



New Hampshire Department of Education

Chartered Public School Renewal Guide School Year 2019-2020

New Hampshire Department of Education
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Introduction

The renewal of a charter takes place every five (5) years. The renewal process involves a comprehensive on-site evaluation conducted by a team of qualified educators and a representative from the Charter School Office (CSO).

New Hampshire state law (Chartered Public Schools RSA 194-B) outlines the renewal requirements:

- RSA 194-B:3 (X):
“X. A school’s charter may be renewed in the same manner that a new chartered public school is formed, except that a school’s renewal term shall be for a period of 5 years.”
- RSA 194-B:16 defines the conditions for revoking or not renewing a charter:
 - I. Written petition to the state board to revoke a school's charter may be requested by the parent of any pupil currently attending that chartered public school, or by the school board of a host or receiving school district.
 - II. After reasonable notice has been provided to all affected parties, the state board may revoke a school's charter prior to the expiration of its term under the following circumstances:
 - (a) The school commits a material violation of any of the conditions, standards, or procedures set forth in its charter application and contract.
 - (b) The school fails to meet generally accepted standards for fiscal management.
 - (c) The school significantly violates the law.
 - (d) The school makes a material misrepresentation in its application or contract application.
 - (e) The school becomes insolvent or financially unstable.
 - III. Before revoking a school's charter, the state board shall consult with the school board and the board of trustees on the development and implementation of a remedial plan.
 - IV. The state board may place a chartered public school on probationary status for up to one year to allow the implementation of a remedial plan, after which, if the plan is unsuccessful, the charter shall be revoked.
 - V. Nothing contained in this section shall prevent the state board from immediately revoking a school's charter in circumstances posing extraordinary risk of harm to pupils.
 - VI. By the end of its final contract year, the chartered public school shall meet or exceed the objective academic test results or standards and goals as set forth in its application. If the school does not meet these results or standards and goals, it shall not be eligible for renewal of its charter.
 - VII. If a school's charter expires or is revoked, the school shall be dissolved under the provisions of its charter application and contract. If the contract provisions are silent or ambiguous as to disposition of any asset of the school, such asset shall revert to the school district in which the chartered public school is located at no cost to that district, subject to the school district's acceptance of the asset. Under no circumstances shall the school district be liable for any obligations of the dissolved chartered public school.
 - VIII. If a school's charter expires or is revoked, the parent of a pupil attending that school may apply to any other chartered public school eligible to

receive tuition under the provisions of this chapter adopted by the school district. The pupil's sending district shall not be relieved of its obligation to educate that pupil in accordance with the district's policies.

Overview

The renewal of a chartered public school (CPS) takes place every five (5) years. The five-year renewal term begins on the first day in which the school opens to the public. By the end of the fourth year of operation, the school notifies the New Hampshire Department of Education (the Department) of its intent to seek renewal. A charter renewal application is submitted by school leadership, to the Department.

For the first renewal, the “renewal application” is considered the school’s fourth year annual report. Subsequent renewals are based on the annual report of the year prior to charter expiration (or, most current annual report at the time of renewal). See New Hampshire Administrative Rules for Education, Chartered Public Schools PART Ed 318 – specifically Ed 318.12 Charter Renewal. Also refer to Ed 318.13 Review of Renewal Application and Ed 318.14 Revocation and Withdrawal.

Before the end of the school’s five-year term, the Department, the Charter school Office (CSO) and/or designee will conduct a comprehensive on-site review, to determine if the school has adequately fulfilled the promises outlined in its charter. The on-site review consists of classroom observations or student performances/presentations along with focus group interviews with school leadership, teachers, parents, students and members of the Board of Trustees.

The school’s performance described in the renewal application, prior annual progress reports, yearly assessment results and charter accountability documents collected by the Department provides, along with the comprehensive on-site review, the evidence needed to monitor progress toward the charter school’s academic performance, financial and organizational goals and sustainability.

Overall findings of the school’s performance and a recommendation for renewal will be presented to the State Board of Education. The State Board of Education will make the final determination to renew the charter school for a five-year term.

