



MILWAUKEE
PUBLIC SCHOOLS

Charter School Contract Renewal Procedures

Milwaukee Public Schools
Office of School Administration
Department of Contracted School Services
5225 W Vliet Street
Milwaukee, WI 53208
414-475-8140
587@milwaukee.k12.wi.us

Updated May 2024

TABLE OF CONTENTS

Overview and Background	3
School Performance and Renewal Components	4
Performance Ratings	4
Renewal Recommendations	5 - 6
Renewal Recommendation Process and Approximate Timeline	6 - 9
Charter School Renewal Leaders Orientation	9
Charter School Renewal Letter of Intent	9
Charter School Application for Renewal Instructions	9 - 10
Charter School Performance Summary Instructions	10
Charter School Performance Summary (SAMPLE)	11 - 15
Student Demographic Snapshot Instructions	15
Student Demographic Snapshot (SAMPLE)	16
School Leader Site Visit and Checklist	17
Charter School Site Visit Agenda (SAMPLE)	18
Review Team Member Renewal Recommendation	18
Review Team Member Renewal Recommendation Form (SAMPLE)	19 - 20

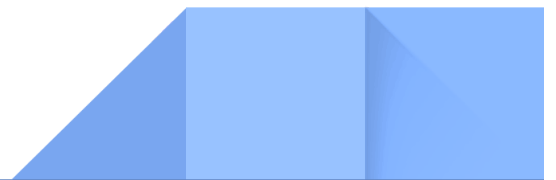
OVERVIEW AND BACKGROUND

The charter renewal process is an important opportunity for charter schools to demonstrate their success and their compliance with their current charter contract, and an opportunity to describe new initiatives that will generate the increased academic performance required during the next contract term.

The Wisconsin charter school program was created in 1993 to provide research-based, innovative educational opportunities for students under Wisconsin State Statute 118.40. A charter school is a public school that, in accordance with enabling state statute, is exempt from most provisions of Wisconsin Statutes, Chapters 115 through 121, except as otherwise explicitly provided by law, charter school contract, or Milwaukee Public Schools (MPS) Administrative Policy 9.12. In return for more autonomy from state and local control, charter schools are held accountable for achieving measurable student outcomes and other performance criteria outlined in the charter school contract.

MPS follows the principles and standards for contracting, performance evaluation and compliance monitoring established by the *National Association of Charter School Authorizers*. The evaluation and monitoring of charter schools is based on specific performance standards and compliance criteria in three broad areas: *Academic Performance, Financial Performance, and Organizational Performance*. Charter school performance and compliance audits are conducted annually. Non-instrumentality charter schools must also submit annual financial audits to ensure fiscal accountability.

Charter school contracts are initially authorized for a period of up to five years. In the last year of the contract term, the Milwaukee Board of School Directors considers contract renewal based on whether the school has met the established academic, financial and organizational standards. In accordance with Wisconsin State Statute 118.40(3b), the Board may renew a charter school contract for one or more terms, each not exceeding five school years. District administrative staff in the Department of Contracted School Services is responsible for the ongoing oversight, performance evaluation, and compliance monitoring of charter schools. The Charter School Contract Review Team is established to review, evaluate and make recommendations regarding renewal of a charter school contract.



SCHOOL PERFORMANCE AND RENEWAL COMPONENTS

Charter school renewal decisions are based on a thorough analysis of a comprehensive body of objective evidence. Information and data from the following components are used in the renewal decision-making process:

- Charter School Performance Summary
 - **Academic Performance Standards** – *Measures the academic performance of a school utilizing measures such as growth, proficiency, post-secondary readiness, and mission-specific goals.*
 - **Financial Performance Standards**– *Measures the financial health and viability of schools through near-term and long-term indicators and financial management indicators.*
 - **Organizational Performance Standards** – *Provides performance and compliance targets for the legal and contractual obligations that schools must meet, such as governance, staffing and special education requirements.*
- Application for Renewal
- School Site Visit

The following exhibits may be attached, but not limited to, as documented evidence of performance ratings:

1. Appendix A
2. Application for Renewal
3. Pupil Academic Achievement Report (PAAR)
4. Performance and Financial Audits
5. Information from MPS departments regarding Organizational and Financial Performance Standards

PERFORMANCE RATINGS

Each of the three performance areas as well as each of the individual performance standards will be given a rating of either:

- **Meets Standard** - *This rating sets the expectation for charter school performance in all measures in all frameworks. Schools earning this rating on a particular measure are performing well in that area.*
- **Approaches Standard** - *Schools are approaching but have not fully met expectations for performance on a given measure. Schools have achieved some of the minimum expectations on the measure in question and may be subject to further analysis and potentially closer monitoring.*
- **Does Not Meet Standard** - *Schools are performing below the authorizer's expectations, and the school is subject to further analysis, closer monitoring, and possibly intervention*

The overall rating for each performance standard, the rating for each section, and the renewal recommendation is completed via collaboration and consensus by the MPS Charter School Contract Review Team after the team's review of the School Performance Summary, Application for Renewal, school presentations, and other school site visit information.

