire As public charter schools, it is critical that any facility that is used by the Academy maintains the appropriate separation of church and state. Therefore, the Center has developed a questionnaire that is required for any facility that:
	 □ Is affiliated with and/or owned by a church or other religious organization □ Was previously used by a religious entity
	Please note that "affiliation" may include a lessor/lessee relationship or other business relationship. If the Academy has not changed buildings and this form is already on file at the Center, then (during the reauthorization process) the Academy may be asked to complete a new form or review the existing submission for necessary changes.
	Lease Agreement(s) All lease agreements must be negotiated and submitted to the Center for review at least 30-days prior to execution. The lease agreement is required to include:
	 □ Language causing the immediate termination of the lease agreement without penalty to the Academy Board upon termination of the charter contract □ All referenced exhibits or attachments □ The facility address(es) □ Total square footage
	If the Academy is considering subleasing, copies of the lease between the lessor and the property owner are required to be submitted to the Center.

Ch	Financing Agreement(s) If the Academy Board plans to purchase a facility, any long-term financing closing documents and (if applicable) long-term intercept requests with related documentation are required to be submitted to the Center for review at least 30-days prior to closing.
Ch	arter Contract Schedule 7b: Educational Goal & Related Measures In accordance with applicable law and the charter contract Terms and Conditions, including Article VI, Section 6.2, the Academy shall achieve or demonstrate measurable progress toward the achievement of the educational goal identified in Schedule 7b. Additionally, the Academy is expected to meet the State of Michigan's accreditation standards and achieve Adequate Yearly Progress (AYP) pursuant to state and federal law. Standard educational goal language will be provided for this schedule, therefore, no submission is required.
Ch	In accordance with applicable law and the charter contract Terms and Conditions, including Article VI, Section 6.3, the Academy shall implement, deliver, and support the educational programs identified in Schedule 7c. The Academy shall ensure that the educational program description is clearly written and outlines the instructional methods being used by the Academy to implement its curriculum. Revisions based on the results of the EPR review (previously discussed in Step 2) may be necessary. The educational program submission is required to include:
	 The Academy's mission statement. An explanation of how the educational program fulfills the school's mission, vision and values. A description of the research base for the educational program, the instructional strategies, and the methodology used at the Academy. A description of how the educational program engages students in learning and prepares them academically for success in college, work and life. An explanation of how the educational program assists students in the attainment of the Common Core State Standards and the Michigan Curriculum Framework Standards. A description of how the educational program allows for adaptation and modification to meet the needs of all learners, e.g. exceptional students, students below grade level, students who qualify for special education services, and English Language Learners. Note: The Center has prepared, and will provide the Academy with, standard language that describes the legal requirements to service students who qualify for special education. The Academy may expand on this standard description to the extent it deems necessary to appropriately describe its program.
	 □ A description of all assessments utilized by the Academy, in addition to those required by the charter contract, to ensure progress is being made toward the educational goal stated in the charter contract. □ If applicable, a description of how the middle school and/or high school educational program addresses the skills necessary to prepare students academically for success in college, work and life. □ If applicable, a description of the explicit graduation requirements that, at a minimum, comply with the Michigan High School Graduation Requirements (http://www.mi.gov/documents/mde/FAQEntire_Document_12.07_217841_7.pdf). □ A statement regarding the preparation of Educational Development Plans for all middle school students. □ A description of the method of evaluation used to determine the effectiveness of the implementation, delivery and support of the educational program.

Charter	Contract	Schedule	7d. C.	urricullum

☐ Curriculum

In accordance with applicable law and the charter contract Terms and Conditions, including Article VI, Section 6.4, the Academy shall implement, deliver, and support the curriculum identified in schedule 7d. The submission is required to include a detailed written curriculum by grade or level covering each subject/course to be taught. At a minimum, the subjects to be taught shall include English language arts, mathematics, science, social studies and health as required by law, for kindergarten through grade eight. High school programs are required to offer a course of study that meets the Michigan high school graduation requirements (Michigan Merit Curriculum - MCL 380.1278a, MCL 380.1278b).

The curriculum is required to explicitly indicate alignment to the Common Core State Standards, the Michigan Curriculum Framework standards and benchmarks and the Grade Level Content Expectations (GLCEs) or High School Content Expectations (HSCEs), as appropriate. If state standards are not available for a given subject, alignment to national or international standards should be considered and referenced within the document. If curriculum is web-based, all necessary login and password information is required to be provided such that a representative of the Center may review the curriculum in its entirety.

The Academy is required to provide a spreadsheet summary listing the courses referenced below along with an Academy contact that the Center can utilize for all curriculum-related questions. Resources are available on the Center's website (www.thecenterforcharters.org under Administrators).

Th	e Aca	demy's submission is required to:
	and a	de a course spreadsheet listing all subjects to be offered including non-core curriculum such as physical education, technology art. de learner outcomes or performance objectives, recommended instructional materials/resources, essential vocabulary and
	asse	ssment activities for each grade and subject and represent a rigorous learning agenda. t all legal requirements including, but not limited to:
		Health education (see Public Act 451 of 1976 being MCL 380.1169, 380.1502, and 380.1170 of the Revised School Code) Sex education, if it is part of the Academy's curriculum (see Public Act 451 of 1976 being MCL 380.1506 and 380.1507 of the Revised School Code and Public Act 94 of 1979 being MCL 388.1766a of the State School Aid Act) Dangerous communicable diseases, including, but not limited to, HIV/AIDS (MCL 380.1169, Revised School Code)
	Be sı	ubmitted in separate files, following a consistent format, clearly identified by academy name, course title, and grade or level.

