



Charter Schools Institute
The State University of New York

2023-24

APPLICATION FOR CHARTER RENEWAL

FOR CHARTER SCHOOLS AUTHORIZED BY
THE STATE UNIVERSITY OF NEW YORK BOARD OF TRUSTEES

SUNY AS A CHARTER AUTHORIZER

The New York Charter Schools Act of 1998 (as amended, the “Act”) designates the State University of New York Board of Trustees (“SUNY Trustees”) as one of two statewide chartering entities, or “authorizers,” along with the Board of Regents, each having authority to grant charters for the purpose of organizing charter school education corporations to operate one or more independent and autonomous public charter schools. SUNY is the largest charter school authorizer in New York State and the largest university based authorizer in the country.

The SUNY Charter Schools Institute’s (the “Institute’s”) work in this regard is designed to support the SUNY Trustees’ commitment to the guiding principles of the Act: to establish charters that operate in an academically, fiscally, and legally sound manner and provide outstanding educational opportunities for all students especially those at risk of academic failure; and to oversee approved charters in a manner that respects their independence and autonomy while holding them accountable for student achievement results—including a commitment to close charters that have failed to live up to their promises. Through renewal, the Institute makes recommendations to the SUNY Trustees’ Charter Schools Committee (the “Committee”) on each charter’s renewal.

Since its inception, the Institute has been recognized on numerous occasions for the quality of its authorizing practices. The CfBT Education Trust and the World Bank featured SUNY’s authorizing practices in an online toolkit promoting public and private partnerships to support quality education. The toolkit, which includes a case study detailing SUNY’s charter approval process, strategies for oversight, and criteria to earn charter renewal, can be found at [this link from the Education Development Trust website](#). The National Association of Charter School Authorizers (“NACSA”) awarded SUNY planning and implementation grants to support its work relating to the replication of high quality charter schools. NACSA also awarded SUNY the Award for Excellence in Improving Authorizer Practice recognizing SUNY for having the “best application process” for creating new charter schools. This award was particularly notable given it was the first year that the Act required SUNY to transition to a request-for-proposals process.

Positive results in the classroom affirm recognition of SUNY’s authorizing work. Results from the 2021-22 New York State tests for all public schools, which are the most recently available, credible state assessment results due to COVID-19, showed 80% of SUNY authorized charter schools outperformed their district of location on the mathematics assessment and 81% outperformed their district on the English language arts (“ELA”) assessment. In the Institute’s regression analysis of each charter school compared to demographically similar schools (comparable percentages of economically disadvantaged students) statewide, SUNY authorized charter schools consistently perform better than projected to a meaningful degree in both ELA and mathematics.

SUNY authorizes 222 charter schools (as of publishing this application) serving approximately 120,000 students across New York State in the 2021-22 school year:

- **193 in and around New York City.** Manhattan (40); Brooklyn (71); Bronx (58); Queens (16); Staten Island (1); Long Island (5); Mt. Vernon (1); Poughkeepsie (1);
- **8 in the Capital District.** Albany (6); Troy (1); Schenectady (1);
- **11 in Western New York.** Buffalo (11); and,
- **10 in Central New York.** Rochester (7); Elmira (1); Homer (1); Ithaca (1).

The SUNY Trustees support diverse and innovative program design in the charter schools they authorize. The SUNY Trustees set a high bar of expectations for student achievement particularly for students most at risk of academic failure, but realize there is more than one way to meet that bar.

Among the portfolio of SUNY authorized charter schools are: charters with a particular focus on English language learners (“ELLs”); multiple charters using the Core Knowledge curriculum; charters implementing the International Baccalaureate Programme (“IB”), including those offering an IBE diploma; a Montessori program; two charters devoted to providing a high quality educational program to high needs students with autism; a charter devoted to students who are or have been enrolled in the child welfare system, are homeless, or who have graduated from a failing middle school; a charter infusing the principles of sustainability throughout the curriculum; and, many more.

TABLE OF CONTENTS

ABOUT RENEWAL

| 2

TIMELINE

| 3

INTRODUCTION:
RENEWAL
OVERVIEW

| 6

ELECTRONIC FILE
CONVENTIONS

| 10

APPLICATION FOR
CHARTER RENEWAL

| 11

ABOUT RENEWAL

The charter renewal process is central to the autonomy-for-accountability bargain that serves as the foundation for the Act and for the high standards and expectations of the SUNY Trustees. As such, the SUNY Trustees do not automatically grant charter renewal; a charter must demonstrate that it has earned the opportunity to serve students in an additional charter term. An Application for Charter Renewal is the means by which an education corporation makes its case for charter renewal and/or renewal of its authority to operate a charter for an additional charter term. In order to make a compelling case for renewal, the education corporation must present clear and concise evidence of the charter's attainment of the State University of New York Charter Renewal Benchmarks (the "SUNY Renewal Benchmarks").¹

The SUNY Renewal Benchmarks, grounded in the body of research from the Center for Urban Studies at Harvard University,² describe the elements in place at charters that are highly effective at providing students from low income backgrounds the instruction, content, knowledge, and skills necessary to produce strong academic performance. The SUNY Renewal Benchmarks detail the elements an effective charter must have in place at the time of renewal.

Consistent with the Policies for the Renewal of Not-for-Profit Charter School Education Corporations and Charter Schools Authorized by the Board of Trustees of the State University of New York (the "SUNY Renewal Policies"),³ the Institute conducts renewal reviews near the end of each charter's charter term. Unlike regular school evaluation visits, which focus mainly on the charter's academic program and organizational capacity, renewal reviews address all of the SUNY Renewal Benchmarks. All of the following forms the basis of the Institute's Renewal Recommendation to the SUNY Trustees:

- evidence collected during the renewal review process;
- student performance data throughout the current Accountability Period and from prior periods;
- information submitted by the charter; and,
- information in Institute files and obtained from previous visits.

The Committee votes to renew or not renew a charter. The Committee acts on behalf of the full SUNY Board of Trustees and the Committee's action is final. Education corporations may not appeal the Committee's decision.

Note About COVID-19 School Closure Period

The SUNY Trustees recognize COVID-19 pandemic's impact on schools' continuous operation and that disruption's effect on teaching and learning. The SUNY Trustees will rely on state exam results from 2018-19, 2021-22 and 2022-23 for the purposes of analyzing attainment of Accountability Plan goals. The Institute will also closely review data each charter submits with its Accountability Plan Progress Report.

1. Version 5.0, May 2012, available on the [Institute's website](#).

2. An extensive body of research, including a [report from Harvard](#) and a [report from the United States General Accounting Office](#), identifying and confirming the correlates of effective schools exists dating back four decades.

3. [The SUNY Renewal Policies](#) are available on the [Institute's website](#).

