



# **OKLAHOMA**

## **Statewide Charter School Board**

### **Guidance for Authorization Renewal**

## TABLE OF CONTENTS

<b>INTRODUCTION .....</b>	<b>3</b>
<b>GUIDANCE FOR AUTHORIZATION RENEWAL .....</b>	<b>3</b>
<b>APPLICATION REQUIREMENTS .....</b>	<b>4</b>
<b>APPLICATION INFORMATION .....</b>	<b>5</b>
<b>DOCUMENT SUBMISSIONS.....</b>	<b>6</b>
<b>APPENDIX A - RENEWAL APPLICATION CHECKLIST .....</b>	<b>7</b>
<b>APPENDIX B – RENEWAL APPLICATION REVIEW SUMMARY .....</b>	<b>9</b>

## Introduction

The Oklahoma Statewide Charter School Board (SCSB) is an entity established to create a state authorizing agency responsible for the authorization and oversight of Oklahoma charter schools and virtual charter schools. The agency establishes procedures for accepting, approving, and disapproving applications for authorization renewal. The purpose of the *Guidance for Authorization Renewal* is to outline the process by which the SCSB accepts, reviews, and considers the performance of the charter schools and virtual charter schools authorized by the SCSB, as well as charter schools seeking authorization by the SCSB.

The *Guidance for Authorization Renewal* is designed to assist existing charter schools or virtual charter schools with the development of the application for authorization renewal. The sponsorship renewal process includes a written application, document reviews, presentation, site visit, and the compiled information and data of the school's current charter contract term through the annual performance frameworks and the performance report. The authorization renewal process is designed to establish evidence that can support the charter school or virtual charter school's track record in:

- Implementing its vision and mission;
- Providing an effective academic program for all students;
- Ensuring sound financial performance and the school's long-term sustainability and adherence with general accounting practices; and
- Operating an effective and well-organized school.

## Guidance for Authorization Renewal

The guidance for schools seeking to renew its charter contract is designed to allow the applicant to articulate and provide evidence regarding the performance of the charter school or virtual charter school.

- **Intent to Apply:** Applicants seeking to renew authorization must submit a letter of intent to apply to the SCSB prior to the beginning of the school's final year of the charter contract term. Upon receipt of the letter of intent, a link to the application and application guidance will be provided.
- **Submission of the Application:** The application must be submitted through the electronic application submission portal at least twelve (12) but no more than eighteen (18) months prior to the final year of the current charter contract term. For charter schools not currently authorized by the SCSB, submission of an application eighteen (18) months prior to the final year of the current charter contract term is recommended.
- **Presentation:** Following submission, the applicant will present the application at a subsequent SCSB open board meeting.
- **Site Visit:** As part of the application review process, the SCSB will schedule a site visit. The site visit objectives include observing school climate, instruction, student engagement, and

school operations. The applicant should plan for a full-day visit that will include classroom observations and interviews with administration, teachers, staff, students, and/or parents. The site visit will seek to ensure that the school's program aligns with the application narrative and address any areas of ambiguity in the written application.

- **Application Evaluation:** The application will be evaluated using the Renewal Application Review Summary (see Appendix B). The evaluation will consider all aspects of the application process including but not limited to the written application, supporting documents, presentation, site visit, and the annual performance frameworks and performance report.
- **Application Determination:** The SCSB will consider the application in an open board meeting and shall either accept or reject the school's application.
  - A written notification of acceptance or rejection of sponsorship by the SCSB will be mailed and/or emailed promptly.
  - If the application is accepted, execution of the charter contract will begin.
  - If the application is rejected, the written notification of denial will outline reasons for the decision.
  - If the SCSB denies a request for renewal, the school's governing board may proceed in accordance with the Oklahoma Charter School Act.

## Application Requirements

The application review process, inclusive of the written application, supporting documents, presentation, site visit, and the annual performance frameworks and performance report is designed to examine the school's collective information and data and answer the following questions:

- Is the school committed to its vision and mission?
- Is the academic program a success for all students?
- Is the school financially stable and adhering to applicable accounting methods?
- Is the school well-organized and effective?

