

Massachusetts Charter School

Guidelines:
**Application for Renewal of a
Public School Charter**

Revised February 2017

Massachusetts Department of Elementary and Secondary Education

Office of Charter Schools and School Redesign

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Introduction

This document provides guidelines for submitting an application for renewal of a public school charter (Application) to the Department of Elementary and Secondary Education (Department) Office of Charter Schools and School Redesign. The following sections include an overview of the charter renewal process, detailed requirements for preparing and submitting the Application to the Department, and a list of documents that the school may find helpful in preparing the Application. Please review all of the information contained in these *Guidelines* before you begin the school's Application. Any Application that does not conform to these *Guidelines* will be returned to the school for revision.

The school's Application presents evidence of the school's performance during the current charter period. The application process also allows the school to examine its practices and decisions over the current charter term, offer explanations for any performance or operational issues, identify actions taken to correct past problems, and provide information regarding the school's plans for improvement in the future. By presenting full and accurate information along with a context for the information, the school has the opportunity to make its best case for charter renewal.

It is important to understand that the information provided in the school's Application is supplemented by additional information that the school and the Department will provide during the charter renewal process. The *Massachusetts Charter School Renewal Inspection Protocol* provides a detailed listing of the documents to be provided to the renewal inspection team assigned to conduct the renewal inspection site visit and prepare a renewal inspection report.

Context: Revision of the Guidelines

The Department has collected extensive data on each charter school's performance over the charter term, including, but not limited to, the following: a school's annual reports, financial audits, test results, site visit reports, and demographic data. Rather than a restatement of information and data that the Department already possesses, the Application should contain additional affirmative evidence of the school's successes. The Application is the chance for the charter school to make its best case for renewal by providing additional information or clarifying the school's performance over the past four years of the charter term. The 2017

information or clarifying the school's performance over the past four years of the charter term. The 2017 revision includes changes to evidence requested for Criterion 2: Access and Equity; the addition of Criterion 3: Compliance; additional requests for evidence regarding Key Indicators 7.1: Social, Emotional and Health Needs, Key Indicator 7.2: Family Engagement and Key Indicator 8.2: Professional Climate; and other minor revisions.

Overview of the Charter Renewal Process

The Board of Elementary and Secondary Education (Board) is obligated by statute and regulation to conduct ongoing performance reviews of each charter school and, no later than the fifth year of the school's charter term, decide whether or not to renew the school's charter. The charter renewal decision is based upon the school's performance over the term of the charter in three areas:

The school's faithfulness to the terms of its charter,

The success of the school's academic program, and

The viability of the school as an organization (603 CMR 1.11).

The school's Accountability Plan and the Charter School Performance Criteria provide the analytical

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framework used to hold a charter school accountable for performance in these three areas and to decide whether or not a charter should be renewed (603 CMR 1.11(3)). The major components of the charter renewal process are summarized below.

Charter Renewal Process

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| Submission of Application for Renewal | The school submits the completed Application to the Department no earlier than March 1 of the school's third year and no later than August 1 after the end of the fourth year of the school's charter. The completed Application must follow the content and format guidelines set forth in the following pages and must be complete upon submission. |
| Application review | The Department reviews the completed Application. The Application is accepted or returned to the school for revision or the inclusion of additional information. |
| Renewal inspection | The Department may contract with an independent organization to conduct a review of the school's performance in accordance with the <i>Massachusetts Charter School Renewal Inspection Protocol</i> or may use Department staff members to conduct the inspection. The renewal inspection team prepares a renewal inspection report summarizing the team's findings or observations regarding the school's performance relative to the <i>Charter School Performance Criteria</i> . |
| Opportunity for response | The school may provide the Department with a formal response to the renewal inspection report; this response becomes part of the school's permanent record. Other interested parties, including the superintendent in the district in which a charter school is located or the superintendents in the region from which the school draws students, are given the opportunity to submit written comments to the Department regarding renewal of the school's charter. |
| Summary of Review | The Summary of Review (SOR), which is prepared by the Department, is a summary of the school's performance over the five-year charter term, taking into account many sources of evidence, including but not limited to: the Application, the renewal inspection report, previous site visit reports, financial audits, performance relative to the school's Accountability Plan, prior annual reports, board documents, academic data, and demographic data. The SOR presents data and evidence aligned to the statutory requirements for renewal of a charter. The SOR is presented to the Commissioner of Elementary and Secondary Education (Commissioner) who makes a renewal determination based on the evidence. The school will be given a draft of the SOR for factual corrections before it is finalized and presented to the Commissioner. The school will also have an opportunity to respond to the SOR in the same manner as described above. For additional information please see the December 23, 2016 memorandum, Update to the Renewal Process, found here: http://www.doe.mass.edu/news/news.aspx?id=24089 . |
| Renewal Decision | Based on Board votes in 2009 and 2013, the Commissioner has been delegated the authority to grant charter renewals that do not involve probation or non-renewal. In these cases, the Commissioner notifies the Board ahead of any intended actions, and the Board may ask to bring the renewal to the full board, the Commissioner's |

