



LIMESTONE CHARTER ASSOCIATION

CHARTER SCHOOL RENEWAL APPLICATION GUIDANCE DOCUMENT

*FOR SCHOOLS CURRENTLY **NOT**
AUTHORIZED BY LIMESTONE CHARTER
ASSOCIATION*

Updated September 2022

INTRODUCTION

Thank you for your interest in renewing your charter with the Limestone Charter Association (LCA). LCA is committed to the highest levels of quality for itself and the schools it authorizes. LCA's work is guided by the mission to serve as the cornerstone of charter school authorizing in South Carolina and to facilitate a positive, educational environment that fosters school autonomy through support and oversight to its member schools. This document outlines the process, timeline, and required documentation needed to satisfy the renewal process.

PROCESS OVERVIEW AND TIMELINE

In making the determination to approve a school's renewal request, LCA will comprehensively evaluate the school's historical academic performance, fiscal soundness, operational compliance, and board governance. Evidence to be evaluated may be gathered by site visits, stakeholder interviews, attendance at board meetings, *Charter School Renewal Application* documents, and state data extractions. The process is designed to provide LCA staff with the necessary documentation to make an informed recommendation to the LCA Board of Trustees, who ultimately either approve or deny the renewal request.

Date	Activity
Prior to September 15	The charter school notifies LCA of its interest in the LCA renewal process.
September- October	LCA staff meet with each interested renewal charter school, providing an orientation to the application process.
October 14	The school submits the Charter School Renewal Application due to LCA by 11:59 p.m. EST via LCA's website.
October - November	LCA staff conducts a comprehensive review of the submitted Charter School Renewal Application . schedules a final meeting with the school to share the LCA staff recommendation regarding the renewal request, prior to the LCA board meeting.
Prior to December 15	The charter school's board of trustees votes on the proposed renewal request in a public meeting and provides a copy of the executed renewal resolution to LCA.
January 19	LCA Board shall act on the submitted <i>Charter School Renewal Application</i> in a public meeting.
TBD by contract terms with current sponsor	Charter school notifies current sponsor of intent to renew charter with LCA.
January 25	LCA shall provide the South Carolina Department of Education notice of any renewal request presented to the LCA Board and the outcome of said request.

REQUIRED RENEWAL DOCUMENTS

The application provides an opportunity for the school to provide an overview of its educational program, organizational structure, financial management, and oversight. In addition, it allows for the school to present evidence of school performance and articulate school plans and capacities for the next charter term.

All application items should be completed by the school and questions should be addressed through written narrative responses, including attachments or supplemental information as necessary. The renewal application must be submitted via LCA's website using the Charter Renewal Application Submission link in the following format:

- Section 1 of the application will be submitted as a Formstack cover page in the submission portal.
- Sections 2-11 of the application must be uploaded as one Pdf document, with each section clearly labeled and all sections must be complete.
- Section 12 of the application must be uploaded as individual appendix items.

The renewal application and all supporting documents must be submitted electronically via LCA's website no later than **October 14th by 11:59 p.m. EST.**

1. COVER PAGE: GENERAL SCHOOL INFORMATION

- School Name
- School Address
- Current Sponsor
- Year of charter renewal based on current contract
- School Leader: name, email, phone
- School Board Chair: name, email, phone
- School Website Address
- Grades Served
- Current Enrollment/Max Enrollment
- Three-year Enrollment Projections: use template provided by LCA. **(Appendix A)**

2. RENEWAL REQUEST, VISION, MISSION, AND CORE VALUES STATEMENT

- Explain why the charter school's Board is requesting a change in authorizers.
- State the vision, mission, and the core values of your school and how this is in alignment for renewing your charter under LCA's authorization.
- Describe your strategic growth plan and desired outcomes over the next five years.

3. EDUCATIONAL PROGRAM

- Provide a description of the community/population served by the school.
- Provide an overview of the school's educational philosophy, program, key design elements, and how your school differentiates instruction for diverse learners.
- Explain any recent or proposed changes to the school's educational program and how these changes are well suited to support the school's student population.

