

**From:** [Thomas, Jennifer](#)  
**To:** [Jamie Fitzgerald](#)  
**Subject:** Re: Updated initial sped form  
**Date:** Wednesday, April 23, 2025 1:37:59 PM  
**Attachments:** [2024-25 Options Single Site Renewal Application Template.pdf](#)  
[Options 2024-25 Multi Site Renewal Introduction and Instructions.docx.pdf](#)  
[2024-25 Options Multi-Site Renewal Application Template.pdf](#)  
[Options 2024-2025 Single Site Renewal Introduction and Instructions.pdf](#)

---

The RFP for new schools? I should have a copy.

For the Renewal Application, Options Network and I&I have slightly different renewal applications.

I've attached our most recent renewal application as a pdf to this email.

I'll send the new school RFP shortly.

On Wed, Apr 23, 2025 at 1:27 PM Jamie Fitzgerald <[JFITZGER@isbe.net](mailto:JFITZGER@isbe.net)> wrote:

You're welcome!

Would you happen to have a blank copy of the CPS Charter Renewal Application you could send over? Dave is requesting. I can also reach out to Teresa if needed.

Thanks,

Jamie

---

**From:** Thomas, Jennifer <[jathomas58@cps.edu](mailto:jathomas58@cps.edu)>  
**Sent:** Wednesday, April 23, 2025 11:42 AM  
**To:** Jamie Fitzgerald <[JFITZGER@isbe.net](mailto:JFITZGER@isbe.net)>  
**Subject:** Re: Updated initial sped form

Thank you!

I'll share it with the team that runs the RFP for new schools also.

Best,

Jen

On Wed, Apr 23, 2025 at 11:39 AM Jamie Fitzgerald <[JFITZGER@isbe.net](mailto:JFITZGER@isbe.net)> wrote:

Hi Jen,

Just letting you know the initial sped form has been updated and is on the website.

[https://www.isbe.net/Documents\\_CSTF/34-50A\\_charter\\_init\\_app\\_sped\\_svcs.pdf](https://www.isbe.net/Documents_CSTF/34-50A_charter_init_app_sped_svcs.pdf)

Thanks,

Jamie

**Jamie Fitzgerald, M.A.**

Principal Consultant, Charter Schools

Illinois State Board of Education

100 North First Street

Springfield, IL 62777

217-782-0365

--

**Jennifer Thomas-Ahmed** (she/her)

Options School Performance & Support Manager

Options Network

Office of Network Support (ONS)

773-553-3061

4934 S. Wabash Ave.

Chicago, IL 60615

--

**Jennifer Thomas-Ahmed** (she/her)

Options School Performance & Support Manager

Options Network

Office of Network Support (ONS)

773-553-3061

4934 S. Wabash Ave.

Chicago, IL 60615



**Chicago Board of Education**  
Chicago, IL

---

# **Single Site Renewal Application**

**School Year 2024-25**

**(School Name Here)**

Renewal Application and Cover Letter are due in Epicenter by  
**Monday, July 29, 2024**

Options School Network  
Office of Network Support  
Chicago Public Schools  
4934 S. Wabash Ave.  
Chicago, IL 60615  
(773) 553-3064

## 2024-2025 Single Site Renewal Application

The Options School Network at Chicago Public Schools (CPS) is committed to authorizing high quality educational options to serve the diverse needs of Chicago's public school students. As an important aspect of accountability, charter and contract schools authorized by Chicago Public Schools are reviewed annually and at the end of their contract terms to determine if they are meeting the academic, financial, organizational, and inclusive programming and equitable systems (IPES) performance goals outlined in their school agreements with the Chicago Board of Education (the Board) and the Illinois Charter Schools Law. A school seeking renewal of its school agreement with the Board must undergo a comprehensive renewal process to determine if the school has met the District's standards to remain in operation.

The Renewal Application is a key component of the renewal process. In your narrative responses to the 2024-2025 Renewal Application, please reflect on your progress toward meeting legal and contractual expectations. Each section of the Renewal Application pertains to a different accountability domain and lists the documents that will be reviewed by the Options Network as part of its review for that domain. The school should consider and incorporate these documents when responding to each application question.

## Introduction to the School

1. Please state the mission of your school and identify key characteristics that enable your school to fulfill that mission. Include a discussion of your organizational structure (Organizational Performance Document No. III.B.1 and IV.C.1) in your response. **1 page maximum**
2. Describe how your school has engaged with and impacted the community within which your school is located. How has the school fit in as a neighborhood school and as an integral part of their communities? Summarize any programmatic accomplishments, community support, and resources that you provide to your community. **1 page maximum**

## Domain I. Academic Performance

Documents Reviewed			
Document Reference No.	Document Title	Owned or On File with CPS	Submission Required
I.A.1	The school's Illinois State School Report Card from the following school years, if available: 2022, 2023, 2024	X	
I.A.2	The school's Accountability Designation letter pertaining to the Illinois State School Report Card, if available: 2022, 2023, 2024	X	
I.B.1	Options Accountability Designation Letter	X	
I.B.2	Options Accountability Score Summary	X	
I.C.1	Previous Renewal Academic Site Visit (RSV) report(s) as applicable	X	
I.C.2	Current Year Renewal Academic Site Visit report	X	

The school received the following academic performance ratings on the ISBE School Report Card:

Table I.A.I State Academic Performance Indicators					
2023 Summative Designation (based on SY22 data)	2023 Summative Designation: Student Group(s)	2024 Summative Designation (based on SY23 data)	2024 Summative Designation: Student Group(s)	2025 Summative Designation: (based on SY24 data)	2025 Summative Designation: Student Group(s)
				TBD	TBD

Table I.A.II Options Academic Performance Indicators					
SY 2023 Accountability Designation	2023 Accountability Designation Score (based on SY22 data)	SY 2024 Accountability Designation	2024 Accountability Designation Score (based on SY23 data)	SY 2025 Accountability Designation	2025 Accountability Designation Score (based on SY24 data)
				TBD	TBD

Additionally, the school received the following letters detailing the Accountability Designation received by the school in SY23 and SY24 and the data utilized to formulate the Designation. Please utilize the data provided in this section when responding to the questions below. The data for the SY25 Accountability Designation is expected to be available in mid-October 2024.

**Criterion 1.A.1**

Please explain the factors associated with each campus receiving a Targeted, Comprehensive, or Intensive Summative Designation rating on any of the indicated years above, and how the school or campus has addressed or is currently addressing these factors. **2 page maximum**

**Criterion 1.A.2**

Please explain the factors associated with the school receiving a Good Standing or Intensive Academic Support Summative Designation rating on any of the indicated years above, and how the school has addressed or plans to address these factors. **3 page maximum**

**Criterion 1.A.3.**

What academic expectations do you hold for all learners? How do you differentiate your academic instruction and assessment to your targeted groups? What curriculum do you currently use, and how do you assess the effectiveness of your curriculum? **1.5 page maximum**

## Domain II. Financial Performance

Documents Reviewed			
Document Reference No.	Document Title	Owned or on File with CPS	Submission Required
II.A.1	The school's Financial and Compliance Performance Reports from the following fiscal years, if available: FY22, FY23, and FY24  <i>* Financial Condition and Financial Controls Categories</i>	X	
II.A.2	The school's audits from the following fiscal years, if available: FY22, FY23, FY24  <i>* Financial Condition and Financial Controls Categories</i>	X	
II.A.3	Financial Remediation Plan  (as applicable)	x	

Your school received the following Financial Performance Indicator ratings over the last three years of the term of the contract:

Table II.A. Financial Performance Indicators						
Fiscal Year	Key Financial Indicators				Loan Delinquency	Annual Audit
	Change in Net Assets	Current Ratio	Net Asset Ratio	Cash on Hand Ratio		
2024	TBD	TBD	TBD	TBD	TBD	TBD
2023						
2022						

*\*FY24 unaudited financial statements may be used to generate preliminary FY24 performance indicator ratings as FY24 audits will be available in November 2024.*

### Criterion II.A.

Please explain any factors associated with the school receiving a rating of “Does Not Meet Standards” for any Financial Performance Indicator during the contract term, and how the school has addressed these factors. **1 page maximum**

Change in Net Assets indicator:

Current Ratio indicator:

Net Asset Ratio indicator:

Cash on Hand Ratio indicator:

Loan Delinquency indicator:

Annual Audit (Financial Controls; Qualified/Unqualified Weakness or Deficiency):

## Domain III. Organizational Performance

Documents Reviewed			
Document Reference No.	Document Title	Owned of on File with CPS	Submission Required
III.A.1	The Legal Compliance and Reporting Categories for the networks Financial and Compliance Performance Reports from the following fiscal years, if available: FY22, FY23, & FY24	X	
III.A.2	The Legal Compliance categories from the network's audits from the following fiscal years, if available: FY22, FY23, and FY24	X	X
III.B.1	List of governing board members from agreement term	X	
III.B.2	Board member Conflict-of-Interest Questionnaire	X	
III.B.3	Board meeting dates and times from agreement term (FY22 to present)	X	
III.B.4	Board bylaws	X	
III.B.5	Open Meetings Act (OMA) Board Member Certificates	X	
III.B.6	OMA complaints with the Attorney General's Office (FY22 to present)	X	
III.B.7	501(c)(3) Certification	X	
III.B.8	Freedom of Information Act (FOIA) Designee training certificate (FY22 to present)	X	
III.B.9	FOIA complaints with the Attorney General's Office (FY22 to present)	X	
III.B.10	Board Conflict of Interest Policy	X	
III.B.11	Board meeting minutes and attachments (FY22 to present)	X	
III.B.12	Service agreement(s) with any Education Management Organization(s) (EMO[s]), Charter Management Organization(s) (CMO[s]), or vendors that operate/manage a school/campus (if applicable)		X
III.B.13	Performance reviews of the EMO(s), CMO(s), or vendors that operate/manage a school/campus completed during the current agreement term (if applicable)		X
III.C.1	Students in Temporary Living Situations (STLS) Policy	X	
III.C.2	STLS School Attestation	X	
III.C.3	STLS Liaison and In-Service Training Evidence	X	

<b>Documents Reviewed</b>			
<b>Document Reference No.</b>	<b>Document Title</b>	<b>Owned of on File with CPS</b>	<b>Submission Required</b>
<b>III.D.</b>	Parent Issue Resolution Process	X	
<b>III.E.1</b>	2024-2025 Lottery application and enrollment forms	X	
<b>III.E.2</b>	2024-2025 Lottery and enrollment brochures and advertisements		X
<b>III.E.3</b>	2024-2025 Lottery and enrollment policies	X	
<b>III.F.</b>	Transportation Policy	X	
<b>III.G.</b>	Student Code of Conduct	X	
<b>III.H.1</b>	School Emergency Management Plans	X	
<b>III.H.2</b>	Fire and Safety Drill Documentation	X	
<b>III.H.3</b>	Protecting Chicago's Children Training Evidence (SafeSchools)	X	
<b>III.I.1</b>	Current agreement(s) with CPS	X	
<b>III.I.2</b>	Other compliance communications	X	
<b>For Independent Facilities Only</b>			
<b>III.J.1</b>	Facilities Questionnaire		X
<b>III.J.2</b>	Facilities and Americans with Disabilities Act of 1990 (ADA) Review for each independent facility (if applicable) * Documents J.2.1 thru J.2.12, those documents are collectively known as the "The Facilities Addendum"		X
<b>III.J.2.1</b>	Current lease		X
<b>III.J.2.2</b>	Original inspecting architect's report		X
<b>III.J.2.3</b>	Contractual condition evaluation forms (if applicable)		X
<b>III.J.2.4</b>	Previous facility assessments		X
<b>III.J.2.5</b>	Most recent capital needs assessment & corresponding plan		X
<b>III.J.2.6</b>	Current ADA Plan		X
<b>III.J.2.7</b>	Building, fire, and health inspection reports		X
<b>III.J.2.8</b>	Occupancy Permit		X