decision stands and the charter will be renewed, with or without conditions. For renewals involving probation, or for any renewal requested by the Board to be discussed by the full board, the Board then votes either to renew, to renew with conditions, to renew with probation, or not to renew the school's charter. Please see the Considerations for Charter School Renewal Memo for more details.

<http://www.doe.mass.edu/news/news.aspx?id=7802>

Application Submission Requirements



- Due Date:** The school's Application and all related materials, including certifications, must arrive at the Department no later than **5 p.m. on Tuesday, August 1, 2017.**
- Length:** The completed Application **should not exceed 25 pages**, excluding cover letter, cover page, and appendices. Please use the Application Completion Checklist to ensure that all required components are included.
- Formatting:** The text and attachments must use standard one-inch margins, be clearly paginated, and use a clearly readable font no smaller in type size than 11 point.
- Data:** Tables, graphs, and other data, including student achievement data, provided in the Application must be clearly presented, clearly explained, and directly relevant to the text. **Student-level data must not be included.** In addition, the Application must not include any photographs, pictures, graphics, or news clips that are not directly relevant to the text.
- Certification Statement(s):** The Application **must include the required certification statement(s) with signatures.** The Application will not be considered complete without the required signed certification(s). Please note that the Renewal Application Certification Statement requires that the chair of the school's **board of trustees** certify that the school's board has voted to approve the application. A Horace Mann charter school's Application also requires approval from the **school committee and the local bargaining unit. Please read the statements carefully to submit the appropriate and signed certifications by August 1.**
- Appendices:** All additional attachments must be clearly labeled and provided in the appropriate appendix, as designated in these *Guidelines*. Additional information included in the appendices, excluding compliance documents, should not exceed 25 pages in total.
- Checklist:** A copy of the Application Content Checklist (Appendix E) with all items completed.

The school's completed Application must be submitted to the Department in **printed and electronic form.** Please submit one, unbound original version with required signatures, including certifications and all appendices, in printed form.

The printed version of the school's Application must be delivered to:

Office of Charter Schools and School Redesign

Application in two parts. 1. the narrative sections and Accountability Plan section must be provided in Microsoft Word; 2. Attachments (with the exception of the Accountability Plan) may be submitted in PDF. Please clearly label each submission.

Directions for drop box submission:

- Go to the Department’s Security Portal: <https://gateway.edu.state.ma.us/>
- Login using your user name and password
- Go to Drop Box Central
- Choose Charter School File Exchange (*security role required*), click next
- Click on **Browse** and locate your Application on your school’s computer, hard drive, or server
- Select the file to upload
- Click the **Upload File Button**
- **Repeat if submitting two documents**

If you have problems accessing any of these fields you may not have adequate security clearance and need to contact your school’s directory administrator. If you have questions about the submission of documents through the Drop Box, please contact the Office of Charter Schools and School Redesign at 781-338-3227.

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| Application Contents |
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Cover page

Provide a cover page labeled “Application for Renewal of a Public School Charter” that lists the following information:

- School name
- School address
- School contact information: name, title, telephone, and email address
- Date that the school’s board of trustees voted approval of the Application
- Application submission date

Cover Letter (optional)

Provide a cover letter of no more than two pages providing a brief overview of the school’s mission, educational philosophy, characteristics, and major challenges and accomplishments over the current charter term.