RENEWAL TIMELINE

The timeline outlines general timeframes for both a fall and spring renewal timeline. In some cases, the Institute will request a spring renewal timeline for some charters due for renewal in the following school year. If a charter is requesting an expansion or other material changes, please reach out to the Institute's Chief Counsel, Managing Director of School Evaluation, and Program Analyst. If the charter is seeking facilities funding and needs an initial renewal determination before the end of the calendar year, please also contact us to ensure we create a renewal timeline that could be supportive. [Contact information](#) for Institute staff members can be found the Institute's 'Who We Are' page.

The Institute reviews requests on a case by case basis. If the Institute requests to conduct a spring timeline for your charter, then it strives to notify each charter by the October before the spring application deadline.

Phase	Description	Approximate Timeline Fall	Approximate Timeline Spring
Submission of the Application for Charter Renewal	<p>A charter school education corporation submits its Application for Charter Renewal to the Institute.</p> <p>The deadline for receipt of all application materials is 5 p.m. on August 15, 2023.</p> <p>If a charter requires more time for completion, the Institute will review on a case-by-case basis. If the charter is anticipating delays in completing the application, then it should reach out to Institute staff members as soon as possible.</p> <p>Note: Accountability Plan Progress Reports are due September 15, 2023.</p>	August 15 th	February 15 th
Notice and Opportunity for Comment	<p>Pursuant to the Act, within 30 days of receipt of an Application for Charter Renewal, the Institute notifies the district of location and public and private schools in the same geographic area about receipt of the application, when the SUNY Trustees may act on it, and the district's obligation to hold a public hearing. The Institute also posts the notices on its website and invites and considers written comments from the public. The Institute forwards district comments to the SUNY Trustees and, if the SUNY Trustees approve the application, to the Board of Regents. In some cases, the Institute may ask the education corporation to respond to such comments.</p> <p>Within 30 days of the above notice, the district of location holds a hearing to solicit comments from the community. The failure of a school district to hold a hearing will not prevent the issuance of a renewal decision or charter.</p>	August – October	February – April
Application Review	The Institute reviews the application as well as the existing data and records in its files collected over the life of the charter.	August – November	February – May
Application Revision (Request for Amendment Process)	The Institute may ask for amendments to parts of the application, some of which may be required by statute, because the Institute incorporates parts of the application into the renewal charter if the SUNY Trustees grant renewal.	August – April	February – October

Phase	Description	Approximate Timeline Fall	Approximate Timeline Spring
Renewal Visit	<p>The Institute typically conducts a site visit, during which it observes instruction, conducts interviews, and reviews documentary evidence including information relating to academic achievement, curriculum, pedagogy, internal assessment, board governance, and fiscal and legal compliance. The Institute typically conducts an interview of the education corporation's board of trustees during the visit or on a separate date.</p> <p>During or after the renewal visit, the Institute may require additional documentation and other evidence where necessary and appropriate. The Institute may also conduct follow up visits where it deems necessary.</p> <p>For some education corporations operating multiple charters, the Institute may conduct interviews with staff members of the charter management organization or shared services team.</p> <p>The Institute may choose to coordinate with the school to conduct some visits virtually outside of the visit dates.</p>	September – December	March – June
DRAFT Preliminary Renewal Recommendation Report	<p>Based on the totality of information and evidence collected over the course of the charter term, including the application for renewal, previous evaluation visits and the renewal visit, as well as other pertinent information, the Institute produces a draft report of its findings which contains a preliminary renewal recommendation.</p> <p>The Institute shares the draft report with the education corporation and invites factual corrections to ensure accuracy.</p> <p>Where the Institute makes a preliminary recommendation of non-renewal, it provides the education corporation with an opportunity to provide written comments in opposition to the recommendation. In addition, the Institute offers an opportunity to have Institute staff members appear at one of the charter sites to listen to a presentation of evidence in opposition to the preliminary non-renewal recommendation.</p>	October – February	April – July

Phase	Description	Approximate Timeline Fall	Approximate Timeline Spring
Final Renewal Recommendation Report	<p>Based on the evidence it has compiled and analyzed, including any evidence in opposition to a preliminary non-renewal recommendation, the Institute prepares its final recommendation report for the Committee.</p> <p>The Institute sends the final report to the Committee and the education corporation, and provides the Committee with any comments from the district of location.</p> <p>The education corporation must distribute the final Institute report to the charter community.</p> <p>Where the Institute's renewal report recommends non-renewal, the education corporation may petition the Committee for an opportunity to oppose the recommendation.</p> <p>If the Committee grants a petition, the education corporation may present documentary evidence as well as legal arguments. The Committee determines the form, time, manner, place, and other specifics of the petition.</p>	December – March	June – September
Action of the Charter Schools Committee	<p>The Committee votes to renew or not renew a charter. The Committee acts on behalf of the full SUNY Board of Trustees and the Committee's action is final.</p> <p>Education corporations may not appeal the Committee's decision.</p>	Ongoing during the current school year	Fall of the following school year
Action of the Board of Regents	<p>The Institute sends a proposed renewal charter, which includes the renewal application, to the education corporation for signature and then forwards it to the Board of Regents for action (consisting of either approval or return to the SUNY Trustees for further consideration). The Board of Regents has 90 days to review the proposed renewal charter.</p> <p>If the Board of Regents takes no action on the proposed renewal charter, it will be approved by operation of law and the charter will be renewed.</p> <p>If the Board of Regents returns the proposed renewal charter, the Committee, on behalf of the SUNY Trustees, may either resubmit the proposed charter (with or without modification) or abandon the proposed charter. The education corporation must agree to any modification in writing.</p> <p>If the Committee resubmits the proposed renewal charter, the Board of Regents has 30 days in which to act. If the Board of Regents does not vote to approve the resubmitted renewal charter, the charter will be deemed approved and issued by operation of law on the 31st day.</p> <p>If the Institute recommends or the Committee votes to abandon the proposed renewal charter, the education corporation will be permitted to petition the Committee to overturn the recommendation or vote.</p>	Within 90 days of the submission by the Institute	Within 90 days of the submission by the Institute

INTRODUCTION

RENEWAL OVERVIEW

RENEWAL OUTCOMES

Initial Renewal

The SUNY Renewal Policies define three potential outcomes for SUNY authorized charter schools coming to renewal for the first time: Full-Term Renewal (five years); Short-Term Renewal (typically three years); or, Non-Renewal (closure). During the fifth year of a charter's initial charter term, the Institute makes a renewal recommendation to the SUNY Trustees based on the extent to which the charter has met or come close to meeting its Accountability Plan goals, has in place an effective educational program as assessed using the Qualitative Education Benchmarks, and has met all other benchmarks related to governance, compliance, and fiscal soundness.

