



## **Renewal Protocol [External Facing]**

### Renewal Process

Pursuant to T.C.A. § 49-13-121, Commission policy 3.600, and charter renewal guidance issued by the Commission and Department of Education, the authorizer shall provide a school with the opportunity to make a clear and compelling case for renewal, respond to its cumulative performance report, and to submit any corrections or clarifications for the report. The renewal application shall require a charter school to present evidence supporting its case for charter renewal that is aligned with the Commission's renewal criteria and the charter school's performance standards in its charter agreement, as well as any additional evidence and improvements undertaken during the charter term. The renewal application shall also require each charter school to present its plans for the next charter term. The school may also provide a response to the Commission's cumulative performance report and submit any corrections or clarifications for the report within the renewal application.

The Commission's process for renewal includes the following items:

- A cumulative performance report provided by Commission staff to the applicant.
- A full renewal application submitted by the applicant to the Commission.
- A review committee convened comprised of both internal and external experts to review the application and score it in alignment with the Commission's scoring rubric.
- A renewal interview, similar to a capacity interview, may be conducted by the review committee if it is deemed necessary.
- A renewal site visit (early fall) where Commission staff visit the school and generate a renewal site visit report.
- A public hearing in the local district to hear from constituents regarding renewal. A preliminary recommendation will be provided to the school and questions will be asked of this during the public hearing.
  - School will have an opportunity to respond to Commission staff's preliminary recommendation during the hearing.
- A recommendation from the Executive Director along with a review committee report and a site visit report that is presented to the Commission.
- A formal Commission decision regarding the renewal and a new ten-year charter agreement (if approved).

### Timeline and Action Steps for Renewal:

#### Year 9 of Charter Agreement

- January
  - Commission staff sends cumulative performance report to the school that is up for renewal by January 1.
    - Commission schedules a renewal kick-off call with school to review the protocol and explain the process.
  - School may begin writing the [renewal application](#).



- School should respond to the cumulative performance report and may provide a response or submit any corrections or clarifications for the report within the renewal application.
  - Commission staff provide applicant the Teams link for uploading the application once completed.
- April
  - School submits application to Teams channel and notifies Commission staff of submission by April 1.
- June/July
  - Commission convenes review committee of both internal and external reviewers.
  - Commission staff schedule the renewal site visit for early September of the following school year.
  - Commission staff may conduct a capacity interview if it is deemed necessary

#### Year 10 of Charter Agreement

- September
  - Commission staff complete a renewal site visit.
    - Commission staff (and potentially external review committee members) will meet with the leadership team and governing board to ask remaining questions from the submitted application.
- October
  - Commission staff send preliminary Executive Director's recommendation along with the review committee report and site visit report to school.
- November
  - Commission staff conducts a public hearing within the school's geographic district.
  - Executive Director finalizes the recommendation to the Commission.
  - Final recommendation is shared publicly ahead of the meeting.
- January (No later than February 1)
  - Commission decision on renewal during scheduled January Commission meeting.
- March/April
  - If school is renewed, new charter agreement is drafted and brought before Commission for approval.

#### **Cumulative Performance Report**

The Commission will provide all schools a cumulative performance report by January 1 of the year in which the school will submit the renewal application. The performance report shall summarize the charter school's performance record to date over the charter term based on the data required by law, the Commission, and the charter agreement. The report shall include the Commission's summative findings concerning the charter school's performance against the Commission's renewal standards and criteria. It shall describe the charter school's prospects for renewal at the time of the report and



include notice of any weaknesses or concerns perceived by the Commission concerning the charter school that may jeopardize its position in seeking renewal if not timely rectified.<sup>1</sup>

For schools that transitioned to the Commission from the ASD, the Commission was not the authorizer for the school's previous ten year charter agreement, therefore Commission staff shall request previous performance data from the ASD for any year the school was under its authorization. The Commission will supplement this data with all data available from the Department of Education's website and any Commission annual reports.

In the event that there is missing annual performance data, the Commission will utilize the following:

- Publicly available performance data available on the TDOE website for the last ten years
- Performance reports provided by the ASD to the Commission
- Performance reports provided by the school prior to Commission authorization
- Any Commission reporting if available

The school may provide a response to the Commission's cumulative performance report and submit any corrections or clarifications for the report within the renewal application.<sup>2</sup>

### **Renewal Criteria**

The Commission establishes renewal criteria for schools in alignment with its school performance framework. This renewal criteria is used in addition to the renewal application rubric and the Commission's school performance framework expectations. This renewal criteria is provided to operators ahead of the renewal application cycle.

### **Review Committee Report**

The Commission will convene a review committee of both internal and external experts to review the submitted renewal application and score it in alignment to the Commission's Scoring Rubric for renewals. If the review committee deems it necessary to conduct an interview with operators to answer questions about the application ahead of the site visit, this is an option the review committee can consider. However, if the review committee chooses not to conduct an interview, all concerns or questions from the application and outlined within the review committee report will be asked of the operator or addressed during the renewal site visit. Commission staff will share findings and questions from the review committee report with the operator ahead of the site visit.

### **Renewal Site Visit Report**

Commission staff and [if applicable] review committee members will compile a renewal site visit report. This report will be aligned to the renewal criteria and the renewal application expectations. Both this report and the review committee report will be exhibits for the Executive Director's recommendation.

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<sup>1</sup> Commission Policy 3.600

<sup>2</sup> Commission Policy 3.600



### **Public Hearing**

The renewal public hearing will take place in the fall after the renewal site visit and after a preliminary recommendation is provided to the operator. This public hearing is an opportunity for Commission staff to hear from stakeholders as well as address any final questions that may exist, particularly in response to the provided recommendation. Operators will be given 20 minutes of this hearing to respond to the recommendation.

### **Final Executive Director's Recommendation**

This recommendation will include a full procedural history of the renewal process, a thorough analysis of both the review committee report and site visit report and updates from the public hearing. This report will include a recommendation to the Commission regarding the renewal application. The Commissioners are not bound by the Executive Director's recommendation. Commission decisions will be made prior to February 1.