Documents Reviewed			
Document Reference No.	Document Title	Owned of on File with CPS	Submission Required
III.J.2.9	Current floor plans, including square footage		X
III.J.2.10	Building, fire, and health code violations		X
III.J.2.11	Date and description of most recent renovation		X
III.J.2.12	Asbestos survey and compliance documents		X
III.J.2.13	Deficiency Repair Plan	X	

### III.A - Legal Compliance and Reporting Timeliness

Your school received the following Legal Compliance and Document Timeliness Indicator ratings over the last 3 years of the current school agreement term:

Table III.A – Legal Compliance and Reporting Timeliness		
Fiscal Year	Legal Compliance	Document Timeliness
2024	TBD	TBD
2023		
2022		

#### Criterion III.A.

Please explain any factors associated with the school receiving a rating of “Does Not Meet Standards” for any Legal Compliance or Reporting Timeliness Indicator in the indicated timeframe, and how the school has addressed these factors. *½ page maximum*

Legal Compliance indicator:

Reporting Timeliness indicator:

### III.B – Governance

#### Criterion III.B.

**Question 1.** Describe how the board performs each of the following oversight functions. Provide at least one example of approved board minutes for each that demonstrate how the board fulfilled that function. **1 page maximum**

- a. Monitored the academic performance of the school.
- b. Held the school and school leadership accountable for academic performance and compliance requirements.
- c. Used systems to monitor the academic, financial, organizational, and inclusive programming and equitable systems performance of the school.
- d. Intervened when the school did not meet its academic goals or compliance requirements.

**Question 2.** Describe any substantive changes to the school’s board structure or bylaws that have been made during the contract term. **½ page maximum**

### III.C – Special Student Populations: Diverse Learners, English Learners, and Students in Temporary Living Situations

The table below lists the enrollment percentages of special student populations at your school for the last three (3) school years.

Table III.C - Special Student Populations Data					
School Year	Diverse Learners	English Learners	STLS	Low-Income (FRL)	20th Day Enrollment
2023-2024					
2022-2023					
2021-2022					

Criterion III.C.

**Question 1.** Reflecting on the above enrollment data, please address the following: **2 page maximum**

- a. How the school fulfilled its contractual obligation for equal access in the enrollment process for each of the student populations listed above.
- b. Any fluctuations or trends in the enrollment data.
- c. Any additional efforts the school undertook to enroll a diverse student population.

**Question 2.** Please identify services provided for students in temporary living situations (STLS) in compliance with all federal laws and regulations. Include the following in your answer: **½ page maximum**

- a. The school's identification of appropriately-skilled staff persons (the STLS Liaison and/or STLS Clerk) who receive training from CPS's Support for Students in Temporary Living Situations to carry out duties related to the STLS program at the school;
- b. How the school notifies the entire student population of McKinney-Vento student rights and identifies McKinney-Vento eligible students;
- c. How the school ensures compliance with and documents fee waivers for all McKinney-Vento eligible students;
- d. The training staff receives regarding the needs and rights of students in temporary living situations;
- e. How the school includes students in temporary living situations in all proposed school programs and activities; and
- f. Additional services offered by the school and outside providers to support students in temporary living situations and ensure access to the academic program.

### **III.E – Admission and Enrollment**

#### **Criterion III.E.**

**Question 1.** How do you keep parents informed of their child’s status in the Options Transfer process? *½ page maximum*

**Question 2.** What systems or procedures do you implement to ensure that all withdrawal codes are entered properly and are only used once obtaining proper documentation? *½ page maximum*

**Question 3.** What strategies does your school implement to engage and keep students enrolled who are at risk of dropping out? *½ page maximum*

### **III.F – Transportation Policy**

Criterion III.F. Please explain the process the school followed to adopt its transportation policy, and how school personnel are trained to implement the policy. *½ page maximum*

### **III.H – Student Safety**

Criterion III.H. Please explain your approach to student safety including compliance with required safety drills and Title IX procedures for reporting and managing cases of misconduct. *1 page maximum*

### **III.J. - Facilities**

#### **Criterion III.J.**

**Question 1.** Regarding the Repair Plan or any capital improvements, please explain how you prioritized the necessary improvements. *½ page maximum*

**Question 2.** How were or will the repairs referenced in Question 1 above be reflected in your budget? *½ page maximum*

**Question 3.** If there have been any major changes to the floor plans as a result of any capital improvements, how did these affect occupancy and what did or will you do to address these changes? *½ page maximum*

## Domaine IV: Inclusive Programming and Equitable Systems (IPES)

Documents Reviewed			
Document Reference No.	Document Title	Owned of on File with CPS	Submission Required
IV.A.1	Monthly Individualized Education Plan (IEP)/504 plan compliance reports from Office of Diverse Learner Supports and Services (ODLSS) (FY22 to present)	X	
IV.A.2	Related Service Provider (RSP) minute documentation (FY22 to present)	X	
IV.A.3	Diverse Learner Renewal Site Visit Report	X	
IV.B.1	English Learner Site Visit Report (if applicable)	X	
IV.B.2	EL Screening Compliance Data	X	
IV.B.3	ACCESS testing participation	X	
IV.C.1	Employee Roster and Organizational Chart	X	
IV.D.1	In-school-suspension and out-of-school suspension data (FY22 to present)	X	
IV.D.2	Expulsion data from agreement term, including number and percent of students expelled (FY22 to present)	X	
IV.D.3	Culture and Climate Renewal Site Visit Report	X	
IV.D.4	Root Cause Analysis Worksheet		X
IV.D.5	Supplementary Discipline Application (if applicable)		X

### IV.A & IV. B - Diverse Learner and English Learner Services

**Question 1.** Identify efforts the school has made to support full access to the academic program for Diverse Learners and English Learners. Refer to the school’s responses in the ISBE Special Education Application Renewal Rubric (Form 34-50) and the ISBE Charter School Renewal Application for English Language Learning Services (Form 92-15B) as appropriate. **2 page maximum**

## IV.C – Employee Roster and Organizational Data

### Criterion IV.C.

**Question 1.** (For Charter Schools Only) If applicable, explain how the school utilized teacher licensure flexibilities in the Charter Schools Law to assist in meeting the school’s stated goals.

**½ page maximum**

**Question 2.** (All school governance types) Explain how the school ensures that teachers are appropriately credentialed in subject areas experiencing licensed teacher shortages. **1 page maximum**

## IV.D - Student Discipline

Your school has the following annual suspension and expulsion data recorded for the last three (3) school years:

Table IV.D. - Student Discipline Data						
School Year	20th Day Enrollment	In School Suspensions (ISS)		Out of School Suspensions (OSS)		Number of Expulsions
		% Unique Students	Percentile*	% Unique Students	Percentile*	
2023-2024						
2022-2023						
2021-2022						

*\*Note: For this analysis, your school/campuses' rate was compared to other district-run non-selective schools. The percentile represents the amount of comparison schools whose rates fall below the rate at your school/campus.*

Criterion IV.D. Using the table above, please explain or discuss:

- Any factors associated with the number of suspensions and expulsions in the past three (3) years;
- Any changes you made to your student code of conduct (if applicable);
- Any school-based practices to ensure compliance with US ED guidance on improving school climate and discipline practices and/or the requirements of [Public Act 99-0456](#) (also known as Senate Bill 100); and
- Please outline your school/network’s strategy to increase restorative practices and align with the CPS Whole School Safety initiative. **3 page maximum**

## Domain V: Forward Planning

Documents Reviewed			
Document Reference No.	Document Title	Currently On File	Submission Required
V.A.1	5-year strategic plan (if not submitted within the text)		X
V.A.3	The school's Loan Timeliness Confirmation Document		X

### Criterion V.A.

**Question 1.** Please provide the school's 5-year strategic plan and indicate (1) who participated in the creation of this plan (e.g., campus leaders, teachers, parents, and board members); and (2) whether the board formally approved the plan and on what date. This plan may be submitted as text in the narrative, a separate text-based document or PowerPoint presentation, or in any other format. **5 page maximum**

The plan should include:

#### A. Academics

- a. Specific, measurable, actionable, relevant and time-bound academic goals for the next 5 years.
- b. Metrics aligned to academic performance (related to the Options School Accountability Policy, as well as mission fulfillment).

#### B. Finance

- a. Specific, measurable, actionable, relevant and time-bound financial goals for the next 5 years.
- b. Metrics aligned to financial performance (related to the contractual performance guidelines and annual audit, as well as any funding goals related to implementation of the academic program).

#### C. Operations

- a. Specific, measurable, actionable, relevant and time-bound operational goals for the next 5 years.
- b. Metrics aligned to operational performance (related to the contractual conditions in your school agreement and annual audit).

D. Organizational Changes (if applicable)

- a. Specific, measurable, actionable, relevant and time-bound goals related to organizational changes for the next 5 years.
- b. Metrics aligned to organizational changes (related to grade expansions, increases in enrollment, etc.).

E. Inclusive Programming and Equitable Systems (IPES)

- a. Specific, measurable, actionable, relevant and time-bound goals related to IPES for the next 5 years.
- b. Metrics aligned to IPES performance (related to reporting and restorative practices, etc.).

**Question 2.** If the school is planning to independently undertake facility renovations at any campus or relocate any campus during the next term, describe: **1 page maximum**

- a. Planned work.
- b. General timelines for start and completion of the project.
- c. Estimated cost.
- d. Source of funds.
- e. The qualifications of the person(s) managing the renovation or relocation.
- f. All relevant budget assumptions. The proposed renovations should align with and be supported by the school's proposed 5-year budget and strategic plan.
- g. How the proposed plans address existing facility needs and meet the needs of students.

**Question 3:** Below is a table highlighting enrollment trends over the last 5 years. Assuming this trend is consistent, describe your plans for a) the next 5 years, and b) the next 10 years? **1 page maximum**

Table V.A - Forward Planning	
School Year	20th Day Enrollment
2023-2024	
2022-2023	
2021-2022	
2019-2020	
2018-2019	

*\*2020-2021 data is not utilized due to the COVID-19 school closure period.*

## VI. Addendum: ISBE Charter School Certification Documents

The documents listed below will be collected in separate EPICenter collections. They will be due on July 29, 2024, except for the Financial Schedule and Narrative, which will be scheduled in EPICenter after the Board votes in Winter 2024-25.