Charter Contract Schedule 7e: Methods of Pupil Assessment

In accordance with applicable law and the charter contract Terms and Conditions, including Article VI, Section 6.5, the Academy shall properly administer the academic assessments identified in schedule 7e. The Academy authorizes the Center to have access to the Academy's Student/School Data Applications through the Center for Educational Performance and Information and to the electronic reporting system administered by the Michigan Department of Education to access the Academy's Michigan Educational Assessment Program, Michigan Merit Exam and other state assessment results, as applicable. The Academy is required to ensure that any persons involved with the administration of these assessments are properly trained and adhere to the ethical standards and testing procedures associated with these assessments. Standard assessment language will be provided for this schedule, therefore, the Academy is not required to submit anything additional unless the Academy is considering a new assessment. Beginning in the fall of 2011, the Academy will also be required to annually administer the ACT® Explore® to all students in grade 8, as applicable.

Charter Contract Schedule 7f: Application and Enrollment	
In accordance with applicable law and the charter contract Terms and Conditions, including shall comply with the application and enrollment requirements identified in schedule 7f. T maximum enrollment number currently included in the charter contract and inform the Cent	he Academy is required to review the
Charter Contract Schedule 7g: School Calendar and School Day	
In accordance with applicable law and the charter contract Terms and Conditions, including shall comply with the school calendar and school day schedule requirement identified in school.	-
The Academy is required to submit to the Center:	
 □ A draft calendar. The calendar shall comply with Sections 1175, 1284, 1284a, if appli addition, the calendar shall also comply with the minimum requirements set forth in Section (MCL 388.1701). □ A draft school day schedule. The schedule shall comply with the required number of instance. 	tion 101 of the School Aid Act of 1979
Charter Contract Schedule 7h: Age & Grade Range	
☐ In accordance with applicable law and the Charter Contract Terms and Conditions, includin	g Article VI, Section 6.8, the Academy
shall comply with the age or grade ranges as stated in schedule 7h. The Academy is require included in the charter contract and inform the Center of any proposed changes.	d to review the grade ranges currently
	d to review the grade ranges currently
included in the charter contract and inform the Center of any proposed changes.	
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included in the charter contract and inform the Center of any proposed changes. Step 4 Standard Contract Documents The Center will prepare the following standardized documents which require no additional subm ✓ Charter Contract Terms & Conditions ✓ Restated Articles of Incorporation (as required)	ission by the Academy. Tab B Tab C – Schedule 1
included in the charter contract and inform the Center of any proposed changes. Step 4 Standard Contract Documents The Center will prepare the following standardized documents which require no additional subm ✓ Charter Contract Terms & Conditions ✓ Restated Articles of Incorporation (as required) ✓ Fiscal Agent Agreement	ission by the Academy. Tab B Tab C – Schedule 1 Tab C – Schedule 3
included in the charter contract and inform the Center of any proposed changes. Step 4 Standard Contract Documents The Center will prepare the following standardized documents which require no additional submoduler Contract Terms & Conditions ✓ Charter Contract Terms & Conditions ✓ Restated Articles of Incorporation (as required) ✓ Fiscal Agent Agreement ✓ Oversight, Compliance & Reporting Agreement	ission by the Academy. Tab B Tab C – Schedule 1 Tab C – Schedule 3 Tab C – Schedule 4
included in the charter contract and inform the Center of any proposed changes. Step 4 Standard Contract Documents The Center will prepare the following standardized documents which require no additional submoduler Contract Terms & Conditions ✓ Charter Contract Terms & Conditions ✓ Restated Articles of Incorporation (as required) ✓ Fiscal Agent Agreement ✓ Oversight, Compliance & Reporting Agreement ✓ Governance Structure	ission by the Academy. Tab B Tab C – Schedule 1 Tab C – Schedule 3 Tab C – Schedule 4 Tab C – Schedule 7a

Step 5 Academy Board Review

The entire charter contract will be prepared and provided to the Academy Board with adequate time for review prior to board action. In addition to the charter contract, the Center will provide an overview document highlighting any substantive language changes contained within the charter contract as well as the standard resolutions for action by the Academy Board.

The following standard resolutions that may require Academy Board action *(resolutions can be found at www.thecenterforcharters.org under News, Publications & Resources/Board Operations)*:

Approval of the Academy Board's Amended Bylaws
Indemnification of Certain Individuals Associated with the Academy
Indemnification of the University
Approval of the Charter Contract

Step 6 Contract Finalization

A Center representative will attend the board meeting whereby the Academy Board approves the charter contract and the resolutions identified above. The Center representative will return the signed contract to the University. The charter contract will be routed for signing by the University Board Chair and then filed with the Michigan Department of Education. A letter will be mailed to the Academy Board containing the link to the Center's website where the fully executed charter contract will be available for viewing and downloading.

Center staff stand ready to provide clarity to the Academy on any of the steps in the reauthorization process. If you have any questions, please contact your Field Operations Team member or call (989) 774-2100 and ask for the Director of Charter Accountability.



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