Table of Contents

Provide a clearly labeled Table of Contents naming all major sections, appendices, and page numbers.

Introduction to the School

To provide the reader with basic introductory information about your school, complete the table below and

provide the mission statement as stated in the school's charter or as amended and approved by the Department.

| | | | |
|---|--|---|--|
| Name of School | | | |
| Type of Charter (Commonwealth or Horace Mann) | | Location of School (Municipality) | |
| Regional or Non-Regional? | | Chartered Districts in Region (if applicable) | |
| Year Opened | | Year(s) Renewed (if applicable) | |
| Maximum Enrollment | | Current Enrollment | |
| Chartered Grade Span | | Current Grade Span | |
| # of Instructional Days per school year | | Students on Waitlist | |
| School Hours | | Age of School | |
| Mission Statement | | | |
| | | | |

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Charter School Performance Criteria Relating to Faithfulness to the Charter

Guided by the prompts below, provide evidence of the school’s performance and progress related to the school’s faithfulness to charter, as derived from the Charter School Performance Criteria. Please see: <http://www.doe.mass.edu/charter/acct.html?section=criteria> for further details. The Application must provide complete, clear, and accurate information in response to each of the items listed below. If an item does not apply to the school, please clearly note why it is not applicable.

Criterion 1: Mission and Key Design Elements

A. Mission and Key Design Elements: Provide evidence (including specific examples) of how the school is faithful to its mission as defined in the charter application and any subsequent approved amendment(s), if applicable. Please also provide a list of the school’s key design elements and provide evidence (including specific examples) of how the school implements the key design elements. Key design elements support the implementation of the school’s mission and make the school unique and distinct from any other school. Key design elements should all relate to the mission statement or the intentions set out in the school’s original (or amended) charter. If your school has developed an Accountability Plan using the new guidelines, please use the key design elements as articulated in the Accountability Plan.

If you have questions about what would be considered the key design elements for your school, please contact your school’s liaison. The list of charter school liaisons can be found here: <http://www.doe.mass.edu/charter/ContactLiaison.html>.

Please note that the school is asked to summarize performance against its Accountability Plan in Appendix A rather than in the body of the Application.

B. Amendments: Use the table below to display any amendment requests approved by either the Commissioner or Board (formally known as minor and major) during the charter term. Please see <http://www.doe.mass.edu/charter/governance/?section=amendments> for the Charter Amendment Guidelines if needed.

| Date | Amendment Requested | Approved? |
|------|---------------------|-----------|
| | | |
| | | |
| | | |
| | | |

*Add rows as needed

Criterion 2: Access and Equity

A. Explain successes or challenges of implementing the school’s Recruitment and Retention Plan in regard to enrolling a demographically comparable population during the charter term. Please use

the CHART tool at <http://www.doe.mass.edu/charter/finance/chart/> to access enrollment data.

- B. Explain trends and/or anomalies in attrition data over the past four years and how the school has addressed any attrition rates that were higher than the median rate of comparison schools for all students and for subgroups. Please use the CHART tool at <http://www.doe.mass.edu/charter/finance/chart/> to access attrition data.
- C. Explain trends and/or anomalies in suspension and expulsion data and how your school has worked to lower rates of suspension over the course of the charter term. If applicable, please describe any recent changes in the school's approach to student discipline.

Criterion 3: Compliance

- A. Please provide a statement explaining any areas where the school is currently out of compliance with the terms of its charter and/or applicable state and federal laws and regulations, including the Statement of Assurances. Please describe how the school is working to address any compliance issues prior to its renewal.