Subsequent Renewal

The SUNY Renewal Policies define two potential outcomes for SUNY authorized charter schools that have already been renewed at least one time: Full-Term Renewal (five years) or Non-Renewal (closure). The SUNY Renewal Policies specifically do not provide a Short-Term Renewal outcome for charters in subsequent charter terms. When making recommendations regarding subsequent charter renewals, the Institute relies most heavily on student achievement data and charters' performance against Accountability Plan goals as the standard all charters must meet or come close to meeting. While cancellation of the state exams and Regents assessments disrupts the availability of data to determine Accountability Plan goal attainment, the Institute will closely examine and consider evidence of academic success from nationally normed or internal assessments.

Any charter facing charter renewal should weigh carefully whether it has the track record of success necessary to meet the criteria for renewal. Prior to submitting an application, the board should review the SUNY Renewal Policies, examine data analyses and other reports provided by charter leadership, and review communications from the Institute regarding the charter's performance against its Accountability Plan goals and measures. If upon consideration of these factors, the board finds that the charter does not meet the requirements for renewal, the Institute strongly suggests that the board consider not submitting an application for charter renewal. Should the board decide against applying for renewal, the charter would continue to operate for the final year of the charter term while the education corporation, with the assistance of the Institute, begins wind down procedures for the charter to close at the end of the school year. For more information about this process, please contact the Institute's Chief Counsel.

RENEWAL FINDINGS

In addition to making a recommendation based on a determination of whether the charter has met the SUNY Trustees' specific renewal criteria, the Institute must make the following findings required by the Act:

- the charter, as described in the Application for Charter Renewal, meets the requirements of the Act and all other applicable laws, rules, and regulations;
- the education corporation can demonstrate the ability to operate the charter in an educationally and fiscally sound manner in the next charter term; and,
- given the programs it will offer, its structure and its purpose, approving the charter to operate for another five years is likely to improve student learning and achievement and materially further the purposes of the Act.⁴

As required by Education Law § 2851(4)(e), a charter must include in its renewal application information regarding the efforts it will put in place to meet or exceed the SUNY Trustees' enrollment and retention targets for students with disabilities, ELLs, and students who are eligible applicants for the federal Free and Reduced Price Lunch ("FRPL") program. The Institute may ask for further information and evidence regarding the charter's current efforts regarding these students.

RENEWAL RECOMMENDATIONS

The Institute makes renewal recommendations based on a variety of evidence gathered and analyzed over the course of a charter term. This evidence includes a charter's Application for Charter Renewal and record in meeting or coming close to meeting the charter's Accountability Plan goals. The Qualitative Education Benchmarks guide the assessment of strength and effectiveness of the academic program that was in place during on-site evaluation visits conducted throughout the charter term.

The Institute uses the following four interconnected questions for framing its renewal reviews and to determine if a charter has made an adequate case for renewal:

- 1) Is the charter an academic success?
- 2) Is the charter an effective, viable organization?
- 3) Is the education corporation fiscally sound?
- 4) If the SUNY Trustees renew the education corporation's authority to operate the charter, are its plans for the charter reasonable, feasible, and achievable?

For additional information regarding the renewal criteria for SUNY authorized charter schools, please refer to the SUNY Renewal Policies.

This [Application for Charter Renewal](#) is available on the Institute's website.

The Institute will post all updates/modifications to this document online.

4. See New York Education Law § 2852(2).

INTRODUCTION

RENEWAL APPLICATION SUBMISSIONS

INCORPORATING BY REFERENCE

Rather than providing a full response to each request and reproducing information already in Institute files, an education corporation may submit some Responses and Exhibits required in the Application for Charter Renewal by referencing the Terms of Operation of the existing charter agreement⁵ between SUNY and the same education corporation.

Education corporations must use the Renewal Application Checklist (the “Checklist”), discussed in a subsequent section of this document, to indicate the submission status of all required components. An Application for Charter Renewal is incomplete until the education corporation provides all required Responses and Exhibits, either by submitting new material or incorporating by reference. Note that education corporations cannot incorporate by reference all components of the Application for Charter Renewal. The Checklist indicates which components require submission of original material.

Note: Documents to be incorporated by reference must have been submitted to the Institute as part of original, merger, renewal, or revision application. Any documents submitted to the Institute prior to the 2018-19 school year in original form may not be incorporated by reference.

FORMATTING AND SUBMITTING APPLICATIONS

An education corporation must submit all required information as either a “Response” or an “Exhibit.” Responses generally comprise the charter’s documentary evidence of success in the current charter term while Exhibits generally provide information to be incorporated into a new charter agreement should the SUNY Trustees approve the Application for Charter Renewal.

Page Formatting

Application Responses and Exhibits should be typed in a traditional typeface (e.g., Times New Roman, Calibri, or Arial) at a font size of 11 points or larger. Margins, in all directions, should be at least an inch. While double spacing between lines of text is most preferred, spacing should be set at a minimum of 1.15. Application Responses and Exhibits should also include page numbers at the bottom of every page. If the Institute does not specify a page limit, please provide a response that is as thorough yet succinct as possible. Applications will not automatically be disqualified if Responses and Exhibits fail to adhere to the recommended page format. However, application materials that excessively disregard recommended formatting (e.g., illegible font size) and/or page limits will only be considered at the Institute’s discretion. In such instances, the Institute may request the applicant to revise and resubmit the application sections, further delaying the review process.

5. These appear under Exhibit A – Terms of Operation of the current charter agreement.

Submitting Materials to the Institute

Education corporations must submit all materials as digital files to the Institute by the deadlines noted in the Renewal Application Timeline (see page 3). It is not necessary to submit a paper copy of the full renewal application.

Applicants must upload all files to Epicenter, which is an online system to help charters meet compliance requirements and to manage documents. Please note that this is the only way charters will be able to submit the Application for Charter Renewal materials. Please [email the Institute](#) if the education corporation needs any support or help with using Epicenter or if the education corporation needs to add more users to Epicenter. To add new users, a representative from the education corporation must complete the [Epicenter User Security Request Form](#).

The education corporation has the opportunity to incorporate some submissions by reference. If this is the case, the education corporation should indicate as such in the narrative field for the submission and still submit every required entry for the Application for Charter Renewal.

The inclusion of one or more files that the Institute determines are inaccessible (i.e., Institute staff are unable to open or read the file(s)) may result in the finding that the application is incomplete. Upon review of electronic submissions and at its discretion, the Institute may request a paper copy to clarify formatting and other issues.

Electronic Formatting

Submit digital files as follows:

- Epicenter will have a submission collection for both the Responses and Exhibits;
- When submitting Responses and Exhibits, Epicenter renames files based on the submission, so ensure you upload the appropriate document to each submission. **Please be sure that MS Word® files contain no tracked changes.**
- Acceptable electronic formats for the saved files are MS Word®, MS Excel®, or Adobe Acrobat® only as indicated below. Scanned files in Adobe Acrobat® format should be OCR'd (Optical Character Recognition) and Optimized to reduce the file size. Do not submit files in any file type except as directed in the table below.