Documents Reviewed			
Document Reference No.	Document Title	Currently On File	Submission Required
VI.A.1	ISBE Charter School Renewal Financial Schedule and Narrative <i>*For Charter Schools Only</i>		X
VI.A.2	Illinois State Board of Education (ISBE) Proposal for the Provision of Special Education Services (Form 34-50B) <i>*For Charter Schools Only</i>		X
VI.A.3	ISBE Financial Narrative & Schedule <i>*For Charter Schools Only</i>		X



**Chicago Board of Education**  
Chicago, IL

---

# **Multi-Site Renewal Application**

**School Year 2024-25**

**(School Network Name)**

Renewal Application and Cover Letter are due in Epicenter by  
**Monday, July 29, 2024**

**Options School Network  
Office of Network Support  
Chicago Public Schools  
4934 S. Wabash Ave.  
Chicago, IL 60615  
(773) 553-3065**



## 2024-2025 Multi-Site Renewal Application

### Overview

The Options School Network at Chicago Public Schools (CPS) is committed to authorizing high quality educational options to serve the diverse needs of Chicago’s public school students. As an important aspect of accountability, charter and contract schools authorized by Chicago Public Schools are reviewed annually and at the end of their contract terms to determine if they are meeting the academic, financial, organizational, and inclusive programming and equitable systems (IEPS) performance goals outlined in their school agreements with the Chicago Board of Education (the Board) and the Illinois Charter Schools Law. A school seeking renewal of its school agreement with the Board must undergo a comprehensive renewal process to determine if the school has met the District’s standards to remain in operation.

The Renewal Application is a key component of the renewal process. In your narrative responses to the 2024-2025 Renewal Application, please reflect on your progress toward meeting legal and contractual expectations. Each section of the Renewal Application pertains to a different accountability domain and lists the documents that will be reviewed by the Options Network as part of its review for that domain. The school should consider and incorporate these documents when responding to each application question.



## Introduction to the School

1. Please state the mission of your school and identify key characteristics that enable your school to fulfill that mission. Include a discussion of your organizational structure (Organizational Performance Document No. III.B.1 and IV.C.1) in your response. **1.5 page maximum**
  
2. Describe how your network has engaged with and impacted the community(ies) within which your campuses are located. How have your campuses fit in as neighborhood schools and as an integral part of their communities? Summarize any programmatic accomplishments, community support, and resources that you provide to your community(ies). **2 page maximum**

## Domain I. Academic Performance

Documents Reviewed			
Document Reference No.	Document Title	Currently On File	Submission Required
I.A.1	The school's Illinois State School Report Card from the following school years, if available: 2022,2023, 2024	X	
I.A.2	The school's Accountability Designation letters pertaining to the Illinois State School Report Card, if available: 2022, 2023, & 2024	X	
I.B.1	Options Accountability Designation Letter: 2023 & 2024	x	
I.B.2	Options Accountability Score Summary: 2023 & 2024	x	
I.C.1	Previous Renewal Academic Site Visit (RSV) report(s) as applicable	X	
I.C.2	Current Year Renewal Academic Site Visit	x	







Additionally, the school received the following letters detailing the Accountability Designations received by the school in SY23 and SY24 and the data utilized to formulate the Designation. Please utilize the data provided in this section when responding to the questions below. The data for the SY25 Accountability Designation is expected to be available in mid-October 2024.

**insert links to letters here**

**Criterion 1.A.1**

Please explain the factors associated with each campus receiving a Targeted, Comprehensive, or Intensive Summative Designation rating on any of the indicated years above, and how the school or campus has addressed or is currently addressing these factors. **2 page maximum**

**Criterion 1.A.2.**

Please explain the factors associated with each campus receiving a Good Standing or Intensive Academic Support Summative Designation rating on any of the indicated years above and how the school has addressed or plans to address these factors. **5 page maximum**

**Criterion 1.A.3**

What academic expectations do you hold for all learners? How do your individual campuses and the organization as a whole differentiate your academic instruction and assessment to your targeted groups? How do you and your campuses assess the effectiveness of the curriculum? **2 page maximum**

## Domain II. Financial Performance

Documents Reviewed				
Document Reference No.	Document Title	Currently On File	Submission Required	Updated Document Submitted with Application
II.A.1	The network's Financial and Compliance Performance Reports from the following fiscal years, if available: FY22, FY23, and FY24  <i>* Financial Condition and Financial Controls Categories</i>	X		N/A
II.A.2	The network's audits from the following fiscal years, if available: FY22, FY23, and FY24  <i>* Financial Condition and Financial Controls Categories</i>	X		N/A
II.A.3	Financial Remediation Plan  (as applicable)	x		N/A

Your school organization received the following Financial Performance Indicator ratings over the previous 3 years of the term of your contract:

Table II.A. Financial Performance Indicators						
Fiscal Year	Key Financial Indicators				Loan Delinquency	Annual Audit
	Change in Net Assets	Current Ratio	Net Asset Ratio	Cash on Hand Ratio		
2024	TBD	TBD	TBD	TBD	TBD	TBD
2023						
2022						

*\*FY24 unaudited financial statements may be used to generate preliminary FY24 performance indicator ratings.*



**Criterion II.A.**

Please explain any factors associated with the school operator receiving a rating of “Does Not Meet Standards” for any Financial Performance Indicator during the contract term, and how the school operator has addressed these factors or plans to address these factors. **1 page maximum**

Change in Net Assets indicator:

Liquidity/Current Ratio indicator:

Net Asset Ratio indicator:

Cash on Hand Ratio indicator:

Loan Delinquency indicator:

Annual Audit (Financial Controls; Qualified/Unqualified Weakness or Deficiency):

**Domain III. Organizational Performance**

Documents Reviewed			
Document Reference No.	Document Title	Currently on File	Submission Required
III.A.1	The Legal Compliance and Reporting Categories for the networks Financial and Compliance Performance Reports from the following fiscal years, if available: FY22, FY23, & FY24	X	
III.A.2	The Legal Compliance categories from the network’s audits from the following fiscal years, if available: FY22, FY23, and FY24	X	
III.B.1	List of governing board members from agreement term	X	
III.B.2	Board member Conflict-of-Interest Questionnaire	X	
III.B.3	Board meeting dates and times for agreement term (FY22 to present)	X	
III.B.4	Board bylaws	X	

Documents Reviewed			
Document Reference No.	Document Title	Currently on File	Submission Required
III.B.5	Open Meetings Act (OMA) Board Member Certificates	X	
III.B.6	OMA complaints with the Attorney General's Office (FY22 to present)	X	
III.B.7	501(c)(3) Certification	X	
III.B.8	Freedom of Information Act (FOIA) Designee training certificate (FY22 to present)	X	
III.B.9	FOIA complaints with the Attorney General's Office (FY22 to present)	X	
III.B.10	Board Conflict of Interest Policy	X	
III.B.11	Board meeting minutes and attachments (FY22 to present)	X	
III.B.12	Service agreement(s) with any Education Management Organization(s) (EMO[s]), Charter Management Organization(s) (CMO[s]), or vendors that operate/manage a school/campus (if applicable)		X
III.B.13	Performance reviews of the EMO(s), CMO(s), or vendors that operate/manage school/campus completed during the current agreement term (if applicable)		X
III.C.1	Students in Temporary Living Situations (STLS) Policy	X	
III.C.2	STLS School Attestation	X	
III.C.3	STLS Liaison and In-Service Training Evidence	X	
III.D.1	Parent Issue Resolution Process	X	
III.E.1	2024-2025 Lottery application and enrollment forms	X	
III.E.2	2024-2025 Lottery and enrollment brochures and advertisements		X
III.E.3	2024-2025 Lottery and enrollment policies	X	
III.F.	Transportation Policy	X	
III.G.	Student Code of Conduct	X	
III.H.1	School Emergency Management Plans	X	
III.H.2	Fire and Safety Drill Documentation	X	
III.H.3	Protecting Chicago's Children Training Evidence (SafeSchools)	X	

Documents Reviewed			
Document Reference No.	Document Title	Currently on File	Submission Required
III.I.1	Current agreement(s) with CPS	X	
III.I.2	Other compliance communications	X	
For Independent Facilities Only			
III.J.1	Facilities Questionnaire		X
III.J.2	Facilities and Americans with Disabilities Act of 1990 (ADA) Review for each independent facility (if applicable) * Documents J.2.1 thru J.2.12, those documents are collectively known as the "The Facilities Addendum"		X
III.J.2.1	Current lease		X
III.J.2.2	Original inspecting architect's report		X
III.J.2.3	Contractual condition evaluation forms (if applicable)		X
III.J.2.4	Previous facility assessments	X	
III.J.2.5	Most recent capital needs assessment & corresponding plan		X
III.J.2.6	Current ADA Plan		X
III.J.2.7	Building, fire, and health inspection reports		X
III.J.2.8	Occupancy Permit		X
III.J.2.9	Current floor plans, including square footage		X
III.J.2.10	Building, fire, and health code violations		X
III.J.2.11	Date and description of most recent renovation		X
III.J.2.12	Asbestos survey and compliance documents		X
III.J.2.13	Deficiency Repair Plan	X	



### III.A - Legal Compliance and Reporting Timeliness

Your school organization received the following Legal Compliance and Reporting Timeliness Indicator ratings over the last 3 years of the current school agreement term:

Table III.A – Legal Compliance and Reporting Timeliness		
Fiscal Year	Legal Compliance	Document Timeliness
2024	TBD	TBD
2023		
2022		

Criterion III.A.

Please explain any factors associated with the network receiving a rating of “Does Not Meet Standards” for any Legal Compliance or Reporting Timeliness Indicator in the indicated timeframe, and how the network has addressed these factors. **½ page maximum for each**

Legal Compliance indicator:

Reporting Timeliness indicator:

### III.B – Governance

Criterion III.B.

**Question 1.** Describe how the board performs each of the following oversight functions. Provide at least one example of approved board minutes for each that demonstrate how the board fulfilled that function. **1 page maximum**

- a. Monitored the academic performance of each campus in your organization.
- b. Held the campus and organization leadership accountable for academic performance and compliance requirements.
- c. Used systems to monitor the academic, financial, and operational performance of each campus in your network.
- d. Intervened when the school did not meet its academic goals or compliance requirements.



**Question 2.** Describe any changes to the school’s board structure or bylaws that have been made during the contract term. *½ page maximum*

**III.C – Special Student Populations: Diverse Learners, English Learners, and Students in Temporary Living Situations**

The table below lists the enrollment percentages of special student populations at each campus in your network for the last three (3) school years.

