

**NORTH CAROLINA STATE BOARD OF EDUCATION
Policy Manual**

Item	Description
Policy Title	Charter School Renewal Process
Policy Category	Public School Employee Charter Schools Administration (CHTR)
Policy ID	CHTR-007
Policy Date	TBD
Previous Policy Dates	06/01/2000, 09/13/2001, 12/04/2003, 10/05/2006, 03/02/2017, 10/04/2018
Statutory Reference	G.S. 115C-12; 115C-218(a)(6);115C-218.6; 115C-218.95
NC Administrative Code	16 NCAC 06G .0507 CHARTER SCHOOLS RENEWAL PROCESS

Formerly TCS-U-007

Purpose

It is stated in G.S. 115C-218.5 that the original charter with the State Board of Education may be granted for up to ten years, although it is the policy of the State Board of Education that initial charters be granted for no more than five years. It is also stated in G.S. 115C-218.6 that the charter may be extended or renewed for up to ten years. Therefore, a process for exercising the renewal option is needed. This policy sets forth such process for the State Board of Education, Charter Schools Review Board, and the Department of Public Instruction.

A. Process for Renewal

The Office of Charter Schools will work with the charter school seeking renewal, various departments and sections within DPI, and any other relevant entity to facilitate the renewal policy and bring recommendations to the

Charter Schools Review Board. All Office of Charter Schools Actions (as described below) and the information, responses, and documents collected both historically and during the renewal process (the "Materials") will be compiled by the Office of Charter Schools and made available to the Charter Schools Review Board, the State Superintendent of Public Instruction, and the State Board of Education prior to any recommendations on renewal of a charter. For purposes of this policy, and in practice pursuant to this policy, the recommendations of the Office of Charter Schools are non-binding opinions suggesting a renewal or non-renewal category for a charter school after review and analysis according to the process and guidelines herein.

Section 1: OFFICE OF CHARTER SCHOOLS ACTIONS

The Office of Charter Schools shall take the following actions and communicate a timeline (as well as any necessary corrections to said timeline) with respect to the renewal process:

1. Communicate with the administrators at each renewal school explaining the renewal process, renewal fees, and the Self-Study.
2. Collect the renewal fee payment and receive the charter school's Self-Study (in the form and substance as defined and described in 16 NCAC 06G.0507).
3. Provide training and support for administrators beginning the renewal process.
4. Schedule and conduct meetings and gather Materials with a Department of Public Instruction Compliance Team, which team shall consist of departments and sections within the agency as described more fully below.
5. Conduct in-person and/or remote site visits, as described more fully below, and gather Materials.
6. Prepare summaries of in-person and remote site visits and include with Materials.
7. Schedule interview(s) with the Charter Schools Review Board for schools seeking renewal.
8. Schedule date(s) the Charter Schools Review Board will meet regarding renewals.

Section 2: DEPARTMENT OF PUBLIC INSTRUCTION PORTFOLIO (submitted by the Office of Charter Schools with the support of departments and sections of DPI).

The DPI Portfolio will consist of the Materials compiled by the Office of Charter Schools with assistance from various departments and sections of DPI that may comprise the Department of Public Instruction Compliance Team, such as Financial and Business Services, Accountability, Exceptional Children, Federal Programs, Center for Safer Schools, and any other office or service of the Department that may have Materials pertinent to the evaluation of the school. All Materials relevant to the charter school seeking renewal shall be provided to the Office of Charter Schools in a timely manner and the Office of Charter Schools will compile these submissions and create the DPI Portfolio, which is to be made available by the Office of Charter Schools to the Charter Schools Review Board, the State Superintendent of Public Instruction, and the State Board of Education prior to any recommendation on renewal of a charter school.

The following chart is an overview of possible sources of Materials. This is, in no way, an exhaustive list and is not meant to, in any way, limit the resources employed by the schools seeking renewal, the Charter Schools Review Board, or the State Board of Education (NCSBE) as they prepare for the future of charter schools.