Types of Submissions

During the renewal process, the education corporation will submit the Application for Charter Renewal by the set deadline. As visit dates are planned, the education corporation will have another set of entries to submit to the Institute in the form of pre-visit documentation to help assist with the site visit schedule and information gathering. The due date is typically three weeks before the scheduled visit. An additional entry is set for each charter with a deadline of December 31st to allow education corporations to submit any further information in regard to Renewal including data corrections and other documentation.

ELECTRONIC FILE CONVENTIONS

Response Label	Submission Title	File Type
A	Transmittal Form	Adobe Acrobat®
B	App Checklist	MS Excel®
C(1)	Executive Summary	MS Word®
C(2)	Statistical Overview	MS Excel®
D(1)a	Accountability Plan Progress Report	MS Word®
D(1)b	Annual Reports	MS Word®
D(2)a	Family Satisfaction	MS Word®
D(2)b(1)	Staff/Family/Student Handbook(s)	MS Excel®
D(2)b(2-13)	Various Policies	MS Word®
D(2)c	Assurances	Adobe Acrobat®
D(3)a	Fiscal Policies and Proof of Dissolution Fund	MS Word®
D(3)b	Miscellaneous Financial Information	MS Word®
D(4)a	Educational Program Overview	MS Word®
D(4)b	Governance Structure Overview	MS Word®
D(4)c	Fiscal Plan	MS Word®
D(4)d	Facility Plan	MS Word®
E	Supplemental Information	MS Word®

Exhibit	Submission Title	File Type
A	Mission	MS Word® or Adobe Acrobat®
B	Key Design Elements	MS Word®
C	Enrollment Chart	MS Word® or MS Excel®
D	Calendar and Schedule	MS Word
E	Staffing Plan	MS Word® or MS Excel®
F	Accountability Plan	MS Word®
G	Enrollment and Retention Plan	MS Word®
H	By-Laws	MS Word®
I	Code of Ethics	MS Word®
J	Management Contract	MS Word® or Adobe Acrobat®
K	Budget Projection	MS Excel®

RESOURCES

The Institute's [Renewal webpage](#) includes links to multiple documents related to the renewal process.

APPLICATION FOR CHARTER RENEWAL

TRANSMITTAL FORM

All charters must submit a signed Transmittal Form with the Application for Charter Renewal.

The Institute accepts digital and handwritten signatures from the board chair. If a handwritten signature is used, applicants should include a scanned copy of the signed form with the application, and ensure the Institute receives the paper copy of the Transmittal Form, bearing the original signature, by the application deadline. Include brief biography sketches of each board member in the Transmittal Form. Also include the school leader history for the entirety of the charter's existence. Be specific with titles to indicate the program level for each school leader (e.g., MS principal, ES director, etc.). The [Transmittal Form](#) is available on the Institute's website.

WHAT TO SUBMIT:

Submit the completed electronic copy of the Transmittal Form as an Adobe Acrobat® file.

RENEWAL APPLICATION CHECKLIST

Complete the [Checklist](#) found on the Institute's website.

Carefully complete each column per the instructions below.

Column A

- For each relevant Response or Exhibit, indicate whether the submission incorporates a full response to the request or if it references an already existing document. Note that education corporations may only incorporate materials that the SUNY Trustees have already approved.
 - Note: Documents to be incorporated by reference must have been submitted to the Institute as part of original, merger, renewal, or revision application. Any documents submitted to the Institute prior to the 2018-19 school year in original form may not be incorporated by reference.
- Education corporations that do not incorporate a Response or Exhibit by reference should select "No," attach the appropriate document to the application, and move to the next item on the Checklist.

The remaining columns should only be completed if the answer in Column A was "Yes."

Column B

- If there is only one charter in the education corporation, select “N/A.”
- If the incorporated information applies to all charters in the education corporation (effectively revising the terms of operation of the existing charters), select “All Charters.”
- If the response applies only to the renewal charter and not to other charters in the education corporation, select “Renewal Charter.”

Column C

For each relevant Response or Exhibit, indicate if the referenced document will be revised (“Yes”) or will not be revised (“No”). See below for details:

- Incorporating by reference with no revisions indicates that the approach described in the referenced document was either (a) part of the SUNY charter application for another charter school in the education corporation and will now be put in place at the charter due for renewal, or was (b) already in place at the charter up for renewal and will continue. The education corporation should not submit new documents in these cases.
- Incorporating by reference with revisions suggests that the charter would use a substantially similar approach as described in the incorporated document, but would apply some small changes. For example, the charter may incorporate the education corporation’s existing special education program, except to add a setting that is not part of the current terms of operation. In these cases, include only a description of the proposed revision.

Column D

- Provide the name, title, filename, etc., of materials that you are incorporating. If you are referencing a subsection of a document, identify the section as specifically as possible. For example, if the education corporation were to choose to incorporate by reference the special education services of a charter approved by the SUNY Trustees under the January 2011 RFP, the corresponding information to be supplied should read, “Attachment 13(a) – Students with Disabilities,” which is the part of the Terms of Operation of the Charter Agreement dated June 15, 2011 that explains the special education services for the charter. If the reference is to another education corporation’s charter or to the Terms of Operation of a specific site within an education corporation, please indicate that clearly.
- If the Institute approved a material revision to the education corporation’s charter, the renewal application should include the date(s) of the original charter and of the material revision, as applicable. For example, “January 15, 2011 Charter Agreement, Exhibit A, Response 12 as amended by the charter revision of March 2013.”
- Applications do not need to note non-material revisions, but a best practice would be to draft those changes into the response and indicate that it would be applicable to the entire charter school education corporation.

Column E

Indicate the year that SUNY approved the relevant section of the charter. Typically, this would be the date that the SUNY Trustees approved a new application, renewal, or material revision for the education corporation.

WHAT TO SUBMIT:

Submit the completed electronic copy of the Application Checklist as a MS Excel® file.

EXECUTIVE SUMMARY

Please note the following in preparing the Executive Summary:

- As the Application for Charter Renewal looks both backward and forward in time, the Executive Summary should articulate how and to what extent the vision, design, and implementation of the charter's current program has proven effective in improving student achievement, and what changes, if any, the education corporation envisions if the SUNY Trustees renew the charter.
- Share the charter's story of the current charter term. The Institute puts more weight on a discussion of the processes that the education corporation took to remedy specific leadership, organizational, or programmatic deficiencies, rather than simply promoting a claim of current effectiveness. Such a discussion shows the resilience and depth of the organization and its ability to address future challenges. The description would further benefit from an explicit link between the organizational issues and student performance before the education corporation undertook corrective action and the resulting change in performance.
- This section should cover the charter's record of improving student learning and achievement and all aspects of the education corporation's operation (e.g., governance, financial stability, plans for the next charter term).
- Include a section to highlight noteworthy information about the charter during its current charter term. These can include activities, awards, or events that are superlative and unique to the school. Some examples the Institute reported in the past include championships in sports, debate, and chess; national recognition for a program (e.g. National Blue Ribbon); events in the news, etc.
- The Executive Summary must not exceed 15 pages in length.

