



2020-2021 Renewal Kick-Off Webinar

Office of School Design and Charter Partnerships
August 2020

Agenda

Accountability Framework and Renewal Guidelines

Renewal Components, Process and Timeline

Renewal Visit Preparation

Office Contacts

Next Steps

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Accountability Framework: Overview

The New York City Department of Education (NYC DOE) is an authorizer currently overseeing 40 operating charter schools across New York City. These schools serve students in pre-kindergarten through grade twelve.

The Accountability Framework is built around three essential questions that address key areas of charter school performance and accountability.

- Schools are expected to achieve success in each key area based on reliable and verifiable evidence.
- The Accountability Framework identifies measures used to evaluate and determine terms for charter renewal or revision, with an emphasis placed on academic success.

Accountability Framework

Essential Questions

1. Is the school an academic success?

Absolute Academic Performance

Academic Growth

College & Career Readiness

Closing the Achievement Gap

2. Is the school effective and well run?

Supportive Environment

Operational Stability

Compliance with All Applicable Laws and Regulations - including enrollment and retention targets, student discipline, teacher certification, etc.

3. Is the school financially viable?

Short-term Financial Viability

Long-term Financial Sustainability

Guidelines for Renewal Recommendations

The Chancellor takes into account a wide variety of factors and standards when evaluating a school. Renewal recommendations are guided by the NYC DOE's accountability framework for Chancellor-authorized charter schools. The ability to meet the standards outlined in the framework determines the terms for charter renewal or revision, as well as duration of the charter term.

Renewal terms are as follows:

- **Full-Term Renewal (5 years):** In cases where a school has clearly and consistently demonstrated high academic performance, a compliant environment that supports the health, safety, and well-being of all students, operational stability, and financial viability, a five-year renewal may be recommended - with or without conditions.
- **Short Term Renewal (3 years):** In cases where a school has demonstrated mixed academic results or concerns regarding organizational or financial viability, a short-term renewal may be recommended -with or without conditions.
- **Non-Renewal:** Renewal is not automatic. In cases where a school has failed to demonstrate significant progress, has low levels of student achievement, is in severe financial distress, or is in violation of its charter, non-renewal may be recommended. Charter schools that receive non-renewal decisions are provided with due process, including an opportunity to submit a written response and an opportunity to make an oral presentation, whereby these schools may appeal the non-renewal decision to the NYC DOE Chancellor.

Special Populations

Please note that, in regards to absolute performance, our framework places an additional emphasis on the performance of target populations.

Additionally, under School Effectiveness, there is an emphasis on enrollment of target populations.

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Renewal Components

1. Renewal Kick Off

Kick off calls

Application Submission

School Visit Preparation

2. Renewal Visit

Leadership Team Meetings and Debrief

Classroom Observations and Interviews

Board Interview & Public Hearing

3. Renewal Decision

Report Writing Process

Recommendation and Charter Agreement

BOR Vote & Charter Issuance

Renewal Process and Timeline

August -
September

- Renewal Kick Off
- School Visit Preparation

October-
January

- Renewal Application Submission
- School Visits- Virtual (November- December)
- Renewal Report Drafting

February-
April

- Finalize Reports
- NYC DOE Recommendations
- NYSED Board of Regents Vote

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Renewal Visit Overview

Leadership Team Meeting

Classroom Observations

Staff Interviews

Leadership Team Debrief

Public Hearing

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Important Contact Information

Name	Title	Contact
Laurie Hazeley	Senior Director of Authorization	lhazeley@schools.nyc.gov
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High Level Next Steps

- ☐ **ASAP: Send name and contact info for hearing point person**
- ☐ **Mid-Sept: submit master schedule for in person, synchronous, asynchronous learning (email to request)**
- ☐ **Oct 1: Submit renewal application**
- ☐ **Oct 1: Disseminate renewal notifications**
- ☐ **Nov- December: visit**
 - ☐ **Hearing notices 2 days ahead of hearing**

Renewal Application Components

To submit a complete renewal application, include the following requirements:

- 1) Executive Summary (2 pages maximum)
- 2) Renewal Application Narrative (30 pages maximum, not including required attachments)

Renewal Application Components (cont.)

3) Revised Charter and Summary of Revisions

Required Attachments of Revised Charter to include:

- ☐ Five-Year Operating Budget and Budget Narrative
- ☐ Board Resumes and Questionnaires
- ☐ Board By-Laws
- ☐ Succession Plans for Leadership
- ☐ Code of Ethics
- ☐ Curriculum and Instructional Model
- ☐ Evaluation Tools for Staff
- ☐ School Calendar
- ☐ Organizational Chart
- ☐ Job Descriptions
- ☐ Family/Student and Staff Handbooks

Renewal Application Components (cont.)

- ☐ Discipline Policy
- ☐ Professional Development Calendar
- ☐ “Clean” Proposed Charter
- ☐ “Track Changes” Proposed Charter
- ☐ Summary of Revisions Table

4) Renewal Data Collection Form

- Please complete and submit the Renewal Data Collection Form (use NYC DOE template).
- Please do not password-protect this Excel file or change its format in any way.

5) NYSED Annual Reports - links

Renewal Application Components (cont.)

6) Indications of Parent and Student Satisfaction

- Please submit indications of parent and student satisfaction, as mandated by charter law [N.Y. Educ. Law § § 2851(4)(d)].
- For relevant years of the NYC DOE School Survey, school should submit links in lieu of copies.

7) Board Meeting Minutes

- Please submit links to where the board meeting minutes are posted on the charter school's website

8) Audit and Management Letter (please request a management letter if the auditor does not automatically generate one) (due November 1)

Renewal Application Components (cont.)

9) Audit Template

10) Current Year Budget and Statement of Cash Position

- Schools should include a budget and statement of cash position for the current year.

11) Executive Director/Head of School/Principal Evaluations

12) For schools contracting with an institutional partner

- Evaluation Tools for Institutional Partner
- Institutional Partnership Agreement
- Evidence of Value-Added Achievement (for new or revised partnerships)

Q & A