Criterion 4: Dissemination

Using the table below, provide evidence of how the school has provided innovative models for replication and best practices to other public schools in the district where the charter school is located. Dissemination efforts may also include sharing innovative models and best practices to other schools, districts, and organization beyond the district where the charter school is located. There are multiple forums and activities through which a charter school may disseminate, please see the Charter School Performance Criteria for more information: <http://www.doe.mass.edu/charter/acct.html?section=criteria>

Please note: this is an area where information provided will be duplicative with annual report submissions.

| Best Practice Shared | Year Dissemination | Vehicle for Dissemination (describe the method, format, or | Criteria that best aligns to the shared best practice (choose | With whom did the school disseminate its best practices? | Result of dissemination (List any resulting artifacts, materials, agendas, or results from partners. Also indicate if the school received |
|----------------------|--------------------|--|---|--|---|
|----------------------|--------------------|--|---|--|---|

| Shared | Occurred | venue used to share best practices) | practice (choose from the drop down menu) | (Partners and Locations) | grant funding to disseminate and if a grant report was written.) |
|--------|----------|-------------------------------------|---|--------------------------|--|
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Guided by the prompts below, provide evidence in this section to address the performance and progress related to the school’s academic success, as derived from the Charter School Performance Criteria. Please see: <http://www.doe.mass.edu/charter/acct.html?section=criteria> for further details. The Application must provide complete, clear, and accurate information in response to each of the items listed below. If an item does not apply to the school, please clearly note why it is not applicable. Please do not include a discussion of any data that is currently embargoed.

Criterion 5: Student Performance

A. If academic performance has resulted in an Accountability Level of 1 at any time during the charter term please answer one of the two prompts below:

- If the school has recently been designated Level 1 – please identify any changes to the academic program that may have led to these gains.
- If the school has maintained Level 1 status since 2012, please briefly describe the critical elements of the school’s academic program that have contributed to ongoing success.

B. If academic performance has resulted in an Accountability Level of 2 or 3 during the charter term, please provide the school’s assessment of those results and describe what has been done to improve academic performance.

C. In the event that a school believes that the core indicators of the statewide Accountability System are not fully representative of student performance at the school, or if the school did not have sufficient data to render an Accountability Level, please provide additional valid and reliable data demonstrating the progress the school has made in meeting academic benchmarks. Use the table below to summarize the academic performance trends for non-MCAS assessments.

| Additional Assessment Data | |
|---|---|
| <input type="checkbox"/> Assessment Name: | <input type="checkbox"/> Grades Assessed: |
| <input type="checkbox"/> Date Implemented: | <input type="checkbox"/> Date Discontinued: <input type="checkbox"/> (if applicable) |
| <input type="checkbox"/> Description of Achievement Trends: | |

*Duplicate as needed

Criterion 6: Program Delivery

Provide evidence that the school is delivering an academic program that provides improved academic outcomes and educational success for all students. :

A. Curriculum: Describe the school’s documented curriculum and provide evidence that it meets expectations outlined in the key indicator: Curriculum, in the [Charter School Performance Criteria](#).

B. Instruction: Describe how the school ensures that students are provided with high quality instruction and provide evidence that instruction meets expectations outlined in the key indicator: Instruction, in the [Charter School Performance Criteria](#).

C. Assessment and program evaluation: Provide a list of assessments administered by the school (if not already provided above in Criterion 5.C). Provide evidence detailing how the school meets expectations outlined in the key indicator: Assessment and Program Evaluation, in the [Charter School Performance Criteria](#).

D. Supports for diverse learners: Describe the screening, supports, resources and interventions used to support diverse learners including students with disabilities and English language learners. Provide evidence that the school meets expectations outlined in the key indicator: Supports for Diverse Learners, in the [Charter School Performance Criteria](#).

Criterion 7: Culture and Family Engagement

A. Social, Emotional, and Health Needs: Provide evidence about how the school creates a safe school environment and addresses the physical, social, emotional, and health needs of its students. Please use student survey data (if it is collected) to provide evidence in this area.

B. Family Engagement: Provide evidence about how the school develops strong working relationships with families/guardians and how the school communicates with them in order to support students' academic progress and social and emotional well-being. Please use parent survey data (if it is collected) to provide evidence in this area.



Charter School Performance Criteria Relating to Organizational Viability

Guided by the prompts below, provide evidence of the school's performance and progress with respect to the following areas related to the school's organizational viability, as derived from the Charter School Performance Criteria. Please see: <http://www.doe.mass.edu/charter/acct.html?section=criteria> for further details. The Application must provide complete, clear, and accurate information in response to each of the items listed below. If an item does not apply to the school, please clearly note why it is not applicable.