WHAT TO SUBMIT:

Submit the completed electronic copy of the Executive Summary as a MS Word® file.

STATISTICAL OVERVIEW

All charters must submit a Statistical Overview with the Application for Charter Renewal. The Institute will provide the charter(s) a pre-populated Statistical Overview (based on BEDS Day data including the preliminary data available for 2022-23) for the education corporation to review and provide edits/comments and resubmit. The pre-populated template will be available through Epicenter. The Statistical Overview requires charters to review/provide information regarding:

- Enrollment: including students with disabilities, ELLs, and economically disadvantaged students;
- Retention: including number of students eligible to return from the previous academic year and the number of those students who returned; and,
- Discipline data.
- **Note:** For education corporations with more than one charter, the statistical overview must include data for each charter in the education corporation in addition to the charter(s) under renewal consideration. The Institute reports these data to the SUNY Trustees for all charters in an education corporation.

WHAT TO SUBMIT:

Submit the completed electronic copy of the Statistical Overview as a MS Excel® file.

ACADEMIC SUCCESS

The Act requires that charters demonstrate the ability to improve student learning and achievement.

ACCOUNTABILITY PLAN PROGRESS REPORT

The charter's application must include the most recent annual Accountability Plan Progress Report (2022-2023) indicating its progress in achieving the academic goals (and each of the specific measures) in its Accountability Plan.

- This response must be completed by September 15, 2023.
- In 2021-22, the Regents reinstated its full administration of 3rd – 8th grade assessments in ELA and mathematics and the Regents exams in all subjects during June and August. The Institute interprets data resulting from these assessments as baseline scores. From that baseline, the Institute will return to the consistent use of state assessment and Regents exam scores for accountability purposes especially as these data inform comparative and growth metrics and measures.
- The charter's Accountability Plan Progress Report is a key lever for the charter to make its case for renewal. Each section of the report includes space to present additional quantitative evidence of high academic outcomes. Charters should use this opportunity to present all quantitative data that is relevant to make the charter's case for renewal, including any comparative, growth, subgroup, and other metrics or measures the charter regularly monitors to evaluate its performance.
- In completing the 2022-23 Accountability Plan Progress Report, continue to refer to the Institute's guidance on reporting academic performance outcomes from nationally normed and internally developed assessments the charter administered during the 2022-23 school year. Please find that guidance on the [Institute's website](#).

ANNUAL REPORTS

The Act requires that each annual report in the current charter term be part of a renewal application. The Institute has these reports on file so an education corporation need not re-submit annual reports previously filed. Additionally, the charter should ensure that at least the most recent annual report, including the August 1st submission, Accountability Plan Progress Report, and Annual Audit as these materials become available, is posted on the charter's website as required by the Act.

Note: The education corporation must post the final, completed version of the Annual Report to its website on an annual basis per the Act and charter agreement.

WHAT TO SUBMIT:

Submit the completed electronic copy of the Accountability Plan Progress Report as a MS Word® file.

Submit the completed electronic copy of the Annual Report as an Adobe Acrobat® file.

ORGANIZATIONAL VIABILITY

In accordance with the Act, an education corporation must demonstrate that it is an effective and viable organization. The Act specifically stipulates that indications of parent satisfaction must be included in an application for charter renewal.

PARENT/FAMILY SATISFACTION

Provide family and student survey results or other verifiable data that attest to family satisfaction with the charter's academic program. The charter must demonstrate that it administered the surveys and interpreted results using generally accepted evaluation methods (including method of administration, time of year, and response rate). If the family participation rate is under 70%, include additional evidence of how the charter collects feedback and satisfaction information from the majority of its families.

If the charter self-administers a survey, include a copy of or link to the actual survey administered as well as the raw results by question. The Institute requires the submission of additional information regarding demand and persistence prior to the renewal visit.

- New York City: For charters that participate in the NYCDOE Family Satisfaction Survey, charters may submit an analysis or brief narrative of the results. The Institute will access the results via the NYCDOE Family Satisfaction Survey website. If the charter conducts its own survey, please submit the above required information.

CHARTER POLICIES AND PROCEDURES

Submit a complete Family and/or Student Handbook (from the most recent academic year) or similarly comprehensive document.

If the Family and/or Student Handbook does not contain all of the policies listed below (e.g., policies listed in 2 through 12), attach the Handbook as one response and each remaining policy as a separate response.

- 2) Admissions/Enrollment Policy;
- 3) Student Discipline Policy (including Special Education Discipline Policy, if separate);
- 4) Dress Code (if any);
- 5) Student Retention/Promotion Policy;
- 6) Complaint Policy (which should clearly articulate how to file a formal complaint alleging a violation of law or the charter, and provide appropriate appeals information);
- 7) Health Services Policy including Medication Policy (even if those match district policies);
- 8) Personnel policies and/or employee manual;
- 9) Collective Bargaining Agreement(s), if applicable;
- 10) Family Educational Rights and Privacy Act ("FERPA") policies, annual notices, and sample waiver form, if applicable (see the [Confidentiality of Student Records guidance](#) for more information);

- 11) Policies and procedures for implementing Section 504 of the federal Rehabilitation Act of 1973 to serve students with disabilities not covered by the federal Individuals with Disabilities Education Act; and
- 12) Freedom of Information Law (“FOIL”) Notice, which should, at a minimum, identify the records access officer and the records access appeals officer (and appropriate contact information for each), FOIL “regulations,” information subject matter list, and the FOIL list of officers and employees (which should identify all personnel, including the board, along with their public office addresses and any public salaries). See the [FOIL guidance](#) for more information.
- 13) Teacher Certification Processes and Procedures: Please submit a narrative that explains how the charter(s) approach(es) hiring qualified teachers including any methods to get uncertified teachers on a path to gaining certification. Include how the charter monitors certification status and supports teachers to ensure the charter remains compliant with the Act. Include any higher education or external partnerships that the education corporation maintains to support teachers gaining, maintaining, or extending certification.

ASSURANCES

All Applications for Charter Renewal must include a list of specific Assurances signed by the board chair. The Institute conducts an on site physical plant check during the renewal visit. The Institute provides information about the specific areas for the [physical plant check](#) on its website.