A Renewal Application Checklist (See Appendix A) has been provided to assist with completion of the application.

## Application Information

### Applicant Information Form

Name of School	
School Phone Number	
School Address	
School Website Address	
School Leader Name and Contact Information	
Governing Board President Name and Contact Information	
Names of Other Governing Board Members	
Current Authorizer	
Grade Levels Served	
Current Enrollment	
Year School Established	
Year School Last Renewed (if applicable)	
Date of Application Approval by Governing Board in Open Meeting	

1. Provide a letter not to exceed two (2) or three (3) pages providing a brief overview of the charter school or virtual charter school, including its vision and mission, school performance, and major accomplishments and challenges.
2. Provide a narrative that presents additional evidence, beyond the data contained in the annual performance frameworks and performance report, supporting the applicant's case for charter renewal.
3. Provide a narrative that describes improvements currently undertaken and/or planned for the school.

4. Provide a narrative describing the school's detailed plan for the next charter contract term for the school. Include how the plan is aligned to its vision and mission.

## Document Submissions

Submit the following documents:

- The school's current strategic plan; and
- A signed and notarized statement from the head of school and all governing board members, demonstrating their consideration and approval of the reauthorization application and agreement to fully comply as an Oklahoma public charter school with all statutes, regulations, and requirements of the United States of America, State of Oklahoma, Statewide Charter School Board, and Oklahoma Department of Education. Specifically cite agreement to abide by the Oklahoma Open Meeting Act and the Oklahoma Open Records Act and to guarantee access to education and equity for all eligible students regardless of their race, ethnicity, economic status, academic ability, or other factors.

Charter schools currently sponsored by an Oklahoma authorizer other than the Statewide Charter School Board and seeking authorization renewal through the SCSB, submit the following additional documents:

- Current charter contract;
- Annual Performance Frameworks and Performance Report for the school's current charter contract term;
- Organizational chart;
- Current enrollment by grade level;
- Percentage of returning students in the current school year;
- Oklahoma School Testing Program (OSTP) data for the past two (2) years;
- State School Report Cards for the past two (2) years;
- Annual financial audits and related documents for the past two (2) years;
- Current school budget including a year-to-date comparison of budgeted versus actual revenues and expenditures;
- Loan and long-term debt documents;
- Quarterly financial statements for the past four (4) quarters;
- Current statement of financial position (balance sheet) with assets, liabilities, and fund balances;
- Current Oklahoma State Department of Education accreditation status including all applicable documents;
- Shared services agreements if applicable; and
- Educational Management Organization contract, if applicable.

## Appendix A - Renewal Application Checklist

Renewal Application Checklist		
Completed	Item Name	Instructions
	Applicant Information Form	Accurately complete all requested information.
	Letter	Write a two- or three-page letter that includes the following information: <ul style="list-style-type: none"> <li><input type="checkbox"/> Overview of school’s vision and mission;</li> <li><input type="checkbox"/> Summary of school’s performance; and</li> <li><input type="checkbox"/> Summary of school’s major accomplishments over the term of the current contract.</li> </ul>
	Additional School Evidence	Write a narrative that presents additional evidence, beyond the data contained in the school’s annual performance frameworks and performance report supporting the applicant’s case for charter renewal.
	School Improvements	Write a narrative that describes improvements currently undertaken and/or planned for the school.
	School Plan	Write a narrative that describes the school’s detailed plan for the next charter contract term for the school, including how the plan is aligned to its vision and mission.
	Document Submissions	<p>Ensure each of the following documents are submitted accurately:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> The school’s current strategic plan; and</li> <li><input type="checkbox"/> A signed and notarized statement from the head of school and all governing board members, demonstrating their consideration and approval of the reauthorization application and agreement to fully comply, as an Oklahoma public charter school with all statutes, regulations, and requirements of the United States of America, State of Oklahoma, Statewide Charter School Board, and Oklahoma Department of Education. Specifically cite agreement to abide by the Oklahoma Open Meeting Act and the Oklahoma Open Records Act and to guarantee access to education and equity for all eligible students regardless of their race, ethnicity, economic status, academic ability, or other factors.</li> </ul> <p>Charter schools currently sponsored by another Oklahoma authorizer and seeking authorization through the SCSB, submit the following additional documents:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Current charter contract;</li> </ul>

