Core Elements to Address in Renewal Application – Expiration June 30, 2027

Here is a structured breakdown of what your board (in partnership with school leadership) should ensure the renewal application includes, articulated with clarity, evidence, and forward-looking plans.

Element	Why It Matters	What You Should Include / Emphasize
Academic Performance & Growth	Renewal decisions pivot heavily on academic outcomes.	• Historical data: show performance on state assessments, growth metrics, subgroup performance (e.g. ELL, special education, economically disadvantaged). • Comparative analysis: compare your school's performance with the district in which you're located (or peer districts). • Trend analysis over multiple years (ideally 3–4 years) to show consistency, growth, and trajectory. • Leading indicators: internal assessments, benchmark data, interim assessments. • Narrative on what drives the performance (instructional model, interventions, curriculum, professional development). • Plans for continued improvement and closing gaps.
Fiscal Health & Sustainability	A renewal must demonstrate that the school is financially viable and well-managed.	• Audited financial statements for the past years. • Operating fund balances, fund balance trends, cash flow projections. • Revenue and expense forecasts, including sensitivity (worst-case, mid-case, best-case). • Explanation (if any) of deficits, cost pressures, or extraordinary expenses and how they were addressed. • Budget controls, reserve policies, financial oversight processes. • Sustainability plan for future growth or contraction (e.g., enrollment sensitivity, adjustments).
Governance & Board Capacity	The board is the ultimate steward — its strength shows long-term stability and oversight.	• Board composition: roles, experience, qualifications, board member bios. • Recruitment, onboarding, training, evaluation of board members. • Conflict-of-interest policies and ethical standards. • Meeting cadence, decision-making protocols, committee structure. • Evidence of board oversight (e.g., review of academic reports, financial dashboards, compliance monitoring). • Board self-assessment results and action plans.
Compliance, Legal, & Regulatory Adherence	Demonstrates fidelity to the charter, state/federal law, and accountability obligations.	• Assurance that the school is in compliance with all parts of its performance contract, charter, and applicable laws (federal, state, civil rights, IDEA, etc.).

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		• Evidence of submitting required reports, data (e.g. APR, audits, enrollment, special education). • Documentation of any findings or corrective actions and how they were remediated. • Description of internal compliance monitoring systems (checklists, audits, policies). • Any material modifications made during the charter term, and justification, with sponsor approvals. • Assurance of how closure or revocation would be handled responsibly (records, wind-down, notification, asset disposition).
Organizational Capacity / Operational Excellence	Academic and financial outcomes depend heavily on strong operations.	• Staffing model, recruitment, retention strategies, professional development. • Curriculum and instructional design, assessment systems, intervention models. • Facilities and operations: maintenance, safety, compliance, technology infrastructure. • Student services (counseling, special education, ELL, social-emotional support). • Enrollment and recruitment plans, retention strategies. • Partnerships and external supports (e.g. community organizations, universities).
Mission & Vision Relevance / Theory of Action	Renewal is not just retrospective — you must show continued alignment, relevance, and a plan for the future.	• Rearticulation or reaffirmation of mission, vision, and core educational model. • Evidence that the model still meets community need, or plans to adjust. • Future plans: possible expansions, program improvements, innovations, scaling, or restructuring. • Risk assessment and mitigation: what could go wrong, and how you will respond.

Stakeholder Engagement & Transparency	Demonstrates community buy-in, legitimacy, and accountability.	• • Description of parent/community feedback mechanisms, surveys, town halls, stakeholder advisory groups. • Evidence of how stakeholder input influenced improvements or strategic changes. • Communication plans, transparency of reporting results publicly. • Support letters or testimonials (if permitted by renewal guidance).
Renewal-specific Narrative & Evidence Alignment	You must make a clear, compelling case, bridging evidence with your narrative.	• Executive summary: framing your successes and areas for growth succinctly. • A “gap / improvement plan” framework that candidly acknowledges challenges and shows deliberate steps forward. • Integration of data and narrative — i.e., not just reporting, but telling the story of how the board and leadership responded, adapted, and will continue to. • If requesting longer renewal term (e.g. 10-year renewal), argumentation for why you deserve stronger commitment based on past performance.
Risk, Continuity & Contingency Plans	A thoughtful renewal acknowledges uncertainty and shows preparedness.	• Succession/sustainment plan for key leadership (CEO, principal, finance). • Contingency scenarios (e.g. enrollment drop, funding cut, facility problems) and response plans. • Insurance, reserves, audit/oversight protocols. • Plan for closure-readiness (even though renewal hopes to continue).