RENEWAL RECOMMENDATIONS

Charter school renewal decisions are based on a thorough analysis of a comprehensive body of objective evidence. Information and data from the following components are used in the renewal decision-making process:

- Charter School Performance Summary
 - **Academic Performance Standards**
 - **Financial Performance Standards**
 - **Organizational Performance Standards**
- Application for Renewal
- School Site Visit

Overall school performance ratings and renewal recommendation will be made via collaboration and consensus. Following a review and analysis of this information, the MPS Charter School Contract Review Team will recommend one of the following renewal terms:

CONTRACT RENEWAL CRITERIA	
Renewal Terms	Criteria
<p><i>Full-term Renewal</i> Term of five years</p>	<p>To be eligible, schools must be in the last year of the contract term and have achieved the following:</p> <ul style="list-style-type: none"> ● There is a strong and compelling record of evidence that the school met the performance standards in the areas of Academic Performance, Financial Performance, and Organizational Performance. <p><u><i>Guidelines for Recommending Five-Year Renewal:</i></u></p> <ul style="list-style-type: none"> ● The Team determines that a school primarily merits <i>Met the Standard</i> ratings in the performance areas. ● A school that receives mixed ratings may be recommended for a full five-year renewal term if sufficient additional evidence obtained from the school's Application for Renewal and School Site Visit make this a credible recommendation.
<p><i>Short-term Renewal</i> Term of three years</p>	<p>To be eligible, schools must be in the last year of the contract term and have achieved the following:</p> <ul style="list-style-type: none"> ● There is a strong and compelling record of evidence that the school met a considerable number of the performance standards (approaches the standards) in the areas of Academic Performance, Financial Performance, and Organizational Performance and/or shows continuous, meaningful improvement toward meeting the performance standards. <p><u><i>Guidelines for Recommending Three-Year Renewal:</i></u></p> <ul style="list-style-type: none"> ● The Team determines that a school primarily merits <i>Met the Standard or Approaching the Standard</i> ratings or demonstrates continuous and meaningful improvement in the performance areas.

	<ul style="list-style-type: none"> A school that receives mixed ratings may be recommended for a three-year renewal term if evidence obtained from the school's Application for Renewal and School Site Visit make this a credible recommendation.
Non-Renewal / Revocation	<p>To be considered for non-renewal or revocation, the school does not apply for renewal or the school's academic, financial, and/or organizational performance results do not meet the standards and are deemed unsatisfactory. This would result in a recommendation for non-renewal/revocation.</p> <p><u>Guidelines for Recommending Non-Renewal / Revocation:</u></p> <ul style="list-style-type: none"> School receives a <i>Did Not Meet the Standard</i> in all three areas of performance. A school that receives mixed ratings may be recommended for non-renewal/ renovation if evidence obtained from the school's Performance Summary, Application for Renewal, and School Site Visit make this a credible recommendation.

RENEWAL RECOMMENDATION PROCESS AND APPROXIMATE TIMELINE

Component	Timeline (Approximate)	Description
Charter School Renewal Procedures Provided to Schools	May - June	Charter schools in the last year of the contract term receive the charter school renewal procedures and timeline to submit the required information.
Charter School Leader Orientation	May - June	Charter School Leaders are invited to attend an information session regarding the charter school renewal process.
Letter of Intent	August	Charter Schools submit a letter of intent to engage in the charter renewal process. <i>See the section for instructions on submitting a Letter of Intent.</i>
Charter School Application for Renewal	August	Charter schools seeking contract renewal submit an application for contract renewal. <i>See the section for instructions on submitting a Charter School Application for Renewal.</i>
Preliminary Charter School Performance Summary	September - October	<p>The Department of Contracted School Services, in collaboration with MPS Departments, completes a Preliminary Charter School Performance Summary for each charter school that is in the last year of the contract term. <i>See the Charter School Performance Summary for information about performance standards.</i></p> <p>(This is a <i>preliminary</i> summary in that the overall performance ratings and renewal recommendation will be completed via consensus by the MPS Charter School Contract Review Team after the team's review of the School Performance Summary, Application for Renewal, school presentation, and other site visit information.)</p>