Renewal Application Process

RSA 194-B:16 (VI) defines the conditions for renewal of a New Hampshire Public Charter School:

VI. By the end of its final contract year, the charter school shall meet or exceed the objective academic test results or standards and goals as set forth in its application. If the school does not meet these results or standards and goals, it shall not be eligible for renewal of its charter. Assessment of the charter school’s attainment of performance targets sufficient to merit renewal of its

charter will include the school's cumulative performance across the five years of its initial term.

Assessment of the charter school's attainment of performance targets sufficient to merit renewal of its charter will include the school's cumulative performance across the five years of its initial term.

The following timeline identifies the steps in the renewal process.

Renewal Timeline of Events

Time Frame	Components	Description
By the End of the 4 th year	Intent to Renew Ed 318.12(a)	School submits <i>Intent to Renew</i> form (Appendix A, page 9) at the end of the fourth year of the charter authorization.
June of Each Year	Renewal Training	NHDOE Charter School Renewal training for all schools approaching their renewal term for the 2019-2020 school year.
No later than 1 year before the original charter expires	Schedule Dates	Depending on the expiration date of the school's charter, the Charter School Office (CSO) will schedule a date for renewal application submission and on-site visit, no later than 1 year before the original charter is set to expire. Ed 318.12(a)
Prior to Submission of Renewal Application	Invitation for Written Comment Ed 318.12(c)(4)	<ul style="list-style-type: none"> Interested parties, including parents and the superintendent in the district in which a charter school is located or the region from which the school draws students, must be invited by the charter school to submit written comments to the Department of Education regarding the renewal of a school's charter. The Department may share comments with the CPS.
At least 30 days before the On-Site Visit Date	Application for Renewal of Charter Ed 318.12	<ul style="list-style-type: none"> School submits application for renewal of charter to the Department by established deadline. (Appendix B) The application must follow the guidelines set forth in this document. Submit one original application via postal service, and an electronic version to the each of the following addresses: New Hampshire Department of Education Attention: Commissioner Frank Edelblut 101 Pleasant Street Concord, NH 03301-3494 Frank.Edelblut@doe.nh.gov Jane.Waterhouse@doe.nh.gov
Upon Submission, Prior to On-Site Visit	Application Review Ed 318.10 ED 318.13	<ul style="list-style-type: none"> The Department and the review committee reviews the school's Application for Renewal.
According to	On-Site Visit	<ul style="list-style-type: none"> The goal of the renewal on-site visit (Ed 318.13 (a)(1)) is

Scheduled Date	ED 318.13	<p>to corroborate and augment the written application through interviews, observation, and a review of materials. The review committee will use established protocol that will be shared with the charter school.</p> <ul style="list-style-type: none"> • A 1-day on-site evaluation of the applicant school will be arranged with the charter school. The review committee will visit classrooms and interview teachers, students, families, board members and administrators. • The review committee will include at least one person from each of the following: <ul style="list-style-type: none"> ➢ a Department employee ➢ a charter school representative ➢ an educator from the public • The charter school will be responsible for scheduling interested stakeholders for interviews/meetings with the review committee.
On or Before On-Site Visit	Materials Review Ed 318.12 (c)(3)	<ul style="list-style-type: none"> • Yearly accountability materials • Materials identified in on-site visit section, Appendix C, pages 17-18.
Within 60 days of application submission	Department's Recommendation Ed 318.13(a)(2)	<ul style="list-style-type: none"> • Based on a review of the charter school's application for renewal, an on-site visit and a school review, the Department will make a recommendation to the NH State Board of Education regarding the renewal of the school's charter.
Next Scheduled BOE Meeting	Board of Education Authorization Ed 318.10	<ul style="list-style-type: none"> • The NH State Board of Education considers the recommendation and votes to renew, renew with conditions, or revoke the charter. Ed 318.10(b)

Charter Renewal Application Components

The process of renewal has multiple components which are identified below.