Table III.C - Special Student Populations Data					
Campus Name					
School Year	Diverse Learners	English Learners	STLS	Low-Income (FRL)	20th Day Enrollment
2023-2024					
2022-2023					
2021-2022					
Campus Name					
School Year	Diverse Learners	English Learners	STLS	Low-Income (FRL)	20th Day Enrollment
2023-2024					
2022-2023					
2021-2022					
Campus Name					
School Year	Diverse Learners	English Learners	STLS	Low-Income (FRL)	20th Day Enrollment
2023-2024					
2022-2023					
2021-2022					
Campus Name					
School Year	Diverse Learners	English Learners	STLS	Low-Income (FRL)	20th Day Enrollment
2023-2024					
2022-2023					
2021-2022					
Campus Name					
School Year	Diverse Learners	English Learners	STLS	Low-Income (FRL)	20th Day Enrollment
2023-2024					
2022-2023					
2021-2022					

Campus Name					
School Year	Diverse Learners	English Learners	STLS	Low-Income (FRL)	20th Day Enrollment
2023-2024					
2022-2023					
2021-2022					
Campus Name					
School Year	Diverse Learners	English Learners	STLS	Low-Income (FRL)	20th Day Enrollment
2023-2024					
2022-2023					
2021-2022					
Campus Name					
School Year	Diverse Learners	English Learners	STLS	Low-Income (FRL)	20th Day Enrollment
2023-2024					
2022-2023					
2021-2022					
Campus Name					
School Year	Diverse Learners	English Learners	STLS	Low-Income (FRL)	20th Day Enrollment
2023-2024					
2022-2023					
2021-2022					
Campus Name					
School Year	Diverse Learners	English Learners	STLS	Low-Income (FRL)	20th Day Enrollment
2023-2024					
2022-2023					
2021-2022					
Campus Name					
School Year	Diverse Learners	English Learners	STLS	Low-Income (FRL)	20th Day Enrollment
2023-2024					
2022-2023					
2021-2022					
Campus Name					
School Year	Diverse Learners	English Learners	STLS	Low-Income (FRL)	20th Day Enrollment
2023-2024					
2022-2023					
2021-2022					
Campus Name					
School Year	Diverse Learners	English Learners	STLS	Low-Income (FRL)	20th Day Enrollment
2023-2024					
2022-2023					
2021-2022					



<b>2023-2024</b>					
<b>2022-2023</b>					
<b>2021-2022</b>					
<b>Campus Name</b>					
School Year	Diverse Learners	English Learners	STLS	Low-Income (FRL)	20th Day Enrollment
<b>2023-2024</b>					
<b>2022-2023</b>					
<b>2021-2022</b>					
<b>Campus Name</b>					
School Year	Diverse Learners	English Learners	STLS	Low-Income (FRL)	20th Day Enrollment
<b>2023-2024</b>					
<b>2022-2023</b>					
<b>2021-2022</b>					
<b>Campus Name</b>					
School Year	Diverse Learners	English Learners	STLS	Low-Income (FRL)	20th Day Enrollment
<b>2023-2024</b>					
<b>2022-2023</b>					
<b>2021-2022</b>					

**Criterion III.C.**

**Question 1.** Reflecting on the above enrollment data, please address the following: **3 page maximum**

- a. How the organization has fulfilled its contractual obligation for equal access in the enrollment process for each of the student populations listed above.
- b. Any fluctuations or trends in the enrollment data.
- c. Any additional efforts the network undertook to enroll a diverse student population.

**Question 2.** Please identify services provided for students in temporary living situations (STLS) in compliance with all federal laws and regulations. Include the following in your answer: **1 page maximum**

- a. The school’s identification of appropriately-skilled staff persons (the STLS Liaison and/or STLS Clerk) who receive training from CPS’s Support for Students in Temporary Living Situations to carry out duties related to the STLS program at the school;



- b. How the school notifies the entire student population of McKinney-Vento student rights and identifies McKinney-Vento eligible students;
- c. How the school ensures compliance with and documents fee waivers for all McKinney-Vento eligible students;
- d. The training staff receives regarding the needs and rights of students in temporary living situations;
- e. How the school includes students in temporary living situations in all proposed school programs and activities; and
- f. Additional services offered by the school and outside providers to support students in temporary living situations and ensure access to the academic program.

### **III.E – Admission and Enrollment**

#### **Criterion III.E.**

**Question 1.** How do you keep parents informed of their child’s status in the Options Transfer process? *½ page maximum*

**Question 2.** What systems or procedures do you implement to ensure that all withdrawal codes are entered properly and are only used once obtaining proper documentation? *½ page maximum*

**Question 3.** What strategies does your school implement to engage and keep students enrolled who are at risk of dropping out? *½ page maximum*

### **III.F – Transportation Policy**

**Criterion III.F.** Please explain the process the school followed to adopt its transportation policy, and how school personnel are trained to implement the policy. *½ page maximum*



**III.H – Student Safety**

Criterion III.H. Please explain your approach to student safety including compliance with required safety drills and Title IX procedures for reporting and managing cases of misconduct. **1 page maximum**

**III.J. - Facilities**

Criterion III.J.

**Question 1.** Regarding the Repair Plan or any capital improvements, please explain how you prioritized the necessary improvements. **½ page maximum**

**Question 2.** How were or will the repairs referenced in Question 1 above be reflected in your budget? **½ page maximum**

**Question 3.** If there have been any major changes to the floor plans as a result of any capital improvements, how did these affect occupancy and what did or will you do to address these changes? **½ page maximum**

**Domaine IV: Inclusive Programming and Equitable Systems (IPES)**

Documents Reviewed			
Document Reference No.	Document Title	Owned of on File with CPS	Submission Required
IV.A.1	Monthly Individualized Education Plan (IEP)/504 plan compliance reports from Office of Diverse Learner Supports and Services (ODLSS) (FY22 to present)	X	
IV.A.2	Related Service Provider (RSP) minute documentation (FY22 to present)	X	
IV.A.3	Diverse Learner Renewal Site Visit Report	X	
IV.B.1	English Learner Site Visit Report (if applicable)	X	
IV.B.2	EL Screening Compliance Data	X	

Documents Reviewed			
Document Reference No.	Document Title	Owned of on File with CPS	Submission Required
IV.B.3	ACCESS testing participation	X	
IV.C.1	Employee Roster and Organizational Chart	X	
IV.D.1	In-school-suspension and out-of-school suspension data (FY22 to present)	X	
IV.D.2	Expulsion data from agreement term, including number and percent of students expelled (FY22 to present)	X	
IV.D.3	Office of Social and Emotional Learning (OSEL) Renewal Site Visit Report	X	
IV.D.4	Root Cause Analysis Worksheet		X
IV.D.5	Supplementary Discipline Application (if applicable)		x

#### IV.A & IV. B - Diverse Learner and English Learner Services

##### Criterion IV.A & IV.B.

**Question 1.** Identify efforts the school organization and each campus has made to support full access to the academic program for Diverse Learners and English Learners. Refer to the school's responses in the ISBE Special Education Application Renewal Rubric (Form 34-50) and the ISBE Charter School Renewal Application for English Language Learning Services (Form 92-15B) as appropriate. **3 page maximum**

#### IV.C – Employee Roster and Organizational Data

##### Criterion IV.C.

**Question 1.** (For Charter Schools Only) If applicable, explain how the school utilized teacher licensure flexibilities in the Charter Schools Law to assist in meeting the school's stated goals. **½ page maximum**

**Question 2.** (All school governance types) Explain how the school ensures that teachers are appropriately credentialed in subject areas experiencing licensed teacher shortages. **1 page maximum**



### III.H - Student Discipline

Each campus in your network has the following annual suspension and expulsion data recorded for the last three (3) school years:

*\*Note: For this analysis, your school/campuses' rate was compared to other district-run non-selective schools. The percentile represents the amount of comparison schools whose rates fall below the rate at your school/campus.*

Table III.H - Student Discipline Data							
Campus Name	School Year	20th Day Enrollment	In School Suspensions (ISS)		Out of School Suspensions (OSS)		Number of Expulsions
			% Unique Students	Percentile*	% Unique Students	Percentile*	
	<b>2023-2024</b>			TBD		TBD	TBD
	<b>2022-2023</b>						
	<b>2021-2022</b>						

Campus Name	School Year	20th Day Enrollment	In School Suspensions (ISS)		Out of School Suspensions (OSS)		Number of Expulsions
			% Unique Students	Percentile*	% Unique Students	Percentile*	
	<b>2023-2024</b>			TBD		TBD	TBD
	<b>2022-2023</b>						
	<b>2021-2022</b>						

Campus Name	School Year	20th Day Enrollment	In School Suspensions (ISS)		Out of School Suspensions (OSS)		Number of Expulsions
			% Unique Students	Percentile*	% Unique Students	Percentile*	
	<b>2023-2024</b>			TBD		TBD	TBD
	<b>2022-2023</b>						
	<b>2021-2022</b>						

Campus Name	School Year	20th Day Enrollment	In School Suspensions (ISS)		Out of School Suspensions (OSS)		Number of Expulsions
			% Unique Students	Percentile*	% Unique Students	Percentile*	
	<b>2023-2024</b>			TBD		TBD	TBD
	<b>2022-2023</b>						
	<b>2021-2022</b>						

Campus Name	School Year	20th Day Enrollment	In School Suspensions (ISS)		Out of School Suspensions (OSS)		Number of Expulsions
			% Unique Students	Percentile*	% Unique Students	Percentile*	
	<b>2023-2024</b>			TBD		TBD	TBD
	<b>2022-2023</b>						
	<b>2021-2022</b>						

Campus Name	School Year	20th Day Enrollment	In School Suspensions (ISS)		Out of School Suspensions (OSS)		Number of Expulsions
			% Unique Students	Percentile*	% Unique Students	Percentile*	
	<b>2023-2024</b>			TBD		TBD	TBD
	<b>2022-2023</b>						
	<b>2021-2022</b>						

Campus Name	School Year	20th Day Enrollment	In School Suspensions (ISS)		Out of School Suspensions (OSS)		Number of Expulsions
			% Unique Students	Percentile*	% Unique Students	Percentile*	
	<b>2023-2024</b>			TBD		TBD	TBD
	<b>2022-2023</b>						
	<b>2021-2022</b>						

Campus Name	School Year	20th Day Enrollment	In School Suspensions (ISS)		Out of School Suspensions (OSS)		Number of Expulsions
			% Unique Students	Percentile*	% Unique Students	Percentile*	
	<b>2023-2024</b>			TBD		TBD	TBD
	<b>2022-2023</b>						
	<b>2021-2022</b>						

Campus Name	School Year	20th Day Enrollment	In School Suspensions (ISS)		Out of School Suspensions (OSS)		Number of Expulsions
			% Unique Students	Percentile*	% Unique Students	Percentile*	
	<b>2023-2024</b>			TBD		TBD	TBD
	<b>2022-2023</b>						
	<b>2021-2022</b>						

Campus Name	School Year	20th Day Enrollment	In School Suspensions (ISS)		Out of School Suspensions (OSS)		Number of Expulsions
			% Unique Students	Percentile*	% Unique Students	Percentile*	
	<b>2023-2024</b>			TBD		TBD	TBD
	<b>2022-2023</b>						
	<b>2021-2022</b>						

Campus Name	School Year	20th Day Enrollment	In School Suspensions (ISS)		Out of School Suspensions (OSS)		Number of Expulsions
			% Unique Students	Percentile*	% Unique Students	Percentile*	
	<b>2023-2024</b>			TBD		TBD	TBD
	<b>2022-2023</b>						
	<b>2021-2022</b>						