Schools receive Preliminary Charter School Performance Summary	October	Charter schools receive the Preliminary Charter School Performance Summary. Charter Schools are expected to respond to each unmet performance measure. See <i>sample Preliminary Performance Summary</i> .
Student Demographic Snapshot	October	Charter Schools receive the Demographic Snapshot. Charter Schools are expected to complete the School Profile and Enrollment Information sections. See <i>sample Demographic Snapshot</i> .
Charter School Contract Review Team Session	September - October	<p>The MPS Charter School Contract Review Team convenes. This will be an orientation session for team members on the performance evaluation and contract renewal process. At this session, team members will be provided with the Initial Charter School Performance Summary and completed Application for Renewal for the schools seeking contract renewal. School performance data will be presented and discussed.</p> <p>Charter School Contract Renew Team consists of representatives from the Milwaukee Board of School Directors, community members, and Administration.</p>
Charter School Contract Review Team - <i>Individual Reviews</i>	October - November	<p><i>Individual Reviews:</i> Beginning in October, each MPS Charter School Contract Review Team member individually reviews the Initial Charter School Performance Summary and completed Application for Renewal for the schools seeking contract renewal. Team members are asked to complete the following prior to the school site visits and team discussion:</p> <ul style="list-style-type: none"> • Overall performance ratings for the individual performance measures and the section ratings on the School Performance Summary • Examples of strengths and weaknesses to support the ratings • Comments/feedback regarding the Application for Renewal • Comments/questions in preparation for school site visits
Charter Schools Prepare for Site Visit	October	<p>Charter schools prepare for a school site visit by the MPS Charter School Contract Review Team. See Site Visit Checklist.</p> <ul style="list-style-type: none"> • During the site visit to be held in fall, schools have the opportunity to present information included in the Application for Renewal –

		<p>focusing on Academic, Financial, and Organizational Performance Standards.</p> <ul style="list-style-type: none"> • Schools may also present supplementary information or, if applicable, address any issues / concerns raised. • In addition to the school leader, schools should plan to involve representatives of the school governing body, students, parents, and teachers. • Schools should have available samples of student work, be prepared to have Review Team members visit classrooms and arrange for a student, parents and staff focus groups.
School Site Visit by MPS Charter School Contract Review Team	October - December	<p>Beginning in October, a full-day school site visit will be scheduled for each charter school seeking contract renewal. See <i>sample Site Visit Agenda</i>. The school site visit will be structured as follows:</p> <ul style="list-style-type: none"> • MPS Charter School Contract Review Team meets to discuss the Charter School Performance Summary and completed Application for Renewal and additional data. • Charter school presentation on information included in its Application for Renewal – focusing on Academic, Financial, and Organizational Performance Standards. Schools may also provide supplementary information or, if applicable, address any issues / concerns raised. • Review team members visit classrooms, view samples of student work and participate in student, staff, and parent focus groups. • <i>Team Reviews and Recommendations</i>: MPS Charter School Contract Review Team meets to review and discuss information from the Initial Charter School Performance Summary, individual team member reviews, completed Application for Renewal, and the school site visit. Overall school performance ratings and renewal recommendation will be made via collaboration and consensus. • The Department of Contracted School Services meets with the school leader to present finalized school performance ratings and renewal recommendation.
Recommendations and Board Item Prepared	November - January	<p>The Department of Contracted School Services submits recommendations to the Superintendent of Schools and prepares the recommendation for submission to the Milwaukee Board of School Directors for action. See <i>sample Contract Review Team Recommendation Form</i>.</p>
Recommendations to and	November -	Recommendations are submitted to the Milwaukee Board

Action by the Milwaukee Board of School Directors	February	of School Directors' Committee on Student Achievement and School Innovation (SASI) for consideration at its meeting by February. There is an opportunity for public comment at the School Board's SASI Committee meeting. The Committee's recommendation is submitted to the full Board for final action.
---	----------	---

*Please note that the timeline is subject to change.

CHARTER SCHOOL RENEWAL LEADERS ORIENTATION

Attend the Charter School Renewal Leaders Orientation on **May 29, 2024**. This meeting will be held virtually and the School Leader will be provided all of the necessary information on the Contract Renewal Process for the 2024-25 school year.

CHARTER SCHOOL RENEWAL LETTER OF INTENT

Indicate your school's intent to engage in the charter renewal process. If your school chooses to engage in the process, submit the letter of intent to Lisa Haar at haarlx@milwaukee.k12.wi.us by **August 1, 2024**. On school letterhead, include the following information:

- Date
- Intent to renew with rationale
- Renewal contact person
- School Leader signature
- School Governing Body President signature

If your school chooses not to engage in the process, provide a statement regarding reason(s) for non-renewal on school letterhead which includes the School Governing Body agenda and list of participants involved in the decision-making process. Return all items along with this letter of intent to Lisa Haar at haarlx@milwaukee.k12.wi.us by **August 1, 2024**.

CHARTER SCHOOL APPLICATION FOR RENEWAL INSTRUCTIONS

In fall of the last year of the contract term, charter schools submit an application for contract renewal. In this application, charter schools provide a clear, concise, and compelling rationale for contract renewal. It should demonstrate thorough evidence that the school has increased student achievement or has shown improvement and that it is financially and organizationally sound. The application should describe the school's strengths and successes and outline plans for continued success in the future.