COMPONENTS	DESCRIPTION Ed 318.12
School and Contact Information Form	Complete the Contact Information form (Appendix B, page 10)
Cover Letter	A concise abstract of the school's charter containing the following: <ul style="list-style-type: none"> • restating mission and goals, • progress the school has made towards its academic, programmatic and organizational goals
Mission Statement	Required – Highlight any changes
Executive Summary	Optional. Required only if there are changes to the charter.
Enrollment and Projections	<ul style="list-style-type: none"> • Enrollment numbers and anticipated growth of student body for the next 5 years
Reports	<ul style="list-style-type: none"> • School features, curriculum, technology programs, academic attainment, successes and challenges • A statement describing any changes in curriculum or instruction as a result of anticipated growth • Assessment of the charter school's attainment of performance targets: cumulative performance across the five year period • Stakeholder involvement and future plans • Fundraising efforts and results; future fundraising goals and plans for addressing sustainability.
Continuous Cycle of School Improvement	Optional but highly recommended: End of Year Program Evaluation, Needs Assessment, Revised Educational Plan
Budget	Proposed budget for the following school year, and a 4-year projection (total of 5 years): <ul style="list-style-type: none"> • Is the school using public funds appropriately? • A detailed description of the specific school board's reasoning for allocating funds.
Best Practices	Efforts to disseminate best practices and coordination efforts with local or other school districts
School Details	Template is included in this guide. (Appendix B, Part 2, page 11)
Affirmative Evidence	Template is included in this guide. (Appendix B, Part 3, page 12)
Accountability Plan	Must be based on the New Hampshire Charter School Accountability Plan. No page requirements and not included in the application length requirements. Include analysis of academic assessment results and explanation of increases and decreases in proficiency levels.
Appendices and Attachments	<ul style="list-style-type: none"> <input type="checkbox"/> Proposed Budget <input type="checkbox"/> Annual Accountability Requirements <input type="checkbox"/> Appendices from Part 2: Affirmative Evidence <input type="checkbox"/> Up-to-date Certificate for Occupancy <input type="checkbox"/> Up-to-date Fire and Life Safety Inspection Certificate <input type="checkbox"/> Up-to-date Health Inspection <input type="checkbox"/> Up-to-date Insurance Certificate(s) <input type="checkbox"/> Up-to-date Audited Financial Statements for previous 2 years
Documentation	Please see the complete list of materials for review on pages 17-18.

Charter Renewal Application Format

FORMAT	DESCRIPTION Ed 318.12(d)
Application Length	25 page maximum for Application – Does not include attachments
Cover Letter	One page maximum.
Executive Summary	Optional – 2 page maximum
Margins	Standard
Pagination	Clearly paginated, Unless the Template is used
Font	Times New Roman, 11 point minimum, 12 point maximum
Attachments Referencing	Not to exceed 25 pages. Explicitly referred to in the text of the application and directly relevant to that part of the text.
Attachment Presentation	Tables, graphs, and other data in the application must be clearly presented, explained, and directly relevant to the text.
Before Submitting	Date and sign the renewal application.

Appendix A

The renewal of a public charter school takes place every five (5) years.

The first step in the Renewal Process: A public charter school submits *Intent to Renew Charter* form to the New Hampshire Department of Education by the end of the school's fourth year of operation. *Ed 318.12*

The renewal process consists of the submission of a renewal application and a comprehensive on-site review conducted by a team of educators. The on-site review includes a review of academic, financial and organizational goals, academic performance, and focus group interviews with school leadership, teachers, parents, students and members of the Board of Trustees. For additional details, please review the Charter School Renewal Guide which will be sent to you once this letter is received by the NHDOE Charter School Office.

It is our intention to renew the charter for the following school:	
Name of Public Charter School	
School Address	
School Director	
Email Address	
School Director Signature	
Date	
Board Chair Signature	
Date	

Please submit completed form to:

Jane Waterhouse
NH Department of Education
Charter School Office
101 Pleasant Street
Concord, NH 03301-3860
Fax: 271-6813
Jane.Waterhouse@doe.nh.gov

Appendix B

Application for Charter School Renewal – Template

Part 1: CONTACT INFORMATION <i>To be included with Application Package</i>		
SCHOOL NAME		
SCHOOL ID#		
DATE		
MONITORING LEVEL	<input type="checkbox"/> CHARTER RENEWAL	<input type="checkbox"/> FEDERAL COMPLIANCE
GRADE LEVELS SERVED		
NUMBER TEACHING STAFF CERTIFIED		FTE:
NUMBER TEACHING STAFF NON-CERTIFIED		FTE:
NUMBER PARAPROFESSIONALS		FTE
SENDING DISTRICTS (LIST ALL)		
HEAD OF SCHOOL		
BOARD CHAIR		

Part 2: SCHOOL DETAILS ED 318.12

A. Cover Letter (Attach to submission as the first page)

- 1) Mission Statement: *Highlight any changes*
- 2) Goals
- 3) Progress the school has made towards its academic, programmatic and organizational goals.