The Institute accepts digital and handwritten signatures. If handwritten signatures are used, applicants should include a scanned copy of the signed form with the application, and ensure the Institute receives the paper copy, bearing original signatures, by the application deadline. The [Assurances form](#) is available on the Institute’s website.

WHAT TO SUBMIT:

Submit the completed electronic copy of the Parent Satisfaction Survey as an Adobe Acrobat® file.

Submit the completed electronic copy of the Handbook and Charter Policies and Procedures as a MS Word® file.

Submit the completed electronic copy of the Assurances as a MS Word® or Adobe Acrobat® file.

FISCAL SOUNDNESS

The Act requires an education corporation to demonstrate its ability to operate the charter in a fiscally sound manner in a subsequent charter term.

FISCAL POLICIES AND PROCEDURES MANUAL AND PROOF OF DISSOLUTION RESERVE FUND

Include all recent updates to the Fiscal Policies and Procedures Manual. Ensure that the Fiscal Policies and Procedures Manual is the most up to date version and includes the date of the most recent review and board approval of the manual. That date will be included in the Renewal Recommendation Report. In addition, provide bank statement proof of the Dissolution Reserve Fund as a separate account balance as required under the SUNY charter agreement.

ADDITIONAL MISCELLANEOUS FINANCIAL DOCUMENTS

Any documents related to budgeting and long-range planning; internal controls; financial reporting; and, financial condition. Include any NYS Comptroller or NYC Comptroller Audit Reports during the charter term and information on active audits taking place.

WHAT TO SUBMIT:

Submit the completed electronic copy of the Fiscal Policies and Procedures as a MS Word® file.

Submit the completed electronic copy of Miscellaneous Financial Documents as a MS Word® file.

Financial Policy and Procedure Manual and Dissolution Reserve Fund bank statements as well as any audit reports may be included as Adobe Acrobat® files.

SUPPLEMENTAL INFORMATION (OPTIONAL)

The Institute will accept information not specifically required in the Application for Charter Renewal if the education corporation believes this supplemental information is essential for making its case for renewal. The collective length of this section must not exceed 25 pages.

WHAT TO SUBMIT:

Submit the completed electronic copy of any Supplemental Information as a MS Word® file.

PLANS FOR THE FUTURE

Unlike other sections of the application, this section focuses on the education corporation's future plans rather than the outcomes achieved during the current charter term. In addition to a number of narrative Responses, the application requires submission of a series of Renewal Charter Exhibits ("Exhibits") that the Institute will incorporate into a new charter agreement should the SUNY Trustees approve the application. Generally, the main difference in substance between the narrative Responses and the Exhibits is that exhibits outline the "what" that the charter will do if renewed; the narrative responses, on the other hand, provide the "why" and the "how." Put together, these documents allow the Institute to determine if the education corporation's and charter's plans for the next charter term are "reasonable, feasible, and achievable."

Requirements for both types of submissions are set forth below.

An important note: The Institute analyzes the charter's accomplishments during the existing charter term as relates to the Qualitative Education Benchmarks and the charter's performance on Accountability Plan goals in making renewal recommendations. While the Institute asks applicants to identify future plans, no charter will receive a positive recommendation based only on those plans alone. Without demonstrating success via the SUNY Renewal Benchmarks and the Accountability Plan goals in the current charter term, no charter's future plans alone are sufficient to earn renewal.

Responses

The nature and content of each response is likely to differ greatly depending on the degree of difference between the charter's current operations and its plans for the next charter term. Charters choosing not to change any elements of their current program or structure need only incorporate a response by reference and indicate such on the Application Checklist; whereas, charters choosing to make some changes must identify them and charters making material changes must provide extensive documentation and detail. Examples of significant changes include, but are not limited to, offering new grades, expanding enrollment, moving locations, shifting the focus of the educational program, switching from a management company structure to self-management, and adding a program level (e.g., adding a middle or high school program).

PROPOSED EDUCATIONAL PROGRAM

Provide an overview of the planned educational program. For those charters seeking to make significant changes in one or more aspects of the educational program, the narrative response must detail each of these changes, not only stating the charter's planned change, but how and why as well. It is likely that in explaining why it is seeking a change in the next charter term, the charter's experiences in the present charter term will inform its response. It is also highly likely that the narrative response will heavily cross-reference the relevant Renewal Charter Exhibits including, perhaps, those that are not directly related to the educational program.

Please include a sub-section of this submission to include a detailed overview of the efforts, changes to program, and other strategies that the charter is implementing to mitigate any accumulated learning deficits caused as a result of facility closures and remote/hybrid learning due to COVID-19. Describe any program changes and alterations that the charter is implementing to accelerate student learning.

GOVERNANCE STRUCTURE

The education corporation must provide details on what plans, if any, it has to ensure the sustainability of its success (e.g., creating a recruitment committee on the education corporation's board of trustees; providing a transition and training plan for the new board members). Please ensure the Transmittal Form has short biographies for each board member.

Within the charter's ***governance structure*** response, the following should be included, if applicable:

For education corporations making material changes to their governance structure, the narrative response must focus on the reasons behind those changes, referencing where necessary any appropriate events and outcomes from the present charter term that are driving these proposed changes. The response must also indicate how and why those governance changes will allow for the kind of oversight that will result in satisfactory student achievement results.

Some education corporations filed their initial or renewal charter application "in conjunction with" an existing 501(c)(3) organization, yet that entity was not managing the charter. Rather, and most often, it was assisting the charter in other ways. Where an education corporation did in fact partner with such an organization, it must discuss the status of the relationship including whether it will continue in the next charter term and, if so, under what terms and parameters. Likewise, the education corporation must indicate if the relationship is dissolving or will be dissolved. This type of partnership is not equivalent to a partnership with an Educational Service Provider ("ESP")/Charter Management Organization ("CMO"). As such, the information required with regard to ESP/CMO partnerships as set forth below is not required here.

Consistent with other narrative responses, where an education corporation is making a significant change, for example, adding a middle school program, the narrative response should discuss the governance changes inherent in that transition.

If an ESP or CMO manages the charter or the education corporation is associated with a group of education corporations that share services or have common governance, describe any expansion of the ESP/CMO and/or other group either in or out of New York State during the next charter term including: the names and locations of new or planned charters, how the CMO or ESP and/or other group has adjusted its operations to address expansion, and how such expansion has and/or is projected to impact the charter.

FISCAL PLAN

Describe the education corporation's fiscal plan for the term of the proposed renewal charter term specifically identifying future enrollment, staffing, and facility plans and assumptions, and discuss how those plans are financially reasonable and feasible. If the education corporation operates **more than one charter, please provide a separate budget for each charter up for renewal**. This information must be consistent with the Budget Projection for the term of the renewal charter (the [Five-Year Budget Projection Template](#) is available on the Institute's website), which must serve as the cornerstone of the education corporation's fiscal plan. Please ensure that the Budget Projection covers the entire term of the next charter and includes a description of all revenue and expenditure assumptions.