Criterion 8: Capacity



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A. School Leadership: Provide evidence that demonstrates how the school sustains a well-functioning organizational structure. Provide evidence detailing how the school meets expectations outlined in the key indicator: School Leadership, in the [Charter School Performance Criteria](#).

B. Professional Climate: Provide evidence that illustrates how the school creates a professional working climate for all staff. Provide evidence detailing how the school meets expectations outlined in the key indicator: Professional Climate, in the [Charter School Performance Criteria](#). Please use staff/faculty survey data (if it is collected) to provide evidence in this area.

C. Contractual Relationships: If applicable, please provide evidence illustrating an effective working relationship with a management company (EMO) or host district (for a Horace Mann).

Criterion 9: Governance

Describe and provide examples of how members of the board of trustees act as public agents authorized by the state and provide competent and appropriate governance to ensure the success and sustainability of the school. Provide evidence detailing how the school meets the key indicators outlined in Criterion 9: Governance, in the [Charter School Performance Criteria](#).

Criterion 10: Finance

Provide evidence that demonstrates how the school maintains a sound and stable financial condition and operates in a financially sound and publicly accountable manner.



Plans for the Next Five Years

Describe the school's plans for the next charter term, including ways in which the school intends to modify or augment the program set out in the original charter application. This section should discuss how the school has thought strategically about the next five years. Please note, if such changes require a Board or Commissioner approved charter amendment request as outlined in the Charter School Amendment Guidelines (<http://www.doe.mass.edu/charter/governance/AmendmentGuidelines.pdf>), please

submit such requests along with the renewal application. Please notify the Office of Charter Schools and School Redesign as soon as possible to indicate if the school intends to request a change to the school's maximum enrollment, grade span, charter region, or existing management contracts on August 1, 2017.

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Appendix A
Accountability Plan Performance

Please report on the school's performance on its approved accountability plan for the charter term. If the accountability plan has been revised, and approved, report on the most recently approved plan (which may only relate to Faithfulness to Charter). If needed, please attach any additional evidence to explain performance after this template as a part of Appendix A. Evidence should reflect performance during the course of the charter term. Please **DO NOT PDF** this document, submit this section in Microsoft Word only.

Faithfulness to Charter

| | Charter Term Performance (Met/Not Met) | | | | Evidence (provide year to year data, if needed) |
|-------------------|---|---------|---------|---------|---|
| | 2013-14 | 2014-15 | 2015-16 | 2016-17 | |
| Objective: | | | | | |
| Measure: | | | | | |
| Measure: | | | | | |
| Objective: | | | | | |
| Measure: | | | | | |
| Measure: | | | | | |

*Add rows as necessary

Academic Program Success

| | Charter Term Performance (Met/Not Met) | | | | Evidence (provide year to year data, if needed) |
|-------------------|---|---------|---------|---------|---|
| | 2013-14 | 2014-15 | 2015-16 | 2016-17 | |
| Objective: | | | | | |
| Measure: | | | | | |
| Measure: | | | | | |
| Objective: | | | | | |
| Measure: | | | | | |
| Measure: | | | | | |

*Add rows as necessary

Organizational Viability

| | Charter Term Performance (Met/Not Met) | | | | Evidence (provide year to year data, if needed) |
|-------------------|---|---------|---------|---------|---|
| | 2013-14 | 2014-15 | 2015-16 | 2016-17 | |
| Objective: | | | | | |
| Measure: | | | | | |
| Measure: | | | | | |

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| | | | | | |
|-------------------|--|--|--|--|--|
| Objective: | | | | | |
| Measure: | | | | | |
| Measure: | | | | | |

*Add rows as necessary

Appendix B General Statement of Assurances

This form must be signed by a duly authorized representative of the charter school. An application for renewal will be considered incomplete and will not be accepted if it does not include the Statement of Assurances.