AREAS OF COMPLIANCE	SOURCES OF DOCUMENTATION	SOURCES OF INFORMATION
FINANCIAL	Audit report, financial records, reporting schedule, student accounting, etc.	Office of Charter Schools Financial and Business Services Federal Programs
GOVERNANCE	Concerns brought to the Office of Charter Schools, board agendas and minutes, review of policy making committees, interviews, conflicts of interest policies and adherence to those and other legal requirements	Office of Charter Schools Office of the General Counsel Financial and Business Services Federal Programs

AREAS OF COMPLIANCE	SOURCES OF DOCUMENTATION	SOURCES OF INFORMATION
ACADEMICS AND OPERATIONS	School site visits are scheduled as needed throughout the life of a charter term and the Office of Charter Schools will keep records of Materials and summaries. Site visits may include, but are not limited to, the following: instructional observations, facility observations, in-person staff discussions, and student services observations.	Office of Charter Schools Exceptional Children Division Financial and Business Services Federal Programs
ACCOUNTABILITY	NC accountability results, EC compliance records, Student Information System	Division of Accountability Services Office of the General Counsel Exceptional Children Division Financial and Business Services Federal Programs Technology Services and Digital Learning (SIS)

To ensure timely completion of reports and the DPI Portfolio, DPI staff will attend the following regular meetings coordinated by the Office of Charter Schools:

1. Quarterly Compliance Meetings: Held every quarter and required to be attended by staff from Office of Charter Schools, Exceptional Children’s

Division, Federal Programs, Beginning Teacher Support Program, Child Nutrition, School Business, and Accountability; and

2. School business will evaluate all renewal schools for financial warnings/concerns and audit findings, reviewing at least the immediately three preceding years, and report those findings to CSRB prior to renewal voting. ~~Financially Sound Audit Meetings: Held every two weeks between November 1 and January 31 and required to be attended by staff from School Business.~~

B. GUIDELINES FOR DECISIONS

~~To receive a recommendation for renewal, the school must meet the requirements outlined in 115C-218.6 and the General Renewal Guidelines below. Absent exceptional and documented circumstances, the General Renewal Guidelines set forth below are used to determine renewal recommendations and decisions.~~ To receive a recommendation for renewal, the school must meet the requirements outlined in 115C-218.6. The General Renewal Guidelines below are used by the Charter Schools Review Board and the Office of Charter Schools to determine renewal recommendations and decisions. The Charter Schools Review Board may make an alternate renewal decision not included in the General Renewal Guidelines. For purposes of these Guidelines:

- The term "Compliance Issues" may include, but is not limited to, findings within the following programs and divisions: Exceptional Children, Federal Programs, Beginning Teacher Support Program, Child Nutrition, School Business, and Accountability.
- The term "Comparable" is defined as a proficiency score that is no less than 5 points of the local school administrative unit's Composite score based on the EOG/EOC courses offered;
- A school's charter is considered to result in it providing services to certain targeted subgroups if the charter, as presented in its application or self-study, indicates an intent to target certain subgroups and its enrollment reflects this intent.
- The local school administrative unit shall be assumed to be the local school administrative unit identified in the approved charter application, provided that the Charter Schools Review Board may consider additional factors such as where the charter school is physically located, its proximity to districts across county lines, and the base school district from which a majority of the school's students are enrolled. The Charter Schools Review Board may consider more

than one local school administrative unit, at its discretion, for purposes of this policy.

- In the case of a charter school that has been designated as an alternative school for purposes of accountability pursuant to policy CHTR-020, the Charter Schools Review Board shall consider the charter school's performance under the accountability model approved for the school pursuant to policy ACCT-038.

GENERAL RENEWAL GUIDELINES*

<ul style="list-style-type: none"> ▪ 10 Years 	<ol style="list-style-type: none"> 1. The charter school has provided financially sound audits for the immediately preceding three years; and 2. The charter school's student academic outcomes for the immediately preceding three years have been Comparable to the academic outcomes of students in the local school administrative unit in which the charter school is located. If a school's charter results in it providing services to certain targeted subgroups, The Charter Schools Review Board may also consider the comparison to the academic outcomes of students in the same subgroups and in the local school administrative unit where the school is located. Comparability in grade level academic outcomes may also be considered; and 3. The charter school is currently in compliance, and has been in compliance for the immediately preceding three years, with State law, federal law, the school's own bylaws, and the provisions set forth in its charter granted by the Charter Schools Review Board.
<ul style="list-style-type: none"> • 7 Years 	<ol style="list-style-type: none"> 1. No evidence of Compliance Issues in the past 2 years that would show a pattern