Clearly describe any facility financing plans and the related timing of such transactions.

FACILITY PLAN

Clearly describe how the charter's facility plans will meet the needs of the educational program for the proposed charter term including any commitments that partner organizations or host districts have made to support the charter.

Clearly describe any upcoming facility financing plans and specifics of the timing needs.

WHAT TO SUBMIT:

Submit the completed electronic copy of the Proposed Educational Program as a MS Word® file.

Submit the completed electronic copy of the Governance Structure as a MS Word® file.

Submit the completed electronic copy of the Fiscal Plan as a MS Word® file.

Submit the completed electronic copy of the Facility Plan as a MS Word® file.

Renewal Charter Exhibits

MISSION STATEMENT

Provide the mission statement for the next charter term.

If the mission differs from the current charter term's mission statement, include any explanation for the changes.

KEY DESIGN ELEMENTS

The Key Design Elements are a distillation of the core components of the charter's educational and organizational plans for the term of the renewal charter.

The elements are those that collectively constitute the essential design features of the program and that define what the program would be in the next charter term. The Key Design Elements describe what the charter will do if the SUNY Trustees approve its application for renewal and formally become part of the renewal charter.

PROPOSED ENROLLMENT

Provide the proposed enrollment in chart form using Tab 2 of the [Five-Year Budget Projection Template](#). Provide the grades the charter proposes serving in each year of the next charter term, the number of students expected to be in each grade, the age range of students that it will serve, and the maximum number of students per year.

Please be sure that the chart reflects any anticipated attrition over the charter term. The enrollment chart must only cover the number of years for which the charter is seeking renewal. If the charter will serve Kindergarten during its renewal term, please indicate the date by which a child must reach age five in order to be eligible to attend the charter (e.g., December 1). Pre-Kindergarten (“pre-K”) programs are considered a program and enrollment of pre-K is not considered a chartered grade for enrollment purposes and should not be included in the proposed enrollment chart. Include any information on pre-K programs operated by the charter but do not add the pre-K enrollment into the Kindergarten – 12th grade enrollment numbers. Copy the enrollment chart from Tab 2 of the Five-Year Budget Projection to submit as the proposed enrollment chart.

MASTER CHARTER SCHOOL CALENDAR

Provide an overall calendar that **clearly indicates the number of days of instruction** for the first year of the new charter term with the **number of days listed on the top of the first page**. Where the calendar is different for different grades (for example, the charter plans to have its middle school program provide a longer school year than the elementary program), the calendar should so indicate. Alternatively, the charter can submit separate calendars for each set of grades (elementary, middle, etc.). When summing the number of days of instruction, please assign each instructional day a value of 0.5 or 1.0 as follows:

- For Kindergarten – 6th grade, half days (i.e., days assigned a value of 0.5) are days in which the total instructional time sums to at least 2.5 hours but is less than 5 hours. Full days (i.e., days assigned a value of 1.0) are days in which students receive at least 5 hours of instruction.
- For 7th – 12th grade, half days (i.e., days assigned a value of 0.5) are days in which the total instructional time sums to at least 2.5 hours but is less than 5.5 hours. Full days (i.e., days assigned a value of 1.0) are days in which students receive at least 5.5 hours of instruction.
- For all submissions, summarize the following points in regard to the calendar:
 - total number of days of instruction for the school year including whole and half days;
 - total number of hours of instruction for the school year including and not including additional instructional time such as tutoring;
 - first and last day of classes;
 - organization of the school year (e.g., semesters, trimesters, quarters, etc.);
 - all planned holidays and other days off, as well as planned half days; and,
 - dates for summer programming, orientation, and other activities outside of the core academic calendar, if planned.

CHARTER SCHOOL SCHEDULE

Provide a daily schedule that clearly details the **total hours of instruction** the charter will provide and in what subjects. Where different grades have different schedules, provide all such schedules. If the charter includes any high school grades, it must submit a schedule that permits the Institute to determine if the charter will provide the number of instructional units each year as required by the New York Education Commissioner's Regulations to award a terminal degree. This can be a sample as the Institute recognizes that the completed school day schedule may not be complete by the Renewal Application deadline.

- Note: The Institute will request a detailed daily class schedule closer to the visit date to help with visit scheduling and classroom observations.

STAFFING PLAN

The staffing plan must include **an annotated organizational chart, a narrative, and a copy of the Staffing Chart** (available on Tab 3 of the [Five-Year Budget Projection template](#)). The annotated organizational chart should depict who will carry out the key educational and supporting administrative functions during the next charter term. The accompanying narrative must describe the key educational staff positions for each year of the proposed charter. The Staffing Chart template will automatically fill in the Five-Year Budget Projection and calculate personnel costs based on average salaries for each category. To ensure accuracy of budget projections, confirm that all staff members reflected in the organizational chart are included in Tab 3 of the budget template. Copy the staffing plan from Tab 3 of the Five-Year Budget Projection to submit with the proposed staffing plan.

ACCOUNTABILITY PLAN

The education corporation must develop a draft Accountability Plan for the proposed charter term, including any measures that may apply to grade levels included in proposed program expansions. Note that the plan must be consistent with the most current edition of the Guidelines for the Creation of an Accountability Plan, and the Institute's framework for analysis of nationally normed standardized assessments, both available on the [Institute's website](#). The Institute will return for amendment plans that are inconsistent with these Guidelines. The prospective plan must be consistent with any new grade levels proposed by the charter, such as high school accountability measures for charters proposing to add such grades.

PLAN FOR MEETING ENROLLMENT AND RETENTION TARGETS⁶

The education corporation must include a plan for the charter to meet or exceed enrollment and retention targets established by the SUNY Trustees for students with disabilities, ELLs, and students who are eligible to participate in the FRPL program. SUNY and the New York State Board of Regents (the "Board of Regents") finalized the methodology for setting targets in October 2012. Please see the New York State Education Department's [enrollment and retention target calculator](#) to find its specific targets.

6. According to Education Law § 2851(4), all charters submitting renewal applications after January 1, 2011 must include in the application the efforts it will put in place to meet or exceed enrollment and retention targets for the sub-populations as prescribed by the SUNY Trustees and based on the enrollment and retention figures of the selected populations attending public schools within the school district in which the charter school is located, or in New York City, the Community School District. Repeated failure to meet such targets is grounds for charter revocation per Education Law § 2855(1)(e).

In this submission, please provide an analysis of the charter’s progress toward meeting its enrollment and retention targets. If the charter does not meet its targets for any subgroup, please provide in this exhibit an explanation about why and how the charter will work to make progress toward meeting the goal in any future charter term.