4. EVIDENCE OF SUCCESS AND STUDENT PERFORMANCE

- Provide a narrative which explains your school's academic performance over time, with an emphasis on achievement data for the past three years and the performance on the goals established in your charter.
- Provide a clear picture of the process for monitoring academic achievement throughout an academic year. Include the process of using assessments to guide instructional decisions.
- Explain the Response to Intervention (RtI) program and how the school determines whether strategies are effective in addressing student needs.
- Discuss the school's student attendance and retention rates over the last three years.

5. FINANCE

- Provide a budget for the current year and projected budgets for the next five years. **(Appendix B)**
- Provide a copy of the school's two most recent audits. **(Appendix C)**
- If applicable: Provide table listing any audit findings and an explanation/context for any findings. **(Appendix D)**
- Identify who is responsible for managing the school's finances (internal staff and/or a contracted provider). Provide name and contact information for all person(s) associated with the management of the school's finances.

6. OPERATIONS

- Submit an organizational chart that provides a graphic representation of the school and clearly delineates the roles, responsibilities, and reporting structure. **(Appendix E)**
- Describe which resources or supports you receive from your current authorizer and/or expect to receive from your future authorizer.
- If applicable, provide a copy of the contract between the school and any Charter Management Organization (CMO), Education Management Organization (EMO), or Education Service Provider (ESP). **(Appendix F)**

7. GOVERNANCE

- Provide an overview of the school's board and their expertise.
- Provide a table listing current board members and their term dates. **(Appendix G)**
- Provide a copy of (or link to) the school's by-laws and articles of incorporation. **(Appendix H)**
- Provide copies of board policies, including policies governing potential conflicts of interest and governing board agreements or disclosure forms, if any. **(Appendix I)**

8. FACILITIES

- Provide a description of the current facilities for the school and/or facilities that are utilized in any capacity for the operation of the school. Include lease or ownership details for the facilities.
- Describe any anticipated facility needs in the next five years.

9. TRANSPORTATION

- If your school provides transportation, provide a detailed description of the transportation offered to students.

10. CHARTER MODIFICATIONS AND CURRENT SPONSOR CONTRACT

- Provide a table indicating any major modification requests being proposed for the school's next charter term and provide a response explaining the school's ability to carry out each modification successfully. **(Appendix J)**
- Provide a red line copy indicating changes to the currently approved charter. **(Appendix K)**
- Provide a current copy of the contract executed with your current sponsor. **(Appendix L)**

11. ADDITIONAL INFORMATION

- *If applicable*, Provide a list of any current or past litigations or judgements against the school. **(Appendix M)**
- Explain any performance deficiencies or compliance violations with applicable state or federal laws that have led to formal notification(s) by your current authorizer or any governmental body and led interventions or sanctions in the last three years. Explain how such deficiencies or violations have been resolved.

12. APPENDICIES

The following is a list of appendix items to be uploaded as separate documents with the application. Use the following naming convention for each attachment:

School Name_Appendix Letter (Ex: Spring HS_ Appendix A)

- A. Three-year enrollment projections (using template provided by LCA) **(Section 1)**.
- B. Budget for the current year and 5-year projected budget. **(Section 5)**.
- C. Copy of the school's two most recent audits. **(Section 5)**.
- D. *If applicable*: Provide a table of audit findings and corresponding explanations **(Section 5)**.
- E. Organizational chart that provides a graphic representation of the school and clearly delineates the roles, responsibilities, and reporting structure. **(Section 6)**.
- F. *If applicable*: Provide a copy of the contract between the school and any CMO, EMO, or ESP **(Section 6)**.
- G. Table listing current board members and their term dates **(Section 7)**.
- H. Copy of (or link to) the school's by-laws and articles of incorporation. **(Section 7)**.
- I. Copies of board policies, including policies governing potential conflicts of interest and governing board agreements or disclosure forms, if any. **(Section 7)**.
- J. Table indicating major modification requests to the current charter document and a description of the school's ability to execute each modification **(Section 10)**.
- K. Red line copy indicating changes to the currently approved charter **(Section 10)**.
- L. Copy of the contract executed with your current sponsor **(Section 10)**.
- M. *If applicable*, Provide a list of any current or past litigations or judgements against the school **(Section 11)**.