	<p>of unresolved or persistent issues; and</p> <ol style="list-style-type: none"> 2. The charter school has provided financially sound audits for the immediately preceding 2 years; and 3. The school has not been on Financial Noncompliance Disciplinary Status at any time in the immediately preceding three years; and 4. Academic outcomes have been Comparable to the local school administrative unit for the last 2 out of 3 years or has met or exceeded growth in each of the immediately preceding 3 years. If a school's charter results in it providing services to certain targeted subgroups, The Charter Schools Review Board may also consider the comparison to the academic outcomes of students in the same subgroups and in the local school administrative unit where the school is located. Comparability in grade level academic outcomes may also be considered; and 5. The school is not currently designated as low-performing.
<ul style="list-style-type: none"> ▪ 5 Years 	<ol style="list-style-type: none"> 1. No evidence of Compliance Issues in the past year that would show a pattern of unresolved or persistent issues; and 2. The charter school has provided financially sound audits for the immediately preceding 2 years; and 3. The school has not been on Financial Noncompliance Disciplinary Status at any time in the immediately preceding

	<p>two years; and</p> <ol style="list-style-type: none"> 4. Academic outcomes have been Comparable to the local school administrative unit for 1 out of the last 3 years or has met or exceeded growth in 2 of the past 3 years. If a school's charter results in it providing services to certain targeted subgroups, The Charter Schools Review Board may also consider the comparison to the academic outcomes of students in the same subgroups and in the local school administrative unit where the school is located. Comparability in grade level academic outcomes may also be considered; and 5. The school is not currently designated as continually low-performing.
<ul style="list-style-type: none"> • 3 Years 	<ol style="list-style-type: none"> 1. No Compliance Issues in the past year that shows a pattern of unresolved or persistent issues, or, if Compliance Issues exist, there is a strategic improvement plan in place and is making measurable progress toward meeting it; or 2. Inability to provide sound audits for the immediately preceding year, but the strategic improvement plan addresses this and there is evidence provided to convince the State Board of Education and Charter Schools Review Board that adequate and successful corrective measures are in place; or 3. Academic outcomes have not been Comparable to the local school administrative unit but the school has met growth in at least one of the immediately preceding 3 years or the

charter school has a strategic improvement plan and is making measurable progress toward meeting it. If a school's charter results in it providing services to certain targeted subgroups, The Charter Schools Review Board may also consider the comparison to the academic outcomes of students in the same subgroups and in the local school administrative unit where the school is located. Comparability in grade level academic outcomes may also be considered.

• NON- RENEWAL OR ASSUMPTION

1. A Failure to meet the requirements for student performance contained in the charter and academic outcomes have not been Comparable to the local school administrative unit in any of the immediately preceding 3 years and the school has not met or exceeded growth in the last 2 years (with either no strategic improvement plan or measurable progress identified toward meeting that plan); or
2. A persistent pattern of failure to meet generally accepted standards of fiscal management and lack of financially sound audits in 2 of the preceding 3 years; or
3. A pattern of unresolved, persistent and/or intentional material violations of law; or
4. A pattern of unresolved, persistent and/or intentional material violation of any of the conditions, standards, or procedures set forth in the charter; or
5. Two-thirds of the faculty and instructional support personnel at the

	<p>school request that the charter be terminated or not renewed; or</p> <p>6. Current and persistent patterns of material noncompliance with directives of the Office of Charter Schools, the Charter Schools Review Board and/or the State Board of Education; or</p> <p>7. Other documented good cause identified.</p>
<ul style="list-style-type: none"> • ADDITIONAL FACTORS THAT MAY AFFECT RENEWAL RECOMMENDATION 	<ol style="list-style-type: none"> 1. Feedback from Site Visits 2. Declining or Increasing ADM 3. Pattern of high, or low, student and/or staff attrition

***Any renewal of the Charter can be revoked according to SBE Policy CHTR-010.
 *CSRB and NCSBE reserve the right to add stipulations to any renewal period.**

Notwithstanding the foregoing, the Charter Schools Review Board may at any time initiate revocation proceedings of the charter of any school in accordance with 115C-218.6.