As the authorized representative of the charter school, I hereby certify under the penalties of perjury that the information submitted in this application for renewal of a public school charter for _____ (name of school) located at _____ is true to the best of my knowledge and belief; and further, I certify that the school:

1. Will not charge tuition, fees, or other mandatory payments for attendance at the charter school, for participation in required or elective courses, or for mandated services or programs (Mass. Gen. Laws c. 71, § 89(m), and 603 CMR 1.03(3)).
2. Will not charge any public school for the use or replication of any part of their curriculum subject to the prescriptions of any contract between the charter school and any third party provider (Mass. Gen. Laws c. 71, § 89(l)).
3. Will permit parents to enroll their children only voluntarily and not because they must send their children to this school (The Elementary and Secondary Education Act of 1965, as amended, Title V, Part B, Subpart 1 — Public Charter Schools Section 5210(1)(h)).
4. Will enroll any eligible student who submits a timely and complete application, unless the school receives a greater number of applications than there are spaces for students. If the number of application exceeds the spaces available, the school will hold a lottery in accordance with Massachusetts charter laws and regulations (Mass. Gen. Laws c. 71 § 89(n), and 603 CMR 1.05).
5. Will be open to all students, on a space available basis, and shall not discriminate on the basis of race, color, national origin, creed, sex, gender identity, ethnicity, sexual orientation, mental or physical disability, age, ancestry, athletic performance, special need, proficiency in the English language or a foreign language, or academic achievement (Mass. Gen. Laws c. 71, § 89(m)).
6. Will be secular in its curriculum, programs, admissions, policies, governance, employment practices, and operation in accordance with the federal and state constitutions and any other relevant provisions of federal and state law.
7. Will comply with the federal Age Discrimination Act of 1975 and Title IX of the Education Amendments of 1972.

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8. Will adhere to all applicable provisions of federal and state law relating to students with disabilities including, but not limited to, the Individuals with Disabilities Education Act, section 504 of the Rehabilitation Act of 1974, and Title II of the Americans with Disabilities Act of 1990 and chapter 71B of the Massachusetts General Laws.
9. Will adhere to all applicable provisions of federal and state law relating to students who are English language learners including, but not limited to, Title VI of the Civil Rights Act of 1964, the Equal Educational Opportunities Act of 1974, and chapter 71A of the Massachusetts General Laws.
10. Will comply with all other applicable federal and state law including, but not limited to, the requirement to offer a school nutrition program (Mass. Gen. Laws c. 69, § 1(c)).

to enter a school nutrition program (Mass. Gen. Laws c. 93, § 1(e)).

11. Will meet the performance standards and assessment requirements set by the Board of Elementary and Secondary Education for all students in public schools including, but not limited to, administering the Massachusetts Comprehensive Assessment System (MCAS) (Mass. Gen. Laws c. 71, § 89(v), and 603 CMR 1.04(3)(k)).
12. Will submit an annual report to the Department of Elementary and Secondary Education on or before the required deadline (Mass. Gen. Laws c. 71 § 89(jj)).
13. Will submit an accountability plan no later than the end of the first year of the school's charter, establishing specific five year performance objectives as specified in the state regulations (603 CMR 1.04 (3)(l)) and guidelines.
14. Will submit an annual independent audit to the Department of Elementary and Secondary Education and the Office of the State Auditor no later than November 1st of every year, as required by the charter school statute (Mass. Gen. Laws c. 71, § 89(jj), or at such other time as designated in 603 CMR 1.08 (3)).
15. Will submit required enrollment data each March to the Department of Elementary and Secondary Education by the required deadline (Mass. Gen. Laws c. 71, § 89(o), and 603 CMR 1.08(5)).
16. Will meet enrollment projections through demonstration of support for the proposed charter school in the communities from which students would be likely to enroll (603 CMR 1.04(3)(c)).
17. Will operate in compliance with generally accepted government accounting principles (Mass. Gen. Laws c. 71, § 89(jj)).
18. Will maintain financial records to meet the requirements of Mass. Gen. Laws c. 71, § 89 and 603 CMR 1.00.
19. Will participate in the Massachusetts State Teachers' Retirement System (Mass. Gen. Laws c. 71, § 89(y)).
20. Will employ individuals who either hold an appropriate license to teach in a public school in Massachusetts or who will take and pass the Massachusetts Tests for Educator Licensure (MTEL) within their first year of employment and meet all applicable staff requirements of the federal Every

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Student Succeeds Act (Mass. Gen. Laws c. 71 § 89(ii), and 603 CMR 1.06(4)).