Campus Name	School Year	20th Day Enrollment	In School Suspensions (ISS)		Out of School Suspensions (OSS)		Number of Expulsions
			% Unique Students	Percentile*	% Unique Students	Percentile*	
	<b>2023-2024</b>			TBD		TBD	TBD
	<b>2022-2023</b>						
	<b>2021-2022</b>						

Campus Name	School Year	20th Day Enrollment	In School Suspensions (ISS)		Out of School Suspensions (OSS)		Number of Expulsions
			% Unique Students	Percentile*	% Unique Students	Percentile*	
	<b>2023-2024</b>			TBD		TBD	TBD
	<b>2022-2023</b>						
	<b>2021-2022</b>						

Campus Name	School Year	20th Day Enrollment	In School Suspensions (ISS)		Out of School Suspensions (OSS)		Number of Expulsions
			% Unique Students	Percentile*	% Unique Students	Percentile*	
	<b>2023-2024</b>			TBD		TBD	TBD
	<b>2022-2023</b>						
	<b>2021-2022</b>						

Campus Name	School Year	20th Day Enrollment	In School Suspensions (ISS)		Out of School Suspensions (OSS)		Number of Expulsions
			% Unique Students	Percentile*	% Unique Students	Percentile*	
	<b>2023-2024</b>			TBD		TBD	TBD
	<b>2022-2023</b>						
	<b>2021-2022</b>						

Campus Name	School Year	20th Day Enrollment	In School Suspensions (ISS)		Out of School Suspensions (OSS)		Number of Expulsions
			% Unique Students	Percentile*	% Unique Students	Percentile*	
	<b>2023-2024</b>			TBD		TBD	TBD
	<b>2022-2023</b>						
	<b>2021-2022</b>						

Campus Name	School Year	20th Day Enrollment	In School Suspensions (ISS)		Out of School Suspensions (OSS)		Number of Expulsions
			% Unique Students	Percentile*	% Unique Students	Percentile*	
	<b>2023-2024</b>			TBD		TBD	TBD
	<b>2022-2023</b>						
	<b>2021-2022</b>						

Criterion IV.D.

Using the table above, please explain or discuss:

- any factors associated with the numbers of suspensions and expulsions in the past three (3) years.
- Any changes you made to your student code of conduct in the past three (3) years (if applicable),
- Any school organization or campus-based practices to ensure compliance with US ED guidance on improving school climate and discipline practices and/or the requirements of [Public Act 99-0456](#) (also known as Senate Bill 100),
- Please outline your school organization's strategy to increase restorative practices and align with the CPS Whole School Safety initiative. **4 page maximum**

## Domain IV: Forward Planning

Documents Reviewed			
Document Reference No.	Document Title	Currently On File	Submission Required
IV.A.1	5-year strategic plan (if not submitted within the text)		X
IV.A.3	The school's Loan Timeliness Confirmation Document		X

### Criterion IV.A.

**Question 1.** Please provide your school network's 5-year strategic plan and indicate:

- (1) who participated in the creation of this plan (e.g., campus leaders, teachers, parents, and board members); and
- (2) whether the board formally approved the plan and on what date.

This plan may be submitted as text in the narrative, a separate text-based document or as a presentation deck, or in any other format. **5 page maximum**

The plan should include:

A. Academics

- a. Specific, measurable, actionable, relevant and time-bound academic goals for the next 5 years.
- b. Metrics aligned to academic performance (related to the Options School Accountability Policy as well as mission fulfillment).

B. Finance

- a. Specific, measurable, actionable, relevant and time-bound financial goals for the next 5 years.
- b. Metrics aligned to financial performance (related to the contractual performance policy and annual audit, as well as any funding goals related to implementation of the academic program).



C. Operations

- a. Specific, measurable, actionable, relevant and time-bound operational goals for the next 5 years.
- b. Metrics aligned to operational performance (related to the contractual performance policy and annual audit).

D. Organizational Changes (if applicable)

- a. Specific, measurable, actionable, relevant and time-bound goals related to organizational changes for the next 5 years.
- b. Metrics aligned to organizational changes (related to grade expansions, increases in enrollment, etc.).

E. Inclusive Programming and Equitable Systems (IPES)

- a. Specific, measurable, actionable, relevant and time-bound goals related to IPES for the next 5 years.
- b. Metrics aligned to IPES performance (related to reporting and restorative practices, etc.).

**Question 2.** If the network is planning to independently undertake facility renovations at any campus or relocate any campus during the next term, describe: **1 page maximum**

- a. Planned work.
- b. General timelines for start and completion of the project.
- c. Estimated cost.
- d. Source of funds.
- e. The qualifications of the person(s) managing the renovation or relocation.
- f. All relevant budget assumptions. The proposed renovations should align with and be supported by the school's proposed 5-year budget and strategic plan.
- g. How the proposed plans address existing facility needs and meet the needs of students.





## VI. Addendum: ISBE Charter School Certification Documents

The documents listed below will be collected in separate EPICenter collections. They will be due on July 29, 2024, except for the Financial Schedule and Narrative, which will be scheduled in EPICenter after the Board votes in Winter 2024-25.

Documents Reviewed			
Document Reference No.	Document Title	Currently On File	Submission Required
VI.A.1	ISBE Charter School Renewal Financial Schedule and Narrative <i>*For Charter Schools Only</i>		X
VI.A.2	Illinois State Board of Education (ISBE) Proposal for the Provision of Special Education Services (Form 34-50B) <i>*For Charter Schools Only</i>		X
VI.A.3	ISBE Financial Narrative & Schedule <i>*For Charter Schools Only</i>		X



**2024-2025**  
**Multi Campus Renewal Application**  
**Introduction and Instructions**

**Chicago Public Schools**  
Options School Network  
4934 S. Wabash Ave.  
Chicago, IL 60615  
(773) 553-3064

## Table of Contents

<b>I. INTRODUCTION</b>	<b>2</b>
A. Overview	2
B. Contents of this Document	3
<b>II. OUTCOMES OF RENEWAL</b>	<b>3</b>
<b>III. COMPONENTS OF THE RENEWAL PROCESS</b>	<b>4</b>
A. Statutory and Contractual Criteria for Charter School Renewal	4
B. Renewal Application Evaluation	4
C. Key Renewal Process Questions	5
D. Evidence Used to Evaluate School on Each Criterion	6
Renewal Site Visits	11
Renewal Public Hearing	12
Final Renewal Recommendations	12
Renewal Agreement	12
<b>PROCESS TIMELINE</b>	<b>12</b>
<b>IV. 2024-2025 MULTI CAMPUS RENEWAL APPLICATION INSTRUCTIONS</b>	<b>13</b>
A. Directions for Completing the Multi Campus Renewal Application	14
B. Application Cover Sheet	14
C. Narrative Answers	14
D. Facilities Addendum (independent sites only)	14
E. Root Cause Analysis Worksheet	15
F. Supplemental Discipline Application	15
<b>V. MULTI CAMPUS APPROACH</b>	<b>16</b>
<b>VI. FORWARD PLANNING</b>	<b>16</b>
<b>VII. COMMUNITY IMPACT INITIATIVE</b>	<b>16</b>
A. State of Schools Meeting	17
B. Family and Student Questionnaire	17
C. Community Impact Narrative	18

## I. INTRODUCTION

### A. Overview

The Options Network at Chicago Public Schools (CPS) was formed and began operating at the start of the 2022-23 school year. The Options Network was formed to provide more specific and personalized support to the Options schools. The Options Network is committed to supporting and authorizing high quality educational options to serve the diverse needs of Chicago's public school students.

One aspect of that support and authorization is a robust contract renewal process. While charter schools have autonomy and flexibility over many key areas of operation, they are held accountable to criteria set forth in (1) their School Agreements with the Board of Education of the City of Chicago (the "Board"), (2) applicable CPS policy, and (3) the Illinois Charter Schools Law. When a charter school authorized by the Board reaches the final year of operation under its current agreement, it undergoes a comprehensive renewal process, including an evaluation of the school's performance under the criteria set forth in the School Agreement, applicable CPS policy, and the Illinois Charter Law.

The Renewal Process serves two purposes. First, it informs the Board's decision on whether the school has satisfied the academic, financial, organizational, and inclusive programming and equitable systems performance goals outlined in their school agreements with the Chicago Board of Education (the Board) and the Illinois Charter Schools Law. Second, this reflective process provides schools with the opportunity to evaluate how effectively they have fulfilled their educational mission and, if renewed, to use the Options Network's feedback to improve school operation.

The Renewal Process spans several months and requires the collaboration of the school, the Options Network, other CPS departments, and external partners. A Renewal Evaluation Team (RET) composed of a small group of CPS staff members and, as needed, external school performance evaluators will review materials collected during the process and provide a renewal recommendation to CPS leadership and the Board. The materials that the RET will collect include the school's Renewal Application; student achievement reports; finance, compliance, organizational, inclusive programming and equitable systems (IPES), and facility/ADA reviews; and site visit reports. The renewal recommendation will be made pursuant to all applicable laws, policies, and agreements.

The Options Network is committed to ensuring this process is transparent. This document explains the criteria for renewal, the method for evaluating the materials collected, the recommendation process, the timeline, and the Renewal Application instructions.

We are available to answer any questions regarding this year's application process. *Please direct questions to Jennifer Thomas-Ahmed, Options School Performance & Support Manager, at [jathomas58@cps.edu](mailto:jathomas58@cps.edu) or 773-553-3061.*

## B. Contents of this Document

The Introduction and Instructions document provides an overview of the 2023-2024 Renewal Process. Each section explains an aspect of the process:

- *Section I, Introduction*
- *Section II, Outcomes of Renewals* provides an overview of the possible agreement term lengths offered to the school through the process and examples of past outcomes based on performance.
- *Section III, Components of the Renewal Process* provides an overview of the legal obligations of the Renewal Process, the key questions derived from those obligations, the evidence used for renewal evaluation, and differentiation in the process.
- *Section IV, 2023-2024 Multi Campus Renewal Application Instructions* details instructions for completing and submitting the Renewal Application.
- *Section V, Multi Campus Approach* provides an overview of how operators/organizations with multiple campuses will be reviewed during the Renewal Process.
- *Section VI, Forward Planning* provides an overview of the materials required as part of the forward planning process.
- *Section VII, Community Impact Initiative* provides guidance around the community engagement and impact initiatives.

## II. OUTCOMES OF RENEWAL

At the end of the Renewal Process, the Board will vote on a recommended school agreement term and conditions for each school that has reached the final year of its school agreement. Under Illinois Charter Schools Law ([105 ILCS 5/27A-9](#)), recommendations for charter school contracts can range from non-renewal to a renewal for up to 10 years. As contract schools do not have any specified contract range in the IL School Code, School Agreements will be limited to no more than 5 years.

School renewal recommendations will be based on the academic, financial, organizational, and inclusive programming and equitable systems performance during the last three (3) years of a school's contract term. School data from SY21 and prior will not be evaluated due to data inconsistencies during the Covid-19 pandemic closures. Schools meeting expectations in *all performance domains* are eligible to receive a renewal agreement term recommendation of 5 years. Any renewal may be subject to additional conditions tailored to the school that will be incorporated into the renewal agreement. Under the Illinois Charter Schools Law, the maximum length of a renewal agreement for charter schools is 10 years; however, the Chicago Board of Education has yet to grant a term of such length.