The application should address all the elements. Responses should be descriptive, in narrative form, and provide examples for clarity. Responses should be written in the order listed below. Submit the completed application no later than **August 30, 2024** to Lisa Haar at haarlx@milwaukee.k12.wi.us.

Page Limit: The application should not exceed 15 pages.



Font and Type: A minimum of 12-point font should be used and, if possible, use Times New Roman font.

- I. Response to Current Charter School Performance
 - A. Academic Performance
 1. *Provide a description of how the school has been faithful in implementing its educational program outlined in the charter proposal (Appendix A).*
 2. *Explain how the school has met goals and measurable objectives during the term of this contract. Highlight growth in student achievement and provide evidence of how the school is making progress towards meeting its academic outcomes.*
 - B. Financial Performance
 1. *Explain how the school has met its financial performance standards. Describe how the school is financially sound.*
 - C. Organizational Performance
 1. *Illustrate how the school has a well-functioning organizational structure. Include pertinent information about parental involvement, staffing, health and safety, school enrollment, discipline guidelines, and school facilities. Describe how the community partnerships have impacted students.*
 2. *Provide evidence that parents and students are satisfied with the school.*
 3. *Demonstrate that the school has an active and effective school governance structure. Provide examples and explain.*
- II. Plans for Continued Success
 - A. Academic Performance
 1. *Describe any proposed changes to the school's educational program for the term of the next charter school contract (up to five years).*
 2. *Provide the proposed enrollment and grade levels for the term of the next charter school contract.*
 3. *Outline the school's goals and measurable objectives for the term of the next charter school contract and describe how the school intends to meet these goals.*
 - B. Financial Performance
 1. *Explain the school's financial plans and forecast.*
 - C. Organizational Performance
 1. *Illustrate plans for strengthening parental and community involvement in the school's educational mission.*
 2. *Describe any changes to the school's governance structure.*

CHARTER SCHOOL PERFORMANCE SUMMARY

Review the data from the term of the contract and provide a response to any unmet measures in academic, financial, and organizational performance. For each "no" indicated, provide a response to plans on meeting the contract measure by the end of the school year.

Submit your completed form (**word document**) to Lisa Haar at haarlx@milwaukee.k12.wi.us by **October 1, 2024**.

CHARTER SCHOOL PERFORMANCE SUMMARY (SAMPLE)

Charter School		Contract Term	
Grade Levels		Date	
Contract Max FTE		September Enrollment Count	

INTRODUCTION

MPS follows the principles and standards for contracting, performance evaluation and compliance monitoring established by the *National Association of Charter School Authorizers*. The Charter School Performance Summary rates a school's performance in three broad areas: **Academic Performance**, **Financial Performance**, and **Organizational Performance**. The performance summary is *one* of the review and evaluation components used as the basis for charter renewal recommendations.

PERFORMANCE RATINGS

Each of the three performance areas as well as each of the individual performance standards will be given a rating of either:

- **Meets Standard**
- **Approaches Standard**
- **Does Not Meet Standard**

The overall rating for each section and the renewal recommendation is completed via collaboration and consensus by the MPS Charter School Contract Review Team after the team's review of the School Performance Summary, Application for Renewal, and site visit.

ACADEMIC PERFORMANCE STANDARDS		
1	WSAS English Language Arts (ELA)	Achieve a percentage of pupils in Charter School scoring proficient or advanced on the Wisconsin Student Assessment System (WSAS) tests in English / Language Arts (ELA) that is the same as, or higher than, the percentage of pupils scoring proficient or advanced in corresponding grades in all MPS schools.
2	WSAS Mathematics	Achieve a percentage of pupils in Charter School scoring proficient or advanced on the Wisconsin Student Assessment System (WSAS) tests in mathematics that is the same as, or higher than, the percentage of pupils scoring proficient or advanced in corresponding grades in all MPS schools.
3	WSAS Science	Achieve a percentage of pupils in Charter School scoring proficient or advanced on the Wisconsin Student Assessment System (WSAS) tests in science that is the same as, or higher than, the percentage of pupils scoring proficient or advanced in corresponding grades in all MPS schools.
4	WSAS Social Studies	Achieve a percentage of pupils in Charter School scoring proficient or advanced on the Wisconsin Student Assessment System (WSAS) tests in social studies that is the same as, or higher than, the percentage of pupils scoring proficient or advanced in corresponding grades in all MPS schools.