B. Reports: School Features Please respond to each of the following:

- 1) Enrollment and projected growth of student body for the next 3 years:
- 2) Curriculum and Instruction *Any changes or growth as a result of enrollment.*
- 3) Technology Programs:
- 4) Academic Attainment:
- 5) Successes (*What has worked*):
- 6) Challenges/Areas for Improvement (*What has not worked*):
- 7) Stakeholders *Family/parent/stakeholder involvement and future needs, plans for increased involvement.*
- 8) Fundraising *Fundraising efforts, results, future fundraising goals and plans to address sustainability.*
- 9) School Accountability Plan; Sustainability Measures:
- 10) Budget: *Attach 5 year Proposed budget*
 - a) Budget Narrative *How the school will use public funds:*
 - b) A detailed description of the specific school board's reasoning for allocating funds:
- 11) Best Practices *Efforts to disseminate best practices, and coordination with local or other school districts:*
- 12) Educational Goals and Objectives: measurable and time-bound:
- 13) Needs Assessment:

Part 3: AFFIRMATIVE EVIDENCE

Please respond by providing evidence to each of the following questions, 1 - 6.
Please insert narratives, data, charts, diagrams or any other evidence directly to the specific section. If you need to add appendices, please label the appendices with the question number and letter, for example:

Appendix 1
Affirmative Evidence
Question 1a

1. Is the school making progress toward achieving its mission?

a. What progress has the school made toward its academic goals?

Response:

b. What progress has the school made toward its programmatic goals?

Response:

c. What progress has the school made toward its organizational goals?

Response:

2. Is the charter school responsibly using public funds?

a. Has the school provided quarterly financial reports that comply with accepted standards of public school accounting?

Response:

b. Do the school's purchasing and billing practices meet acceptable standards for public school accounting?

Response:

c. Has the school provided an annual external audit with no material defects?

Response:

d. Do the school's quarterly financial reports demonstrate reasonable and prudent planning?

Response:

e. Do the school's Board minutes indicate clear communication of accurate information about the school's financial condition?

Response:

f. Please provide a balance sheet setting forth the school's assets, liabilities, and fund balances or equities.

Response:

g. Does the charter school have a representative attend and be prepared to report at and answer questions during relevant portions of the annual school district budget process?

Response:
h. Please describe the transportation services currently available. Response:
3. Is the charter school promoting student attainment of expected knowledge and skills?
a. Are students meeting proficiency standards as measured by state assessments? Response:
b. Are students making progress toward meeting state proficiency standards? Response:
c. Are students meeting reasonably defined measures of proficiency? Response:
d. How is the school meeting the needs of students identified for additional support services, for example: <ul style="list-style-type: none"> ○ Educationally disadvantaged/at risk; ○ Special education; ○ Federal Title programs; ○ Homeless; ○ Neglected/Delinquent; ○ ELL; ○ Migrant/Refugee? Response:
e. Are students making progress toward any non-academic goals established within its Charter? Response:
f. Are students making progress towards meeting or exceeding personally established goals set by the students? How are these measured and recorded? Please include data. Response:
g. Describe the community services opportunities available to the students. Response:
h. Describe the data management system currently used to track and report on student data. Response:
i. Describe the school culture and environment, including student governance and discipline. Response:
4. Is the school sustainable?
a. Does the school's governing board function effectively and in accordance with public

meeting laws and regulations? Response:
b. Has the school established systems to manage operations efficiently? Response:
c. Are there systems in place to assure instructional quality? Response:
d. Has the school established an appropriate relationship with the local school district(s) to facilitate high quality services to students with special educational needs? Response:
e. Are physical facilities safe, clean and suitable for the purposes of the school? Response:
f. Is the school emotionally safe for children and adults, free from bullying? Response:
g. Does the school have a viable financial plan to support its program? Response:
h. (For CSP Grant recipients only) If the school is receiving a CSP grant, please describe the continued operation of the school once the grant has expired. Response:
i. How does the school actively recruit students? Are there sufficient indications of continuing enrollment to sustain the school's program and meet its plans for growth? Response:
j. Does the school employ teachers who meet state requirements for experience and/or certification? Response:
k. Does the school demonstrate an ability to retain skilled and qualified staff? Response:
l. Do parents report satisfaction with the school in the areas of academic programming, school-family interactions, and accurate and timely communication? Response:
m. Describe what the school has done in the past to disseminate successful and best practices, and what it intends to do to ensure it remains active in the dissemination of best practices. Response:

<p>n. Describe the school's communication processes.</p> <p>Response:</p>
<p>5. Current Status of the Board of Trustees Ed 318.16(a)</p>
<p>a. Have there been any changes in the membership of the board of trustees?</p> <p>Response:</p>
<p>b. Have there been any changes in the board of trustees' methods of operation or amendments to the by-laws?</p> <p>Response:</p>
<p>c. Have there been any recusals made by board of trustees' members?</p> <p>Response:</p>
<p>d. Describe the skill sets and responsibilities of the board members, including the committees they serve on and the expectations for their participation in school fundraising and events.</p> <p>Response:</p>
<p>6. Student Data</p>
<p>a. What is the percentage of students who were either promoted to the next grade level or graduated from high school?</p> <p>Response:</p>
<p>b. What is the attendance rate of pupils enrolled at the school as reflected in the school's average daily membership?</p> <p>Response:</p>
<p>c. What is the number of incidents that occurred on the school grounds and that required the intervention of local, state or federal law enforcement?</p> <p>Response:</p>
<p>d. What is the number of incident reports prepared under RSA 126-U:7. Child restraints notice and record keeping requirements (see attached excerpt from NH Education Laws)</p> <p>Response:</p>
<p>e. What is the number of substantiated incidents of bullying or cyberbullying as identified in RSA 193-F:6?</p> <p>Response:</p>

Part 4: Policy Development and Forms

Policy Development (*Check ✓ the policies that have been developed*):

	Records Retention pursuant to RSA 189:29-a
	Reporting of Suspected Abuse or Neglect, pursuant to RSA 169-C:29.
	Sexual Harassment, as detailed in ED 303.02 (j) and (k).
	Pupil Safety and Violence Protection, pursuant to RSA 193-F
	Limited Uses of Child Restraint Practices, pursuant to RSA 126-U
	Developmentally Appropriate Daily Physical Activity, pursuant to ED 310 and RSA 189:11a, V-VI.
	Due Process, pursuant to RSA 194–B:8

Required Updated Forms (Please provide dates the following forms were last updated)

Dates	Forms ED 318.13(b)(6)
	Certificate for Occupancy
	Fire Inspection Certificate
	Building Safety Inspection
	Health Inspection
	Insurance Certificate
	Financial Audit

Part 5 : SIGNATURES

Please complete the following section:

Name of Head of School	
Signature of Head of School	
Date	
Name of Board Chair	
Signature of Chairman of the Board	
Date	

Submit to:

New Hampshire Department of Education
 Attention: Commissioner Frank Edelblut
 101 Pleasant Street
 Concord, NH 03301-3494

Frank.Edelblut@doe.nh.gov; and Jane.Waterhouse@doe.nh.gov

Appendix C

Preparing for the Charter School On-Site Visit

Part 1: DOCUMENTATION, MATERIALS REVIEW	
<p>School documentation provided by email to Charter School Office Administrator (Jane Waterhouse) at least one week prior to on-site visit (unless otherwise noted).</p> <p>On the day of the on-site visit, please also have all school documentation available in a binder for review. *If possible, the on-site team may need to take the binder at the end of the visit.</p>	
Documentation	Special Instructions
On-site Visitation Schedule	Include school address, contact telephone number(s), and any special parking instructions as well as the date, time and location of the interviews with the on-site visit team.
Revised charter application, if applicable, approved by the BOE	Please make appropriate modifications to application for Board approval. Template for changes in student enrollment, school name or grades is available upon request: template available upon request.
Renewal Application	For the first renewal, the “renewal application” consists of the school’s fourth year annual report. Subsequent renewals are based on the annual report of the year prior to charter expiration (or the most current annual report).
Master Class Schedule and Student Rosters	Clearly indicate subjects taught with name of teacher and class times
List of Board of Trustees	Specify board officers, committee memberships, terms, what they bring to the board, etc.
School Organizational Chart	Current
Academic Year Calendars	Over the past 5 years
Sample Report Card	Current
Student Academic Data	Over the past 5 years by grade level
List of Staff Members and Qualifications	Include number of years teaching and/or experience, certification and subject and/or grade level taught.
Outstanding Charter Accountability documents requested by the CSO	Please provide documents, by email, to the CSO.
Inventory of equipment, materials and supplies purchased with Federal Funds	All items which cost \$250 or more and displaying NHDOE inventory stickers
School Documentation Available for Review at the Charter School on the Day of the Visit	
Yearly Independent Financial Audits	For the previous 4 years
Minutes of the Board of Trustees	Minutes or a link to the minutes
Quarterly Financial Reports	From school opening or since last renewal
Evidence of Insurance Coverage (i.e.,	Copies of all reports