### III. COMPONENTS OF THE RENEWAL PROCESS

#### A. Statutory and Contractual Criteria for Charter School Renewal

The School Renewal Process is based on criteria identified in the [Illinois Charter Schools Law](#), the [Options School Accountability Policy](#), and the renewal criteria outlined in this document. The renewal recommendation presented to the Board at the end of the Renewal Process is based on a comprehensive review and evaluation of the school's academic, financial, organizational, and inclusive programming and equitable systems performance.

A charter or contract may be revoked or not renewed if the local school board (authorizer) clearly demonstrates that the charter school did any of the following, or otherwise failed to comply with the requirements of the Illinois Charter Schools Law (as applicable):

- a. Committed a material violation of any of the conditions, standards, or procedures set forth in the Charter Agreement or contract, including the Accountability Plan;
- b. Failed to meet or make reasonable progress toward achievement of the content standards or pupil performance standards identified in the School Agreement or in the Accountability Plan<sup>1</sup>;
- c. Failed to meet generally accepted standards of fiscal management; or
- d. Violated any provision of law from which the charter or contract school was not exempted.

#### B. Renewal Application Evaluation

A Renewal Evaluation Team (RET) comprised of academic, facilities, finance, and compliance experts will review the submitted Renewal Application and come to a consensus about a renewal recommendation. The RET is responsible for objectively evaluating all renewal documentation and site visit evidence to make a final recommendation.

RET members review the available evidence, including the Renewal Application narrative responses and documentation, student achievement data, financial data, special education data, facility reports, governance data, and the Renewal Site Visit (RSV) report (if applicable). The RET may follow up with clarifying questions. After receiving the school's responses to those questions, the RET convenes in a final meeting to formulate a final renewal recommendation.

If the team determines that a school has instances of noncompliance regarding its agreement and/or law, it may recommend that the school be renewed with conditions. RET members will consider the severity of noncompliance warranting renewal conditions to determine whether the school qualifies for a shortened, standard, or extended term. The RET may also consider whether a shortened renewal provides the school with enough time to meet the conditions placed on them.

If the RET determines that a charter school has failed to meet the terms of its School Agreement, the team will recommend non-renewal for the school, and the Board may act to not renew a school's agreement.

---

<sup>1</sup> The Options School Accountability Policy states that no school will be non-renewed or revoked solely based on academic performance.

### **C. Key Renewal Process Questions**

Based on the criteria outlined above, the Renewal Evaluation Team (RET) seeks to determine if the school fulfilled the terms of its agreement by answering the following questions:

1. Has the school met academic performance expectations?
2. Has the school met financial performance expectations?
3. Has the school met legal and operational performance expectations?

## D. Evidence Used to Evaluate School on Each Criterion

The Options Network collects materials, which the RET evaluates, to determine whether the school meets the criteria for renewal. The following table demonstrates the evidence used for this evaluation:

Illinois Charter Schools Law/ School Agreement Criteria for Agreement Termination	Essential Renewal Question	Primary Evidence Used to Evaluate at Renewal
Failed to meet or make reasonable progress toward achievement of the content standards or pupil performance standards.	Has the school met academic performance expectations?	Renewal Application; Student Performance Data; Renewal Academic Site Visit Report
Failed to meet generally accepted standards of fiscal management.	Has the school met financial performance expectations?	Renewal Application; Financial Scorecard Data
Committed a material violation of any of the conditions, standards, or procedures set forth in the Charter Agreement or contract including the Accountability Plan; OR Violated any provision of law from which the school is not exempt.	Has the school met legal and operational performance expectations?	Renewal Application; Governance documents; Facility and ADA Review <sup>2</sup> ; Office of Diverse Learner Supports and Services data; Office of Language and Cultural Education Compliance data; Parent Issues Review; Contractual Condition Review; Site Visit Reports; evaluation of any other evidence of legal violations
Violated any provision of law related to Special Education, English Learner services, or student equity.	Has the school met expectations related to student equity and experience?	Renewal Application, Diverse Learner data and site visit reports, English Learner data and site visit report, discipline data and culture and climate site visit report, and teacher licensure

Most of the materials reviewed during the Renewal Process are already maintained by the Options Network. The Renewal Application will identify the documents that are already on file with the Options Network and those that must be submitted in Epicenter by the school. The RET uses this information to evaluate the school according to the expectations outlined herein.

---

<sup>2</sup> A Facility and ADA Review will only be included in the Renewal Process for those schools that are in an independent facility.

### 1. Academic Performance Rating and Data

The RET will assess a school’s academic performance based on the Options Accountability Score and the Academic Site Visit. According to the [Options Accountability Policy](#), a school is considered to be in Good Standing if it receives a rating of 3.0 and above. Any school receiving a score of 2.9 or below is considered to be in Intensive Academic Support. The chart below shows how those scores will be calculated for renewal purposes.

Sub-Domain	Max Score	Scoring
Options Accountability Score	30	The Options Accountability score is on a scale of 0 to 5.0. This score will be a product of translating that scale to 0 to 30.
		Calculation: Accountability Score x 6 (e.g. 4.2 x 6 = 25.2 -> <b>25</b> )
Academic Site Visit	10	Distinguished = 5 points Proficient = 4 points Basic = 3 points Unsatisfactory = 1 point
		Schools will receive a final score based on the average points received across multiple domains within the academic site evaluation rubric. The final score will be multiplied by 2.
<b>Out of possible 40 points</b>		

### 2. Financial Performance Rating and Data

The RET will review the school’s financial performance data included in the Annual Financial & Compliance Performance Report and the Annual Finance and Compliance Audits required by the School Agreement and Accountability Plan. Pursuant to those tools, a school’s Financial Condition and Financial Controls are assessed in accordance with six indicators identified in the renewal evaluation criteria.

Four of the six indicators are considered “Key Indicators” of financial performance: Change in Net Assets, Current Ratio, Net Asset Ratio, and Cash on Hand Ratio. Loan Delinquency and Annual Audit indicators are also considered. School performance will be assessed using the following:

Sub-Domain	Exceeds Standards	Meets Standards	Does Not Meet
KPI: Change in Net Assets	2.5	2	0
KPI: Current Ratio	2.5	2	0
KPI: Net Asset Ratio	2.5	2	0
KPI: Cash on Hand	2.5	2	0
Loan Delinquency	2	1.5	0
Annual Audit (Financial Controls)	3	2.5	0
Financial Remediation	Minus 1 point for each year that a school is in financial remediation		
<b>Out of possible 15 points</b>			

Financial Renewal Site Visit

The purpose of the Financial Renewal Site Visit is to provide critical qualitative, point-in-time information to the Options Network and the RET on fiscal-related issues that may affect the renewal of a school. The site visit provides essential financial evidence that will be used to make a renewal recommendation to the Board.

→ *The Financial Renewal Site Visit will be conducted at any school currently in Financial Remediation based on prior year audit data, and may be conducted at other schools as deemed necessary to ensure a holistic view of school quality.*

### 3. Organizational Performance Rating and Data

The RET will review the school’s operational performance data across the following sub-domains:

Sub-Domain	Points
Legal Compliance	2
Governance	2
STLS	1
Parent Issues Review	1
Admission and Enrollment	1
Student Transportation	1
Student Safety	1
Timeliness	1
Conditions <sup>3</sup>	minus 1 - 5
Facilities <sup>4</sup> (independent sites)	
<b>Out of possible 10 points</b>	

### 4. Inclusive Programming and Equitable Systems

In accordance with feedback received from the Board, the Inclusive Programming and Equitable Systems (IPES) were incorporated into the SY25 renewal evaluation criteria. The IPES prioritizes weighting of areas that directly reflect our district equity values and highlights the experiences students are having in schools.. The RET will assess the school’s performance across the following sub-domains:

---

<sup>3</sup> Schools may be deducted 1-5 points if they are not meeting the conditions outlined in the school agreement.

<sup>4</sup> This sub-domain does not directly affect the overall rating for Organizational Performance, but could impact the final renewal recommendation if substantial deficiencies are found

Sub-Domain	Points	Components	Annual Data
<b>Diverse Learners</b>	10	Sliding Scale 5 points: Diverse Learner Site Visit 5 points: annual SpEd compliance*	Annual SpEd Compliance: <ul style="list-style-type: none"> <li>● Annual Completion Rate</li> <li>● Annual Completion Timeliness</li> <li>● Re-evaluation Completion Rate</li> <li>● Re-evaluation Completion Timeliness</li> </ul>
<b>English Language Learners</b>	10	Sliding Scale 5 points: English Learner Site Visit (if applicable) 5 points: annual EL compliance	Annual English Learner Compliance <ul style="list-style-type: none"> <li>● English Learner Screener Compliance</li> <li>● Access Testing Not Tested Reasons</li> </ul>
<b>Student Discipline</b>	10	Sliding Scale 5 points: Culture & Climate Site Visit 5 points: annual exclusionary discipline rates	Annual Exclusionary Discipline Rates <ul style="list-style-type: none"> <li>● The rate of unique students receiving an ISS or an OSS is <i>below the 75th percentile</i> of the rates at non-selective, district-run schools that have similar grade structures</li> </ul>
<b>Teacher Licensure</b>	5	Schools will receive a score of 0 or 5 based on compliance	Charter: 75% Contract: 100%
<b>Out of possible 35 points</b>			

### 5. Additional Information

Additional information brought to the Options Network’s attention may be considered if it is pertinent to the decision to renew or not renew the agreement with the Board. This may include evidence of a material violation of the School Agreement or the Illinois Charter Schools Law. The Options Network also reserves the right to review other information submitted by the school pursuant to other authorization processes, such as applications submitted through the Request for Proposals, Application for Amendment, or prior Renewal Processes.

## Renewal Site Visits

Schools will receive at least three, but no more than six site visits through the process. All schools will receive Academic, Culture & Climate, and Special Education site visits. Schools in independent facilities will receive site visits over the summer between June and August, and schools with an EL population of approximately 20 students will most likely receive EL Program Audit site visits. Schools in financial remediation may receive a financial site visit. Schools will receive a Renewal Site Visit Protocol containing rubrics and key information. It is the responsibility of the school to work with the Options Network to ensure that the site visits do not occur on half-days or non-attendance days.

Findings from the visit(s) will provide a performance evaluation and qualitative guidance to schools. The team will synthesize information from the visits to identify trends across the school. This information will be placed in a report that will go to the school administration, the school's board, and the Chicago Board of Education (the Board).

### Special Education Renewal Site Visit

The Special Education Renewal Site Visit is a holistic review of a school's special education program conducted in partnership with the CPS Office of Diverse Learner Supports and Services (ODLSS). The visit assesses four areas of review - School Based Staffing, Compliance, IEP/504 Plan Implementation, and Progress Monitoring & Collaboration. The site visit provides essential evidence that will be used to generate a rating for the Special Education IPES sub-domain.