5	Early Literacy Reading	Achieve a percentage of pupils in Charter School scoring proficient or advanced on the District's early literacy reading assessment that is the same as, or higher than, the percentage of pupils scoring proficient or advanced in corresponding grades (five-year-old kindergarten, grade one, and grade two) in all MPS schools as recorded on the Student Promotion System.
6	Early Literacy Mathematics	Achieve a percentage of pupils in Charter School scoring proficient or advanced on the District's early literacy mathematics assessment that is the same as, or higher than, the percentage of pupils scoring proficient or advanced in corresponding grades (five-year-old kindergarten, grade one, and grade two) in all MPS schools as recorded on the Student Promotion System.
7	Graduation Rate	Using a Wisconsin Department of Public Instruction formula for comparison, charter school shall achieve a high school graduation rate that is the same as or higher than the high school graduation rate in all MPS high schools.
8	Stability Rate	Achieve a stability rate of pupils in Charter School that is the same as, or higher than, the stability rate of pupils in corresponding grades in all MPS schools. In this contract "stability rate" shall refer to the percentage of students (excluding top grade level) enrolled on the May count date of the first year that are still enrolled on the following year's September count date.
9	Attendance Rate	Achieve an average daily attendance rate of pupils in Charter School that is the same as, or higher than, the average daily attendance rate of pupils in corresponding grades in all MPS schools.
10	Mobility Rate	Achieve a mobility rate of pupils in Charter School that is the same as, or lower than, the mobility rate of pupils in corresponding grades in all MPS schools.
11	Promotion Rate Grades 4 and 8	Achieve a percentage of pupils promoted from grades 4 and 8 in Charter School that is the same as, or higher than, the percentage of pupils being promoted from corresponding grades in all MPS schools.
12	Local Measures	If applicable per the terms of the Charter Contract.

STANDARD		YEAR 1 2020-21	YEAR 2 2021-22	YEAR 3 2022-23	YEAR 4 2023-24	YEAR 5 (CURRENT)
1	WSAS English Language Arts	School = District =	School = District =	School = District =	School = District =	School = District =
2	WSAS Mathematics	School = District =	School = District =	School = District =	School = District =	School = District =
3	WSAS Science	School = District =	School = District =	School = District =	School = District =	School = District =
4	WSAS Social Studies	School = District =	School = District =	School = District =	School = District =	School = District =
5	Early Literacy Reading	School = District =	School = District =	School = District =	School = District =	School = District =
6	Early Literacy Mathematics	School = District =	School = District =	School = District =	School = District =	School = District =
7	Graduation Rate	School = District =	School = District =	School = District =	School = District =	School = District =
8	Stability Rate	School = District =	School = District =	School = District =	School = District =	School = District =
9	Attendance Rate	School = District =	School = District =	School = District =	School = District =	School = District =

10	Mobility Rate	School = District =	School = District =	School = District =	School = District =	School = District =
11	Promotion Rate	School = District =	School = District =	School = District =	School = District =	School = District =
Percentage of Standards Met by Year		% MET % DID NOT MEET	% MET % DID NOT MEET	% MET % DID NOT MEET	% MET % DID NOT MEET	% MET % DID NOT MEET

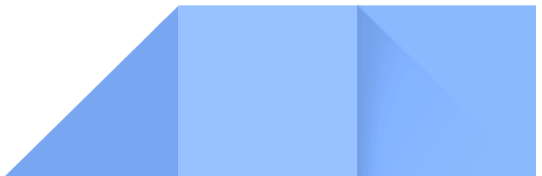
SCHOOL'S COMMENTS TO ACADEMIC PERFORMANCE MEASURES

(Schools may respond to performance measures, submit additional information, and/or address areas of strength and/or challenge identified in the Academic Performance section. Additionally, schools should include statements and evidence reflecting areas of improvement related to Academic Performance.)

FINANCIAL PERFORMANCE STANDARDS

1	Financial Audit	Charter school provides an annual financial audit consistent with the provisions of the charter school contract. There are no material, unresolved, and/or repeat findings.
2	Budget Accounts	Charter school expends and accounts for funds in a manner consistent with the provisions of the charter school contract. Expenditures in any category of the school's annual budget did not deviate by more than 10%, unless mutually agreed upon between MPS and the charter school.
3	Financial Accounting	Charter school expends and accounts for funds in accordance with the federal guidelines set forth in Office of Management and Budget OMB Circular(s), A21, A87, or A122 Circular.
4	Financial Records	Charter school maintains all financial records in compliance with state and federal guidelines and with Generally Accepted Accounting Principles and Standards. Charter school's financial records are consistent with the provisions of the charter school contract.
5	Budget Deficit	When charter school anticipates a revenue shortfall or deficit from operations, or upon request of MPS, charter school submits within 30 days contingency plans for such revenue shortfalls in accordance with provisions of the charter contract. Plans to manage deficits or other contingencies are explained.
6	Financial Reporting	Charter school complies with all the financial reporting as outlined in the charter contract.