Liability, Property, Workers' Compensation)	
Health, Fire and Safety Inspection Reports	Copies of all reports
Annual Accountability Reports	For the Previous 4 Years
Parent/Student Handbook	Current
Staff Handbook	Current
Curriculum, Assessment Tools and Current Instructional Practices	List of: curriculum, resources, instructional practices and assessments for each grade level.
School Policies	All policies adopted to date
Charter School By-laws	Copy
Student portfolios and/or student work samples	Student portfolios and/or student work should be separate from binder and not removed from school.

Part 2: Focus Group Interviews

It is the school's responsibility to inform focus group participants of the date, time and location of the interviews scheduled with the on-site visitation team.

Please schedule **no more than 30 minutes for each group**.

To help prepare for the interview, sample questions which follow this page should be shared with those who will be interviewed.

FOCUS GROUP INTERVIEWS	DESCRIPTION
Members of the Board of Trustees	It is important to have as many board members as possible.
School Leadership	Administrators who are directly and primarily responsible for the academic programs and the operations of the school.
Special Education	Discussion of special education services as well as the challenges involved; this may be combined with another focus group interview.
Teachers/ Staff Members	Teachers from different grade levels/subjects. Other staff members are also welcome.
Students/Classroom Observations	Student interviews are preferred. Student performances/presentations are welcome, but not required.
Parents	Parents of children currently attending the charter school.

a) Interview Questions for Family, Parents, Guardians

Below are is sample of questions that may be asked. These interviews may be held individually or in a group at the discretion of the charter school administration.

General Questions

1. How would you describe your role with regards to your child's education at this charter school?
2. In your opinion, what are the strengths of the charter school program? What are the challenges?
3. How does your school/district demonstrate support for families?
4. Tell me about your child's educational needs and if the charter school program is helping address those needs? If yes, how?
5. What additional academic supports and services are available to all students?
6. To what parent training/activities/events have you been invited, for example, how to support student learning, parenting, opportunities to share experiences with other parents, and participate as appropriate in decisions relating to the education of your child?
7. Have you been involved or invited to be involved in the writing of or revision of the policies and school decisions?
8. Have you participated or been offered the opportunity to participate in an annual evaluation of the charter school program?
9. Please describe your volunteer activities and involvement in the charter school.
10. What could your school do to improve the charter school program?

b) Interview Questions for School Leadership: Directors, Principals

Below is a sample of questions that may be asked. These interviews may be held individually or in a group at the discretion of the charter school administration.

General Questions

1. Learning Goals and Objectives: how do you create these, who is involved, how are they tracked for progress and accomplishment?
2. Is the curriculum meeting or exceeding state standards in subject areas? How do you know?
3. Describe the school's mission and goals, and how they are accomplished.
4. How would you describe your role and responsibilities?
5. Describe your relationship with the board of trustees. Does the Board evaluate your performance?
6. In your opinion, what are the greatest strengths of the charter school program? What are the greatest challenges? What needs to be changed?
7. What are the school's academic priorities? What is the school's strategy for improvement in these priority areas, and how does the school support teachers in the implementation of these strategies?
8. How is the curriculum developed, evaluated for effectiveness, and revised?
9. Describe the process for supervision and evaluation of teachers. What are the expectations?
10. How does your school/district demonstrate support for your instructional staff?
11. What are you hearing from the parents and school staff about the program?
12. Do you feel adequately supported by the NHDOE? What additional support would you like to receive from the NHDOE?
13. Do you feel adequately supported by the Board? What additional support would you like to receive from the Board?
14. Please describe the method in place for the charter school and the students' LEAs to work together to ensure that both schools are complying with all state and federal laws pertaining to students with disabilities.
15. Are you involved in the annual evaluation of the program, and the subsequent planning, developing, revising? (Continuous Cycle of School Improvement)
16. How has your charter school engaged over the years in the dissemination of best and promising practices?
17. How is the district/parent transportation working for your school?
18. Does the school participate in the School Lunch Program?

c) Interview Questions for Board of Trustees Members

Below is a sample of questions that may be asked. These interviews may be held individually or in a group at the discretion of the charter school administration.