## Renewal Application Checklist

Completed	Item Name	Instructions
		<ul style="list-style-type: none"> <li><input type="checkbox"/> Annual Performance Frameworks and Performance Report for the school's current charter contract term;</li> <li><input type="checkbox"/> Organizational chart;</li> <li><input type="checkbox"/> Current enrollment by grade level;</li> <li><input type="checkbox"/> Percentage of returning students in the current school year;</li> <li><input type="checkbox"/> Oklahoma School Testing Program (OSTP) data for the past two (2) years;</li> <li><input type="checkbox"/> State School Report Cards for the past two (2) years;</li> <li><input type="checkbox"/> Annual financial audits and related documents for the past two (2) years;</li> <li><input type="checkbox"/> Current school budget including a year-to-date comparison of budgeted versus actual revenues and expenditures;</li> <li><input type="checkbox"/> Loan and long-term debt documents;</li> <li><input type="checkbox"/> Quarterly financial statements for the past four (4) quarters;</li> <li><input type="checkbox"/> Current statement of financial position (balance sheet) with assets, liabilities, and fund balances;</li> <li><input type="checkbox"/> Current Oklahoma State Department of Education accreditation status including all applicable documents;</li> <li><input type="checkbox"/> Shared services agreements if applicable; and</li> <li><input type="checkbox"/> Educational Management Organization contract, if applicable.</li> </ul>



## Appendix B – Renewal Application Review Summary

Renewal Application Review Summary	
Criteria Standard	Comments and Evidence Examples
The applicant provided a complete School Data Form.	
The applicant provided a letter that presents an overview of the school’s vision and mission, a summary of school performance, and a summary of the school’s major accomplishments and challenges.	
The applicant provided a narrative that presents compelling additional evidence, beyond the data contained in the annual performance frameworks and performance report, supporting the applicant’s case for charter renewal.	
The applicant provided a narrative that describes significant improvements currently undertaken or planned for the school.	
The applicant provided a detailed narrative that describes the school’s detailed plan for the next charter contract term for the school and including how the plan is aligned to its vision and mission.	
The applicant submitted its current strategic plan.	
The applicant submitted signed and notarized statements from the head of school and all governing board members, demonstrating their consideration and approval of the reauthorization application and agreement to fully comply, as an Oklahoma public charter school with all statutes, regulations, and requirements of the United States of America, State of Oklahoma, Statewide Charter School Board, and Oklahoma Department of Education. Specifically cite agreement to abide by the Oklahoma Open Meeting Act and the Oklahoma Open Records Act, and to guarantee access to education and equity for all eligible students regardless of their race, ethnicity, economic status, academic ability, or other factors.	

<i>For charter schools currently sponsored by another Oklahoma authorizer and seeking authorization renewal through the SCSB, the following information is required.</i>	
The applicant submitted Performance Frameworks and Performance Report for the school's current charter contract term.	
The applicant submitted the school's current strategic plan.	
The applicant submitted Oklahoma School Testing Program (OSTP) data for the past two (2) years.	
The applicant submitted State School Report Cards for the past two (2) years.	
The applicant submitted annual financial audits and related documents for the past two (2) years.	
The applicant submitted current school budget including a year-to-date comparison of budgeted versus actual revenues and expenditures.	
The applicant submitted loan and long-term debt documents.	
The applicant submitted quarterly financial statements for the past four (4) quarters.	
The applicant submitted the school's current statement of financial position (balance sheet) with assets, liabilities, and fund balances.	
The applicant submitted the school's current Oklahoma State Department of Education accreditation status including all applicable documents.	
The applicant submitted the school organizational chart.	
The applicant submitted current enrollment by grade level.	
The applicant submitted the percentage of returning students in the current school year.	
The applicant submitted the school's current charter contract.	
The applicant submitted shared services agreements if applicable.	
The applicant submitted the school's Educational Management Organization contract if applicable.	