STANDARD		YEAR 1 2020-21	YEAR 2 2021-22	YEAR 3 2022-23	YEAR 4 2023-24	YEAR 5 (CURRENT)
1	Financial Audit					
2	Budget Accounts					
3	Financial Accounting					
4	Financial Records					
5	Budget Deficit					
6	Financial Reporting					



Percentage of Standards Met by Year	% MET % DID NOT MEET	% MET % DID NOT MEET	% MET % DID NOT MEET	% MET % DID NOT MEET	% MET % DID NOT MEET
DISTRICT'S COMMENTS TO FINANCIAL PERFORMANCE MEASURES					
SCHOOL'S COMMENTS TO FINANCIAL PERFORMANCE MEASURES					
<i>(Schools may respond to performance measures, submit additional information, and/or address areas of strength and/or challenge identified in the Financial Performance section. Additionally, schools should include statements and evidence reflecting areas of improvement related to Financial Performance.)</i>					

ORGANIZATIONAL PERFORMANCE STANDARDS		
1	Annual Performance Audit	Charter school provides for an annual performance audit consistent with the provisions of the charter school contract. There are no material, unresolved, and/or repeat findings.
2	Educational Program	Charter school operates the educational program consistent with description contained in the charter school proposal approved by the Milwaukee Board of School Directors and equips all classrooms with all materials, equipment and supplies required to implement the educational program.
3	School Governance	Charter school governance structure and reporting requirements are consistent with provisions of the charter school contract.
4	Parental Involvement	Charter school employs methods to ensure parental involvement consistent with the provisions of the charter school contract.
5	Title I Requirements	Charter school complies with all of the rules and regulations applicable to Title I funding requirements consistent with federal law and the provisions of the charter school contract.
6	Employee Qualifications and Human Resources Provisions	Charter school complies with all state statutes and provisions of the charter school contract relative to the qualifications and hiring of individuals employed in the school. This includes, but is not limited to, ensuring that all instructional staff hold a current and appropriate license or permit issued by the Wisconsin Department of Public Instruction and background screening for both employees and volunteers.
7	Health and Safety	Charter school complies with all district policies and all local, state and federal laws, codes, rules and regulations that apply to public schools pertaining to health and safety consistent with the provisions of the charter school contract.
8	Pupil Admissions and Enrollment Policies, and Records Retention	Charter school complies with provisions of the charter school contract regarding admissions requirements, pupil enrollment, racial and ethnic balance, and pupil records retention. Charter school adheres to state and federal laws and contract provisions related to nondiscrimination and statutory requirements, nonsectarian status, and pupil tuition and fees.
9	Special Education Compliance	Charter school complies with all of the requirements of the Individuals with Disabilities in Education Act (IDEA) and Section 504 of the Rehabilitation Act of 1973. School provides a free appropriate public education (FAPE) to children with disabilities, including, but not limited to, identifying, evaluating, planning educational programs, and implementing placements in accordance with those Acts.
10	Transportation and Nutrition Services	Charter school adheres to all provisions of the charter contract relative to transportation and nutrition services.

STANDARD		YEAR 1 2020-21	YEAR 2 2021-22	YEAR 3 2022-23	YEAR 4 2023-24	YEAR 5 (CURRENT)
1	Annual Performance Audit					

2	Educational Program					
3	School Governance					
4	Parental Involvement (school provides see note)					
5	Title I Requirements					
6	Employee Qualifications and Human Resources Provisions					
7	Health and Safety					
8	Pupil Admission and Enrollment Policies and Records Retention					
9	Special Education Compliance					
10	Transportation and Nutrition Services					
Percentage of Standards Met by Year		% MET % DID NOT MEET	% MET % DID NOT MEET	% MET % DID NOT MEET	% MET % DID NOT MEET	% MET % DID NOT MEET
DISTRICT’S COMMENTS TO ORGANIZATIONAL PERFORMANCE MEASURES						
SCHOOL’S COMMENTS TO ORGANIZATIONAL PERFORMANCE MEASURES						
<i>(Schools may respond to performance measures, submit additional information, and/or address areas of strength and/or challenge identified in the Organizational Performance section. Additionally, schools should include statements and evidence reflecting areas of improvement related to Organizational Performance).</i>						

STUDENT DEMOGRAPHIC SNAPSHOT

Complete the *School Profile* and *Enrollment information* sections of the Student Demographic Snapshot. Verify the student demographic data that has been entered into the bottom portion of the Student Demographic Snapshot.

Submit the completed form (**word document**) to Lisa Haar at haarlx@milwaukee.k12.wi.us by **October 1, 2024**.