General Questions

1. Please describe the roles and responsibilities of the Charter School Board of Trustees as a whole. What areas or decisions are outside the scope of this role?
2. Do the board members have a wide range of knowledge and experience in management, business management, finances, fundraising, education etc.
3. Have you had training to help you understand your role and responsibilities?
4. How are new board members identified, recruited, selected, and oriented?
5. Explain how you came to be a board member and what are your responsibilities as a board member?
6. What are the criteria used to determine whether the school is successful?
7. What are the successes and challenges of the Board of Trustees?
8. What are the school's strengths and challenges? What strategies are being employed to meet these challenges?
9. Does the board have an identified process for making decisions?
10. How does the board evaluate the performance of the school director?
11. Do you feel that the community and families are adequately represented and are listened to?
12. Please describe your relationship with the host school district. As identified in RSA 194 B:5, V, have mutually advantageous contractual relationships been developed, resulting in the sharing of transportation, instructional, athletic, maintenance, and other services and facilities?
13. Are all meetings and proceedings of the of trustees held in public session pursuant to RSA 91-A:2, except for those meetings or procedures designated as non-public sessions as defined in RSA91-A, II? (RSA 194 B:5-VI)
14. Are there any board members who also serve as an employee, agent, or board member of any for-profit entity with whom the chartered public school contracts for goods or services? If so, has there been a public disclosure made of such fact and has this board member recused themselves from any business the chartered public school may have with the for-profit entity? (RSA 194 B:5-VII)
15. Any changes or additions to the board's bylaws?
16. Discuss the creation, implementation and tracking of the school's strategic plan.

d) Interview Questions for Students

Below is a sample of questions that may be asked. These interviews may be held individually or in a group at the discretion of the charter school administration.

General Questions

1. Why did you decide to change to a charter school?
2. What is the difference between this school and your last school?
3. What do you like to learn and what kind of learning do you enjoy?
4. What makes you feel successful?
5. What are your strengths?
6. Where could you improve?
7. What are your teacher's strengths?
8. Where could your teacher improve?
9. What type of assignment do you learn from?
10. How much time do you spend on homework?
11. Will you return to the school next year?
12. Are there adequate resources?
13. Would you recommend the school to others?

e) Interview Questions for Instructional Staff

Below is a sample of questions that may be asked. These interviews may be held individually or in a group at the discretion of the charter school administration.

General Education Questions

1. What is your role in regards to the Charter school program?
2. In your opinion, what are the strengths of the CSP program? What are the challenges?
3. Briefly describe the students in this class, including those with special needs.
4. What are the school's academic priorities? How are priorities determined?
5. What are the school's strategies for improvement in these areas, and what support is given in implementing these strategies?
6. What instructional materials or other resources, if any, are available for you?
7. Are staff members required to follow any specific formats or procedures in teaching and lesson planning? Are lesson plans submitted for review? If so, is feedback given?
8. What evidence exists to demonstrate that the strategies and resources you are implementing assist in raising children's achievement?
9. How do you assess and track student learning?
10. Have you been involved in an evaluation of the program, and the subsequent planning, developing, revising?
11. How does the school review staff performance?
12. How do you communicate with the families of your students? How often do you do this? What types of things do you discuss with them?
13. Do you feel adequately supported by the school administration, and are you provide with opportunities for professional development?
14. Describe the working relationships (collaborations) between teachers and administration.

Special Education Questions

1. Does the charter school have an effective working relationship with the sending district(s)?
2. What kinds of instructional supports and services are made available to special education students at this school?
3. What types of accommodations and modifications are being made in the regular education classroom for students with diverse learning needs?
4. What additional academic supports and services are available to all students?