21. Will provide the Department of Elementary and Secondary Education with written assurance that a criminal background check has been performed, prior to their employment, on all employees of the school who will have unsupervised contact with children (Mass. Gen. Laws c. 71, § 38R, and 603 CMR 1.04(7)(d)).
22. Will obtain and keep current all necessary permits, licenses, and certifications related to fire, health, and safety within the building(s) and on school property (603 CMR 1.04(7)(e), 1.04(7)(f), 1.05(7)(g), and 1.05(7)(h)).
23. Will maintain uninterrupted necessary and appropriate insurance coverage (603 CMR 1.04(7)(h)).
24. Will submit to the Department of Elementary and Secondary Education the names, home addresses, and employment and educational histories of proposed new members of the school's board of trustees for approval prior to their service (603 CMR 1.06(1)(b)).
25. Will ensure that every member of the school's board of trustees shall meet all training as required by the Department of Elementary and Secondary Education and any other requirements by other state agencies, including the requirements under the Commonwealth's open meeting law and conflict of interest law (603 CMR 1.06).
26. Will ensure that all members of the school's board of trustees file with the Department of Elementary and Secondary Education, the State Ethics Commission, and the city or town clerk where the charter school is located completed financial disclosure forms for the preceding calendar year according to the schedule required by the Office of Charter Schools and School Redesign (Mass. Gen. Laws c. 71, § 89(u)). The disclosure is in addition to the requirements of said chapter 268A and a member of a board of trustees must also comply with the disclosure and other requirements of said chapter 268A.

27. Will recognize, if applicable, an employee organization designated by the authorization cards of 50 percent of its employees in the appropriate bargaining unit as the exclusive representative of all the employees in such unit for the purpose of collective bargaining (Mass. Gen. Laws c. 71, § 89(y)).
28. Will provide the Department of Elementary and Secondary Education with a federal taxpayer identification number issued solely to the charter school and all required information regarding a bank account held solely in the name of the charter school (603 CMR 1.04(8)).
29. Will, in the event the board of trustees intends to procure substantially all educational services for the charter school through a contract with another person or entity, submit such contract for approval by the Board of Elementary and Secondary Education to provide for any necessary revisions and approval prior to the beginning of the contract period (Mass. Gen. Laws c. 71, § 89(k)(5)).
30. Will notify the Department of Elementary and Secondary Education immediately in writing of any change in circumstances that may have a significant impact on the school's ability to fulfill its goals or missions as stated in its charter (603 CMR 1.08(11)).
31. Will submit in writing to the Commissioner of Elementary and Secondary Education a request to amend its charter if the school plans to make a change to its operations as defined in 603 CMR 1.10.

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|-------------------|
| Signature: |
| Title: |
| Date: |

Renewal Application Certification Statement

| | |
|------------------------|--|
| Name of School: | |
| Location: | |

I hereby certify that the information submitted in this application for renewal of a public school charter is true to the best of my knowledge and belief; that this application has been approved by the school's Board of Trustees; and that, if awarded a renewed charter, the school shall continue to be open to all students on a space available basis, and shall not discriminate on the basis of race, color, national origin, creed, sex, gender identity, ethnicity, sexual orientation, mental or physical disability, age, ancestry, athletic performance, special need, proficiency in the English language or a foreign language, or prior academic achievement. This is a true statement, made under the penalties of perjury.

Signature: Chair of Board of Trustees (or designated signatory authority)

Date

| | |
|--|--|
| Print/Type Name: | |
| Title (if designated): | |
| Date of approval by board of trustees: | |

Horace Mann Renewal Application Certification Statement

| | |
|------------------------|--|
| Name of School: | |
|------------------------|--|

| | |
|------------------|--|
| Location: | |
|------------------|--|

School Committee Approval Certification

I hereby certify that this application for renewal of a public school charter has received approval from a majority vote of the school committee in the district in which this Horace Mann charter school is located. This is a true statement, made under the penalties of perjury.