STUDENT DEMOGRAPHIC SNAPSHOT (SAMPLE)

CHARTER SCHOOL NAME Address			
SCHOOL PROFILE			
Mission			
School Leader			
Year Opened			
Grades Served			
ENROLLMENT INFORMATION			
Maximum authorized enrollment			
Total number of students currently enrolled			
Average class size			
Number of students who are currently on the waiting list			
Number of students who left the school during the prior school year			
Number of students that completed the prior school year but did not re-enroll for the current school year (excluding graduates)			
Number of students who have left the school during the current school year			
DEMOGRAPHIC AND SUBGROUP INFORMATION FOR CURRENTLY ENROLLED STUDENTS			
Subgroup Population	Number of students	Percent of entire student body	District average (%)
Black or African-American			
Asian			
Hispanic			
White			
Other			
Students with Disabilities			
English Language Learners			
Economically Disadvantaged			

SCHOOL LEADER SITE VISIT AND CHECKLIST

In preparation for the Charter School Site Visit, schools must prepare to respond to the work that was accomplished during the time of the current contract. In this presentation, schools provide a clear, concise, and compelling rationale for contract renewal. It should demonstrate, through evidence, that the school has increased student achievement or has shown improvement and that it is financially and organizationally sound. A school should be able to showcase the work through artifacts such as programming data, student samples, etc.

Approximately 4 weeks prior to the visit

- Identify School governing board members, parents, teachers, students, and community members who will participate in the team presentation.
- Identify students who will participate in the student focus groups.
- Inform the school community about the purpose of the site visit and the logistics for the day.

Approximately 2 weeks prior to the visit

- Identify a secure, private space that can serve as a meeting room for the Charter School Review Team throughout the day.
- Provide the Department of Contracted School Services with the logistics for parking and room for the day of the visit.
- Provide the Department of Contracted School Services with the staff schedules.
- Confirm the student focus group members and those that will be participating in the school team presentation.
- Collect lesson plans, student work samples, family/student/staff survey, professional development (PD) plan and calendar, charter school board meeting minutes, and other artifacts that will assist the Charter Review Team in the process. Upload these documents into the school's Google Folder for the Contract Renewal (a link will be provided to the school).

Approximately 1 week prior to the visit

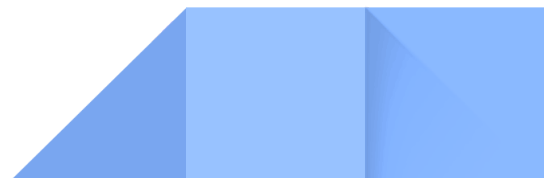
- Speak with the Department of Contracted School Services to confirm the site visit logistics. Please ask questions about the site visit at this time.

The day before the site visit

- Have copies prepared of any materials that you would like for the Review Team to have (school map, schedule, PowerPoint documents, etc.)
- Determine which stakeholders should attend the Charter School Review Team's report out at the conclusion of the site visit and invite them to attend.

During the site visit

- Greet Charter School Review Team at the door
- Ensure that the Charter School Review Team's meeting room remains private and all requested documents are provided and clearly labeled.
- Be available to assist the Charter School Review Team with any additional information that might be needed.



CHARTER SCHOOL SITE VISIT AGENDA (SAMPLE)

TIME	ACTIVITY	PARTICIPANTS
8:00 am - 8:30 am	Document Review	Charter School Review Team
8:30 am - 9:45 am	Introductions and Charter School Presentations	School Team and Charter School Review Team
9:45 am - 11:15 am	Classroom Observations and Break	Charter School Review Team
11:15 am - 12:00 pm	Question and Answer	School Team and Charter School Review Team
12:00 pm - 12:30 pm	Working Lunch and Document Review	Charter School Review Team
12:30 pm - 1:00 pm	Student Focus Group	Students and Charter School Review Team
1:00 pm - 1:30 pm	Parent Focus Group	Parents and Charter School Review Team
1:30 pm - 2:00 pm	Staff Focus Group	Staff and Charter School Review Team
2:00 pm - 2:30 pm	Question and Answer Session / Break	School Team and Charter School Review Team
2:30 pm - 3:00 pm	Review Team Debrief	Charter School Review Team
3:00 pm - 3:30 pm	Review Team Report Out and Exit Discussion	School Team and Charter School Review Team

REVIEW TEAM MEMBER RENEWAL RECOMMENDATIONS

Charter school renewal decisions are based on a thorough analysis of a comprehensive body of objective evidence. Information and data from the following components are used in the renewal decision-making process:

- Charter School Performance Summary
 - **Academic Performance Standards**
 - **Financial Performance Standards**
 - **Organizational Performance Standards**
- Application for Renewal
- School Site Visit

Overall school performance ratings and renewal recommendation will be made via collaboration and consensus. Following a review and analysis of this information, the MPS Charter School Contract Review Team will recommend one of the following [renewal terms](#): full-term, short-term, or non-renewal / revocation.