During the site visit, a team will conduct focus groups and conduct classroom observations, as well as conduct compliance reviews.

### Culture & Climate Renewal Site Visit

The Culture & Climate Renewal Site Visit is a review of structures regarding discipline and Restorative Justice practice implementation, conducted in partnership with the CPS Office of Social Emotional Learning (OSEL).

During the visit, the team will conduct classroom observations and focus groups with students and staff,

### Academic Renewal Site Visit

The purpose of the Academic Renewal Site Visit is to provide critical qualitative, point-in-time information to the Options Network and the RET on issues that may affect the renewal of a school. The site visit provides essential evidence that will be used to make a renewal recommendation to the Board.

During the site visit, a team will conduct classroom observations and focus groups with instructional leadership and teachers. The team will also conduct virtual focus groups with organization administration/leadership and with the school boards (for charter schools).

## Renewal Public Hearing

One public hearing is held for all schools in the renewal cohort within thirty days of the Board’s vote on the renewal recommendation. The purpose of the public hearing is to receive comment on the proposed renewal of each charter school. Notice of the public hearing is provided in local newspapers and posted on the CPS.edu website. A public hearing officer is appointed to record public testimony and write a hearing officer’s report. During the hearing, statements are read by both CPS and each school regarding the process and renewal recommendation. A written summary of the public hearing is then provided to the Board as a final piece of evidence to be included in the renewal decision. Schools will receive detailed guidance closer to the hearing date.

## Final Renewal Recommendations

The Board will vote on the proposed renewal recommendation at a Chicago Board of Education regular meeting. The Board will file a report detailing its renewal decisions with the Illinois State Board of Education (ISBE) for charter school renewals. ISBE will review the report and determine whether the approved proposal can be “certified” as consistent with provisions found in the Illinois Charter Schools Law. ISBE may request additional materials not included in the Renewal Process as part of its certification review, and CPS will work with the school to follow up on those requests and ensure timely certification

## Renewal Agreement

During the final year of the school agreement, CPS will update the template agreement for the renewal agreement term. The agreement negotiation process begins after the school receives its renewal recommendation.

## PROCESS TIMELINE

<p><b>Phase I</b> <b>March – July 2024</b></p>	<ul style="list-style-type: none"> <li>● CPS Releases Renewal Application</li> <li>● CPS conducts school orientation to Renewal Process</li> <li>● CPS conducts school meetings to review application, process, and potential outcomes</li> <li>● Renewal Site Visits begin</li> <li>● Schools submit facilities addendum, if applicable</li> </ul>
<p><b>Phase II</b> <b>June – October 2024</b></p>	<ul style="list-style-type: none"> <li>● Schools submit Renewal Application and Cover Letter, Root Cause Analysis Worksheet (if applicable), Supplemental Discipline Application (if applicable), and ISBE Renewal EL and Sped Forms (charter schools only)</li> <li>● CPS conducts application completeness checks</li> <li>● Schools submit additional materials upon notification</li> <li>● Facilities and Operations Department conducts facility site visits (if applicable)</li> <li>● Schools host their “State of the Schools” town hall meetings</li> <li>● CPS conducts Renewal Academic Site Visits</li> </ul>

<p><b>Phase III</b>  <b>November 2024 –</b>  <b>February 2025</b></p>	<ul style="list-style-type: none"> <li>● CPS holds a public hearing regarding proposed renewal recommendations</li> <li>● Schools receive renewal recommendations</li> <li>● The Board of Education of the City of Chicago votes on proposed renewal recommendations</li> </ul>
<p><b>Phase IV</b>  <b>Spring 2025</b></p>	<ul style="list-style-type: none"> <li>● Schools receive renewal agreement template</li> <li>● Schools submit the ISBE Financial Form (charter schools only)</li> <li>● School agreements reviewed and signed by school</li> </ul>

#### IV. 2024-2025 MULTI CAMPUS RENEWAL APPLICATION INSTRUCTIONS

Schools must complete a Renewal Application as part of the Renewal Process. The CPS Renewal Application gives schools an opportunity to reflect on their progress toward meeting their contractual obligations and, if successful in the Renewal Process, to forward plan for their next agreement term. Schools are asked to answer questions in these four domains:

- **Domain I. Academic Performance**
- **Domain II. Financial Performance**
- **Domain III. Organizational Performance**
- **Domain IV. Inclusive Programming and Equitable Systems**
- **Domain V. Future Planning**

Domains I through IV are retrospective, so the narrative questions in these sections ask the school to reflect on aspects of its adherence to contractual performance expectations. Domain V asks the school to detail its planning for the future, but will not be included in the RET’s review of the school’s past performance.

Each section of the Renewal Application lists the documents that the RET will review for that domain. The school should consider these documents when responding to each narrative question.

The Renewal Application Template will be uploaded in Epicenter in May 2024 . Schools with agreements expiring June 30, 2025 are required to complete and submit the Renewal Application to the Options Network by **July 29, 2024**.

Throughout the term of its agreement, a school is likely to grow and change. Given that the initial School Agreement is based on a school’s initial proposal, it is important that a school completes a renewal application at the end of each agreement term to reflect on the extent to which it realized the goals and vision set forth in its initial proposal and fulfilled academic, financial, legal, and compliance obligations. The Renewal Application also gives schools an opportunity to articulate their goals and vision for the next term.

The Options Network encourages schools to be thoughtful, thorough, clear and concise in responding to Renewal Application questions. Please note respective page limits for each question.

## A. Directions for Completing the Multi Campus Renewal Application

The completed Renewal Application must be submitted via Epicenter by **July 29, 2024**. A submission requirement titled *Options Renewal Application* has been scheduled for that date and will appear in the queue in May 2024.

The Renewal Evaluation Team will review multiple documents as part of the renewal review process. Each section of the Renewal Application begins with a demarcated box identifying the documents that will be considered under that Domain. The tables denote items that are currently on file with the Options Network and those that must be submitted along with the school's completed Renewal Application.

- Items already on file with I&I are those that schools have submitted to our office directly through the annual submission of compliance-related documents.
- Items marked as "Submission Required" should be submitted to the applicable requirement in Epicenter.

## B. Application Cover Sheet

The Renewal Application must be submitted with a completed Application Cover Sheet, which requires the signature of the school's director / CEO and the school's board chair or president. A blank cover sheet will be attached to the *Renewal Application* requirement in Epicenter.

## C. Narrative Answers

Please answer all narrative questions contained in the sections of the Renewal Application by adding responses below the application question. **Do not delete the text of the application question.** All responses should be written in Arial or Calibri, size 11, single-spaced. **Please follow the page limits listed at the end of each question.**

## D. Facilities Addendum (independent sites only)

The CPS Facilities and Operations Department, in partnership with consultants, will conduct an assessment of schools in independent facilities. If the building requires an assessment, schools will be asked to complete an addendum that includes additional facilities records that the school is required to submit prior to the walkthrough to better inform the review. During the walkthrough, the team will determine the general condition and suitability for continued school usage. The materials reviewed and evidence found on the walkthroughs is used to determine whether the school is in compliance with provisions of federal and/or state laws and regulations and any local building codes. At the conclusion of the facility review process, the Facilities and Operations Department may produce a report to address any identified facility deficiencies.

If necessary, the Facilities and Operations Department will schedule a follow-up meeting to request any additional documentation and review the report with school leaders. CPS expects that schools immediately begin to address any high priority facilities issues found during the review. All schools are responsible for maintaining facility systems and infrastructure, and for addressing nonstructural issues such as deteriorating masonry or missing signage. Schools in non-CPS buildings may also be required to replace damaged or deteriorating facility systems and infrastructure.

To prepare for these assessments, CPS requires that certain facilities-related documents be submitted separately from the rest of the Renewal Application. Collectively, these documents will be referred to as the Facilities Addendum. The Facilities Addendum must be submitted to Epicenter **by May 31, 2024**. A submission requirement titled Facilities Addendum has been scheduled for that date and will be in your queue starting on May 1, 2024. This requirement will only be scheduled for schools housed in independent facilities. The documents will not be required from any school housed in a CPS facility.

Documents requested as part of the Facilities Addendum:

- III.J.1. Facilities Questionnaire (link is located within the requirement in Epicenter)
- III.J.2. Facilities and ADA Review for each independent facility
  - Documents not already on file with CPS that inform the Facilities and ADA Review:*
  - J.2.2. Original inspecting architect's report
  - J.2.3. Contractual condition evaluation forms (if applicable)
  - J.2.4. Previous facility assessments
  - J.2.5. Most recent capital needs assessment & corresponding plan
  - J.2.6. Current ADA Plan
  - J.2.7. Building, fire, and health inspection reports
  - J.2.8. Occupancy Permit
  - J.2.9. Current floor plans, including square footage
  - J.2.10. Building, fire, and health code violations
  - J.2.11. Date and description of most recent renovation

## E. Root Cause Analysis Worksheet

All school operators will be required to conduct a Root Cause Analysis session with their teams and submit a Root Cause Analysis (RCA) Worksheet for the Inclusive Programming and Equitable Systems (IPES) focus areas (Diverse Learner compliance, English Learner compliance, Student Discipline, and Teacher Licensure).

Data will be used to determine which schools will be required to complete this task, as well as the focus area in which schools will be asked to complete the worksheet. Applicable schools will be notified via communication from the Options Network.

Submit the completed RCA Worksheet to Epicenter by **July 29, 2024** along with your renewal application to the *Options Renewal Application* requirement in Epicenter.

## F. Supplemental Discipline Application

School operators with high levels of exclusionary discipline over the last three years, or where the Options Network has further school specific questions about discipline practices, will be required to complete the Supplemental Discipline Application.

This application has customized prompts around the school's discipline metrics and/or discipline practices and the organization's plan to improve these outcomes. Schools will be notified by the Options Network by June 3, 2024 if they are expected to complete this application, and will receive it directly from the team. This application is to be submitted alongside the Renewal Application on **July 29, 2024**.

## **V. MULTI CAMPUS APPROACH**

Schools with multiple campuses under one charter will be treated under the umbrella of “multi campus charter schools.” For academic performance, multi-site operators are assessed based on a totality of evidence presented through campus student outcomes and the Academic site visit.

The financial performance will be assessed at the operator level, and the organizational and inclusive programming and equitable systems performance of the charter will be assessed at both the network and campus levels (as applicable).

## **VI. FORWARD PLANNING**

Forward planning information is a part of the Renewal Application but is not considered by the RET as part of its renewal recommendation. While not required by law, this section is required in the Renewal Process to ensure that the school has structures in place to sustain itself financially and to succeed academically for the term of the renewal agreement. The Options Network believes the review of a 5-year plan is necessary to fulfill our obligation as a school authorizer, and to fulfill ISBE certification requirements.

Each school must submit a 5-year strategic plan and a detailed explanation of any capital improvements or significant facility changes over the next 5 years (if applicable). The 5-year plan may be submitted as text in the narrative, a separate text-based document or PowerPoint presentation, or in any other format. The 5-year plan and capital improvements should be cohesive and aligned.