Appendix E

Chartered Public Schools Administrative Rules for Renewals

Ed 318.12 Charter Renewal.

(a) A charter may be renewed for a renewal period of 5 years in accordance with RSA 193-B:3, X. The board of trustees of a charter school shall make an application for renewal to the state board no later than one year before the original charter is set to expire.

(b) For the first renewal, the application shall consist of the school's fourth year annual report with a cover letter requesting renewal, except that subsequent renewals shall be based on the annual report of the year preceding expiration of the charter. The criteria listed in Ed 318.07 and RSA 194-B:16, VI, shall be used by the board to approve or deny all renewals and shall be referenced in all decisions.

(c) The renewal application process shall include:

- (1) The documents in (b) with name, complete mailing address, and contact information, signed and dated by the head of the school and the chairman of the board;
- (2) A completed application for renewal signed and dated;
- (3) A document review including pertinent yearly accountability materials submitted to the charter school office;
- (4) Invitation for written comments; and
- (5) Recommendation of the commissioner.

(d) The format for the application shall be as follows:

- (1) The application shall not exceed 25 pages, excluding an executive summary which the applicant chooses to include;
- (2) Attachments shall not exceed 25 pages, excluding the draft accountability plan; and
- (3) The application and attachments shall use standard margins, be clearly paginated, and use no smaller than an 11-point font.

(f) Tables graphs, and other data shall be clearly presented, clearly explained, and directly relevant to the text.

(g) The cover letter in (b) shall contain the following:

- (1) A concise abstract, of approximately one page, restating mission and goals and addressing what progress the school has made:
 - a. Towards its academic goals defined; and
 - b. In programmatic and organizational goals;

- (2) Current enrollment numbers and anticipated enrollment for the next 3 school years;
- (3) A statement describing any changes in curriculum or instruction as a result of anticipated growth; and
- (4) A report on school features, curriculum and technology programs, successes and failures in academic attainment including:
 - a. A discussion of the efforts to disseminate best practices or in other ways coordinating with local or other school districts;
 - b. A discussion of parent involvement to date and future plans for parent involvement;
 - c. A report on past fundraising efforts and results, future fund raising goals, and plans for achieving sustainability; and
 - d. A proposed budget for the following school year including:
 1. A statement on how the school will use public funds; and
 2. A detailed description of the specific board's reasoning for allocation of funds.

Source. (See Revision Note at part heading for Ed 318) #10873, eff 7-1-15

Ed 318.13 Review of Renewal Application.

- (a) The process for review of the renewal application shall be as follows:
 - (1) The department shall conduct a school review and on-site visit; and
 - (2) The department shall complete a review and recommendation to the state board.
- (b) Criteria for review of application materials shall include:
 - (1) Whether the school is making progress toward achieving its mission;
 - (2) Whether the school is using public funds as required by the statute and the rules;
 - (3) Whether the school is meeting goals for student attainment of expected knowledge and skills;
 - (4) Whether the school is making an effort to disseminate best practices or in other ways coordinate with the local or other school districts;
 - (5) Whether the school is sustainable; and
 - (6) Whether the school has the following updated:
 - a. Certificate for occupancy;
 - b. Fire inspection certificate;
 - c. Building safety inspection;
 - d. Health inspection;

- e. Insurance certificate; and
 - f. Financial audit.
- (c) The board shall renew a charter, if as evidenced by the responses to (a) and (b), the charter school is attaining its performance targets.

Source. (See Revision Note at part heading for Ed 318) #10873, eff 7-1-15

Ed 318.14 Revocation and Withdrawal.

(a) A charter shall be revoked for any of the reasons listed in RSA 194-B:16, II, or if the board of trustees fails to cooperate in the development of a remedial plan under RSA 194-B:16, III. If the commissioner makes a recommendation to revoke a charter, it shall give the trustees at least 90 days' notice of its intent. Revocation shall occur only after notice and opportunity for a hearing as provided under RSA 541-A:31. The hearing shall be conducted in accordance with Ed 200.

(b) A charter shall be withdrawn if the board of trustees fails to submit a progress report under RSA 194-B:3, IX.

(c) The charter shall be withdrawn if a progress report is filed but fails to:

- (1) Specify which provisions of RSA 194-B are delaying the opening of the charter school; or
- (2) Provide a remedial plan for the school to overcome any obstacles.