MPS CHARTER SCHOOL CONTRACT REVIEW TEAM RECOMMENDATION FORM (SAMPLE)

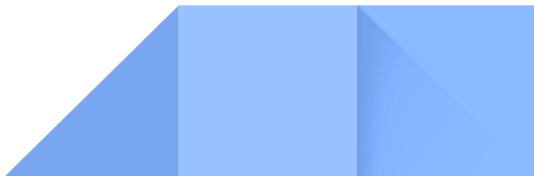
CHARTER SCHOOL REVIEW TEAM RENEWAL RECOMMENDATION	
Charter School	
Date of Site Visit	
Review Team Member Name	

The renewal recommendation is based on a thorough review and analysis of information and data from the following:

- Charter School Performance Summary
- Application for Renewal
- School Site Visit

Directions: Please indicate for each of the sections below if the charter school met, approaches or did not meet the standard based on the rubric. Provide a summary/feedback based on the academic, financial and organizational performance. Lastly, indicate if the recommendation based on the review and analysis is a long-term, short-term or non-renewal.

CHARTER SCHOOL PERFORMANCE SUMMARY			
	Met the Standard	Approaches the Standard	Did Not Meet the Standard
Academic Performance			
Financial Standard			
Organizational Standard			
COMMENTS - PERFORMANCE SUMMARY			
APPLICATION FOR RENEWAL			
Met the Standard	Approaches the Standard	Did Not Meet the Standard	
<p>The Application for Renewal provides clear, concise and compelling information in the areas of Academic, Financial and Organizational Performance. The school has:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Included ample evidence of increased student achievement or shown continuous improvement; <input type="checkbox"/> Provided credible examples and documented evidence of its financial performance; and <input type="checkbox"/> Illustrated sufficiently and convincingly that it is organizationally sound. 	<p>The Application for Renewal provides information in the areas of Academic, Financial and Organizational Performance. The information provided does not fully meet the expectations of the standard. Some of the information provided is developing and there is evidence of growth.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Provided some evidence of increased student achievement or continuous improvement; <input type="checkbox"/> Provided some evidence of its 	<p>The Application for Renewal does not provide clear, concise and compelling information in the areas of Academic, Financial and Organizational Performance. The school did not satisfactorily address application components. Responses lack details. Descriptions and/or examples are underdeveloped. The school provided:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Insufficient evidence of increased student achievement or continuous improvement; 	



<input type="checkbox"/> The school's plans for continued success are clearly and effectively outlined with full details, descriptions, and explanations.	financial performance; and <input type="checkbox"/> Provided some evidence that it is organizationally sound. <input type="checkbox"/> The school's plans for continued success were partially developed and did not provide sufficient evidence to support the plan's for success.	<input type="checkbox"/> Unclear examples and evidence of its financial performance; and <input type="checkbox"/> Inadequate evidence that it is organizationally sound. <input type="checkbox"/> The school's plans for continued success are unclear and not fully described or developed.
---	---	--

COMMENTS - APPLICATION FOR RENEWAL

SCHOOL SITE VISIT

Met the Standard	Approaches the Standard	Did Not Meet the Standard
<p>Charter school site visit provided excellent further evidence that the school is meeting performance standards.</p> <input type="checkbox"/> School presentations clearly and effectively communicated information from its Application for Renewal. <input type="checkbox"/> School sufficiently addressed any issues/concerns raised by the MPS Charter School Contract Review Team members. <input type="checkbox"/> School (if appropriate) provided sufficient supplementary information to further clarify performance results and ratings. <input type="checkbox"/> Samples of student work and classroom visits reflect strongly and positively the school's teaching and learning practices.	<p>Charter school site visit provided some evidence that the school is meeting some of the performance standards. The information provided does not fully meet the expectations of the standard. Some of the information provided is developing and the school demonstrated evidence of growth.</p> <input type="checkbox"/> School presentation partially communicated information from its Application for Renewal. <input type="checkbox"/> School addressed some of the issues/concerns raised by the MPS Charter School Contract Review Team members. <input type="checkbox"/> School provided some supplementary information to clarify performance results and ratings. <input type="checkbox"/> Samples of student work and classroom visits provided some information to support the school's teaching and learning practices.	<p>Charter school site visit did not provide compelling evidence that the school is meeting performance standards.</p> <input type="checkbox"/> School presentation insufficiently communicated information from its Application for Renewal. <input type="checkbox"/> School did not adequately address issues/concerns raised by the MPS Charter School Contract Review Team members. <input type="checkbox"/> School did not provide ample supplementary information to clarify performance results and ratings. <input type="checkbox"/> Samples of student work and classroom visits did not necessarily positively reflect the school's teaching and learning practices.

COMMENTS FROM SITE VISIT

RENEWAL RECOMMENDATION

<input type="checkbox"/> Full Term Renewal	<input type="checkbox"/> Short Term Renewal	<input type="checkbox"/> Non-Renewal / Revocation
--	---	---

PROVIDE RATIONALE FOR RECOMMENDATION