Signature of chair of the school committee _____ Date _____

Print/type name _____

Address _____

City _____ State _____ Zip _____

Daytime telephone _____ Fax _____

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 Application for Renewal of a Public School Charter

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| <p>Appendix C Documents</p> |
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- Appendix C must contain documentation of compliance with all building, health, safety, and insurance requirements as well as Department Guidance. Different municipalities may utilize different permit systems and inspection procedures. Schools should be aware of these differences and be mindful that the local inspectional services department and fire department can provide helpful guidance in navigating a potentially complex and time-consuming process. *If these are not up to date, please provide evidence that you have scheduled the necessary inspections for the fall of 2017.* Please attach the following as a part of Appendix C:
 - Up-to-date Certificate of Occupancy/Occupancy Permit/Certificate of Use and Occupancy
 - Up-to-date Fire Inspection Certificate/Fire Department Field Inspection Report
 - Up-to-date Building Safety Inspection/Certificate of Inspection
 - Up-to-date Flammable Compounds and Liquids Certificate (if applicable)
 - Up-to-date Health Inspection/Health Permit
 - Up-to-date Insurance Certificate(s)

- Asbestos Inspection and Management Plan (if applicable)
- Lead Inspection Certification (if applicable)
- [Lead and Copper in Schools Maintenance Checklist](#)

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Appendix D
Additional Information

Board of Trustees Turnover

- Using the Board of Trustees Turnover table below list the number of board members joining and leaving the board in each school year of the current charter period.

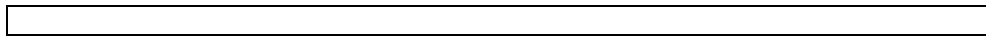
| School Year | Total Membership | Members Joining | Members Departing |
|-------------|------------------|-----------------|-------------------|
| 2013-14 | | | |
| 2014-15 | | | |
| 2015-16 | | | |
| 2016-17 | | | |

*Add rows as necessary

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Appendix E
Application Content Checklist

The completed Application should present the required information in the following order:

- Cover page labeled “Application for Renewal of a Public School Charter” that lists the following information:
 - School name
 - School address
 - School contact information: name, title, telephone, and email address
 - Date that the school’s board of trustees voted approval of the Application
 - Application submission date

- Application submission date
- Cover letter (optional)
- Table of contents listing all major sections and appendices
- Introduction to school (Table)
- Performance and plans section (should not exceed 25 pages)
 - Faithfulness to Charter
 - Criterion 1: Mission and Key Design Elements
 - Criterion 2: Access and Equity
 - Criterion 3: Compliance
 - Criterion 4: Dissemination
 - Academic Program Success
 - Criterion 5: Student Performance
 - Criterion 6: Program Delivery
 - Criterion 7: Culture and Family Engagement
 - Organizational Viability
 - Criterion 8: Capacity
 - Criterion 9: Governance
 - Criterion 10: Finance
 - Plans for the Next Five Years
- Appendices
 - A. Accountability Plan Performance
 - B. Statement of Assurances and Certifications
 - Statement of Assurances

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- Renewal Application Certification Statement (required of Commonwealth and Horace Mann charters)
- Horace Mann Renewal Application Certification Statement (required of Horace Mann charters)
- C. Documentation of compliance with all building, health, safety, and insurance requirements. *If these are not up to date, please provide evidence that you have scheduled the necessary inspections for the fall of 2017:*
 - Up-to-date Certificate of Occupancy/Occupancy Permit/Certificate of Use and Occupancy
 - Up-to-date Fire Inspection Certificate/Fire Department Field Inspection Report
 - Up-to-date Building Safety Inspection/Certificate of Inspection
 - Up-to-date Flammable Compounds and Liquids Certificate (if applicable)
 - Up-to-date Health Inspection/Health Permit
 - Up-to-date Insurance Certificate(s)
 - Asbestos Inspection and Management Plan (if applicable)
 - Lead Inspection Certification (if applicable)
 - [Lead and Copper in Schools Maintenance Checklist](#)
- D. Additional Information, as required in these *Guidelines*
 - Board of trustees turnover

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