For meeting **enrollment targets**, indicate the recruitment strategies the charter will or currently employs to attract students including, but not limited to:

- where in the school district (or CSD in New York City) the charter believes it will be able to locate students with disabilities, ELLs, and students who are eligible to participate in the federal FRPL program;
- with respect to each category of students, specifically describe how the charter will target an identified population in the charter’s outreach efforts;
- outreach to parents in the community for whom English is not their primary language, including language(s);
- outreach to parents of students with disabilities;
- outreach to parents of students who would qualify for the FRPL program;
- any at-risk admissions factors or set-asides (sometimes collectively referred to as “admissions priorities”) the charter intends to offer that would increase the likelihood of enrolling targeted students;
- personnel responsible for overseeing the charter’s marketing and outreach efforts and the means by which such personnel will record and/or preserve their recruitment activities; and,
- methods for evaluating the efficacy of the charter’s recruitment and enrollment efforts in each category during the charter term.

For meeting **retention targets**, indicate retention strategies or specific programmatic elements at the charter that will assist in retaining the three target populations including, but not limited to:

- the charter’s general strategy for retaining students;
- the specific programmatic elements at the charter that will provide services to, and will assist in, retaining the three target populations; and,
- personnel responsible for monitoring and overseeing the charter’s retention efforts, the performance of students in the three populations, and the means by which such personnel will record and/or preserve their retention activities.

EDUCATION CORPORATION BY-LAWS

Include the education corporation’s by-laws as a Renewal Charter Exhibit.

CODE OF ETHICS/CONFLICTS OF INTEREST

Include the education corporation Code of Ethics and Conflicts of Interest policies for the next charter term. The education corporation may have one policy that fulfills the statutory requirements of both a code of ethics and conflicts of interest policy. For more information please refer to the Institute's [Guide to Board Governance](#). If there are no changes to the Code of Ethics and Conflicts of Interest policies, please state that fact.

NEGOTIATED (BUT NOT EXECUTED) ESP/CMO CONTRACT

If an education corporation plans to contract with an ESP or CMO at any time during the next charter term, include a copy of the management contract. The contract needs to include the fee rate and scope of services that the ESP/CMO will provide. If the education corporation has not yet negotiated the contract, provide an explanation in the narrative portion of the charter's response along with a timetable for when the education corporation will complete that process. Such timetable must, in all instances, allow sufficient time for the Institute to review the completed contract prior to the time that the Institute must make its recommendation on the renewal application. If the education corporation has the authority to operate multiple charters, the management contract covers all such charters, and the Institute has already reviewed the management contract, then the education corporation need only provide the amended terms to cover the term of the proposed charter term under the renewal application.

If the education corporation plans to or currently engages in a shared services agreement with another not-for-profit corporation or not-for-profit education corporation, please include a copy of the agreement.

BUDGET PROJECTION

Submit a proposed budget for the proposed next charter term supporting the fiscal plan in the required format. Be sure to utilize the most recent budget template that reflects up-to-date per pupil aid official rates as issued by NYSED. An updated budget template with the next fiscal year's published per pupil rates will be made available immediately after those rates are published by NYSED. This usually occurs on or around June 1. The Institute will communicate when the new template is available in June. Prior to this date, the template will include the previous year's per pupil rates. Be sure to start with the tabs for enrollment and staffing which will pre-populate the budget projections. The template includes columns for supporting assumptions and should be utilized to clarify details of line items for reviewers. The fiscal plan narrative can be used to further detail assumptions made in preparing the five-year projections.

The Renewal [Five-Year Budget Projection template](#) is available on the Institute's website.

WHAT TO SUBMIT:

Submit the completed electronic copy of the Mission Statement as a MS Word® or Adobe Acrobat® file.

Submit the completed electronic copy of the Key Design Elements as a MS Word® file.

Submit the completed electronic copy of the Proposed Enrollment as a MS Word® or MS Excel® file.

Submit the completed electronic copy of the charter Calendar and Schedule as a MS Word® file.

Submit the completed electronic copy of the Staffing Plan as a MS Word® or MS Excel® file.

Submit the completed electronic copy of the Accountability Plan as a MS Word® file.

Submit the completed electronic copy of the Plan for Meeting Enrollment and Retention Targets as a MS Word® file.

Submit the completed electronic copy of the Education Corporation By-Laws as a MS Word® file.

Submit the completed electronic copy of the Code of Ethics as a MS Word® file.

Submit the completed electronic copy of the ESP/CMO Contract as a MS Word® or Adobe Acrobat® file.

Submit the completed electronic copy of the Budget Projection as a MS Excel® file named and include the separate education corporation projection, as applicable.

CHARTERS REQUESTING GRADE EXPANSION

If the education corporation is applying for grade expansion, please reach out to the Managing Director of School Evaluation to discuss the specific requirements below. In some cases, the Institute may request two versions of the following information, one with proposed expansion and one version without. Depending on each charter's request, seeing both versions help to fully analyze the request for expansion. The sections below should include the following information:

- **Executive Summary:** in addition to the narrative about the current charter term, the executive summary should clearly explain the education corporation's request for expansion and reasons why the SUNY Trustees should grant the expansion;
- **Community Description and Need.** Within the Executive Summary, provide a narrative analysis of the community and target population for the school including:
 - A description of the community from which the proposed expanded program intends to draw students;
 - Community demographics;
 - Performance of local schools serving the proposed expanded grade levels in meeting the community's need;
 - How the proposed school would provide a needed alternative for the community;
 - An analysis of enrollment trends in corresponding and feeder grade levels in surrounding district and charter schools; and,

- If there are existing charter schools in the area serving the proposed expanded grade levels, the response should explain how the proposed expanded program is different and how it will provide greater educational benefit to students who would attend the proposed expanded program.
- **Educational Program:** in this submission, please include narrative that reflects how the educational program will adapt with expanded grades including the curricular programs and a scope and sequence for any expanded grades;
- **Enrollment Chart, Staffing Plan, Budget Projection:** each submission should reflect the proposed increase in grades and enrollment numbers for the next charter term; and,
- **Supplemental Information:** though not required, any additional evidence that demonstrates the charter is prepared to expand grades is a helpful submission to consider as part of the Application for Charter Renewal. This might include documents like an action plan.

FINAL TIPS FOR REVIEW

- Ensure that the School Calendar submission clearly indicates the (1) total number of days of instruction; and, (2) total number of hours of instruction for the school year as per the guidance above. Schools should submit this artifact with these numbers **clearly labeled at the top** of the document;
- The charter's Enrollment and Retention Targets submission should include an explanation for why the charter is not meeting any target, if applicable; and,
- Confirm that the Governance Structure submission includes the Institute approved voting board members and a brief biography for each individual, and the information submitted aligns to the current board member list in Epicenter.



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