## **VII. COMMUNITY IMPACT INITIATIVE**

As part of our commitment to ensuring a focus on community and family voice in the renewal process, the following additional initiatives around community engagement and impact are included in the renewal process:

- A. State of the Schools Meeting
- B. Family/Student Questionnaire
- C. Community Impact Narrative

## A. State of Schools Meeting

All school operators in the cohort will be asked to host a “State of the Schools” town hall meeting. This forum will serve as a method for schools to connect with the community, inform parents/students of the performance of the school to review performance, identify areas of growth, and provide stakeholders with an overview of the Renewal process. While schools have the autonomy to create their own session, we ask that the following is incorporated:

- School-Led Presentation
  - Schools will lead the delivery of the content; schools will present metrics of the school’s academic, financial, organizational, and Inclusive Programming and Equitable Systems performance using data provided by The Options Network.
- CPS/The Options Network portion
  - CPS/The Options Network will join virtually to provide a 10-minute overview of the renewal process and the metrics used to measure performance.
- Q&A portion
  - Community members are invited to ask questions about renewal, metrics used, and how a school’s performance impacts their neighborhood.
- Interactive “breakout” session
  - Invite parents, staff, students, community stakeholders, board members to a discussion around the process and their expectations through it.

All meetings should take place between August 1 - October 31, 2024. The Options Network will be in touch with school operators to gather additional information about the meeting.

## B. Family and Student Questionnaire

The Options Network has constructed a short survey that captures data around school choice and what your school means to families in your community. Questions will seek to gauge quantitative and qualitative information about the impact of charter schools in the community and student lives.

Questions may include:

- Why did you feel this school was the best fit for your child?
- Do you participate in school meetings or parent-teacher events?
- In what ways does the school support its community?
- How is your child’s attitude towards school at their current schools vs. their previous/neighborhood school?

The Options Network will be in touch once the survey is ready for distribution. Please emphasize to your students’ families that their voices are a critical component of this process.

### **C. Community Impact Narrative**

The Community Impact Narrative is a school's opportunity to provide additional information to the Board regarding the positive impacts made on the school and geographical community. Schools should utilize this portion to communicate their accomplishments to demonstrate that it is not only a vital and thriving entity within the Chicago Public Schools; but also an integral part of your community.

Feel free to solicit parents and students, as well as your own staff, for narratives of how your school has made a positive difference in the lives of students and families alike. Your narrative will be featured in your school's renewal report and should be submitted along with the renewal application in Epicenter on July 29, 2024. Schools will also have opportunities to solicit student, family, and community support and feedback during the public hearing portion of the renewal process.



**2024-2025**

**Single Site Renewal Application  
Introduction and Instructions**

**Chicago Public Schools**  
Options School Network  
4934 S. Wabash Ave.  
Chicago, IL 60615  
(773) 553-3064

## Table of Contents

<b>I. INTRODUCTION</b>	<b>2</b>
A. Overview	2
B. Contents of this Document	3
<b>II. OUTCOMES OF RENEWAL</b>	<b>3</b>
<b>III. COMPONENTS OF THE RENEWAL PROCESS</b>	<b>4</b>
A. Statutory and Contractual Criteria for Charter School Renewal	4
B. Renewal Application Evaluation	4
C. Key Renewal Process Questions	4
D. Evidence Used to Evaluate School on Each Criterion	5
Renewal Site Visits	10
E. Renewal Public Hearing	11
F. Final Renewal Recommendations	11
G. Renewal Agreement	11
<b>PROCESS TIMELINE</b>	<b>11</b>
<b>IV. 2024-2025 SINGLE SITE RENEWAL APPLICATION INSTRUCTIONS</b>	<b>12</b>
A. Directions for Completing the Single Site Renewal Application	12
B. Application Cover Sheet	13
C. Narrative Answers	13
D. Facilities Addendum (independent sites only)	13
E. Root Cause Analysis Worksheet	14
F. Supplemental Discipline Application	14
<b>V. FORWARD PLANNING</b>	<b>15</b>
<b>VI. COMMUNITY IMPACT INITIATIVE</b>	<b>15</b>
A. State of Schools Meeting	15
B. Family and Student Questionnaire	16
C. Community Impact Narrative	16

## I. INTRODUCTION

### A. Overview

The Options Network at Chicago Public Schools (CPS) was formed and began operating at the start of the 2022-23 school year. The Options Network was formed to provide more specific and personalized support to the Options schools. The Options Network is committed to supporting and authorizing high quality educational options to serve the diverse needs of Chicago's public school students.

One aspect of that support and authorization is a robust contract renewal process. While charter schools have autonomy and flexibility over many key areas of operation, they are held accountable to criteria set forth in (1) their School Agreements with the Board of Education of the City of Chicago (the "Board"), (2) applicable CPS policy, and (3) the Illinois Charter Schools Law. When a charter school authorized by the Board reaches the final year of operation under its current agreement, it undergoes a comprehensive renewal process, including an evaluation of the school's performance under the criteria set forth in the School Agreement, applicable CPS policy, and the Illinois Charter Law.

The Renewal Process serves two purposes. First, it informs the Board's decision on whether the school has satisfied the academic, financial, organizational, and inclusive programming and equitable systems performance goals outlined in their school agreements with the Chicago Board of Education (the Board) and the Illinois Charter Schools Law. Second, this reflective process provides schools with the opportunity to evaluate how effectively they have fulfilled their educational mission and, if renewed, to use the Options Network's feedback to improve school operation.

The Renewal Process spans several months and requires the collaboration of the school, the Options Network, other CPS departments, and external partners. A Renewal Evaluation Team (RET) composed of a small group of CPS staff members and, as needed, external school performance evaluators will review materials collected during the process and provide a renewal recommendation to CPS leadership and the Board. The materials that the RET will collect include the school's Renewal Application; student achievement reports; finance, compliance, organizational, inclusive programming and equitable systems (IPES), and facility/ADA reviews; and site visit reports. The renewal recommendation will be made pursuant to all applicable laws, policies, and agreements.

The Options Network is committed to ensuring this process is transparent. This document explains the criteria for renewal, the method for evaluating the materials collected, the recommendation process, the timeline, and the Renewal Application instructions.

We are available to answer any questions regarding this year's application process. *Please direct questions to Jennifer Thomas-Ahmed, Options School Performance & Support Manager, at [jathomas58@cps.edu](mailto:jathomas58@cps.edu) or 773-553-3061.*

## B. Contents of this Document

The Introduction and Instructions document provides an overview of the 2024-2025 Renewal Process. Each section explains an aspect of the process:

- *Section I, Introduction*
- *Section II, Outcomes of Renewals* provides an overview of the possible agreement term lengths offered to the school through the process and examples of past outcomes based on performance.
- *Section III, Components of the Renewal Process* provides an overview of the legal obligations of the Renewal Process, the key questions derived from those obligations, the evidence used for renewal evaluation, and differentiation in the process.
- *Section IV, 2024-2025 Single Site Renewal Application Instructions* details instructions for completing and submitting the Renewal Application.
- *Section V, Forward Planning* provides an overview of the materials required as part of the forward planning process.
- *Section VI, Community Impact Initiative* provides guidance around the community engagement and impact initiatives.

## II. OUTCOMES OF RENEWAL

At the end of the Renewal Process, the Board will vote on a recommended school agreement term and conditions for each school that has reached the final year of its school agreement. Under Illinois Charter Schools Law ([105 ILCS 5/27A-9](#)), recommendations for charter school contracts can range from non-renewal to a renewal for up to 10 years. As contract schools do not have any specified contract range in the IL School Code, School Agreements will be limited to no more than 5 years.

School renewal recommendations will be based on the academic, financial, organizational, and inclusive programming and equitable systems performance during the last three (3) years of a school's contract term. School data from SY21 and prior will not be evaluated due to data inconsistencies during the Covid-19 pandemic closures. Schools meeting expectations in *all performance domains* are eligible to receive a renewal agreement term recommendation of 5 years. Any renewal may be subject to additional conditions tailored to the school that will be incorporated into the renewal agreement. Under the Illinois Charter Schools Law, the maximum length of a renewal agreement for charter schools is 10 years; however, the Chicago Board of Education has yet to grant a term of such length.

### III. COMPONENTS OF THE RENEWAL PROCESS

#### A. Statutory and Contractual Criteria for Charter School Renewal

The School Renewal Process is based on criteria identified in the [Illinois Charter Schools Law](#), the [Options School Accountability Policy](#), and the renewal criteria outlined in this document. The renewal recommendation presented to the Board at the end of the Renewal Process is based on a comprehensive review and evaluation of the school's academic, financial, organizational, and inclusive programming and equitable systems performance.

A charter or contract may be revoked or not renewed if the local school board (authorizer) clearly demonstrates that the charter school did any of the following, or otherwise failed to comply with the requirements of the Illinois Charter Schools Law (as applicable):

- a. Committed a material violation of any of the conditions, standards, or procedures set forth in the Charter Agreement or contract, including the Accountability Plan;
- b. Failed to meet or make reasonable progress toward achievement of the content standards or pupil performance standards identified in the School Agreement or in the Accountability Plan<sup>1</sup>;
- c. Failed to meet generally accepted standards of fiscal management; or
- d. Violated any provision of law from which the charter or contract school was not exempted.

#### B. Renewal Application Evaluation

A Renewal Evaluation Team (RET) comprised of academic, facilities, finance, and compliance experts will review the submitted Renewal Application and come to a consensus about a renewal recommendation. The RET is responsible for objectively evaluating all renewal documentation and site visit evidence to make a final recommendation.

RET members review the available evidence, including the Renewal Application narrative responses and documentation, student achievement data, financial data, special education data, facility reports, governance data, and any renewal site visit reports. The RET may follow up with clarifying questions. After receiving the school's responses to those questions, the RET convenes in a final meeting to formulate a final renewal recommendation.

If the team determines that a school has areas of deficiency or instances of noncompliance regarding its agreement and/or law, it may recommend that the school be renewed with conditions. RET members will consider the severity of noncompliance warranting renewal conditions to determine whether the school qualifies for a shortened, standard, or extended term. The RET may also consider whether a shortened renewal provides the school with enough time to meet the conditions placed on them.

If the RET determines that a charter or contract school has failed to meet the terms of its School Agreement, the team will recommend non-renewal for the school, and the Board may act to not renew a school's agreement.

---

<sup>1</sup> The Options School Accountability Policy states that no school will be non-renewed or revoked solely based on academic performance.

### C. Key Renewal Process Questions

Based on the criteria outlined above, the Renewal Evaluation Team (RET) seeks to determine if the school fulfilled the terms of its agreement by answering the following questions:

1. Has the school met academic performance expectations?
2. Has the school met financial performance expectations?
3. Has the school met legal and organizational performance expectations?
4. Has the school met expectations related to student equity and experience?

### D. Evidence Used to Evaluate School on Each Criterion

The Options Network collects materials, which the RET evaluates, to determine whether the school meets the criteria for renewal. The following table demonstrates the evidence used for this evaluation:

Illinois Charter Schools Law/ School Agreement Criteria for Agreement Termination	Essential Renewal Question	Primary Evidence Used to Evaluate at Renewal
Failed to meet or make reasonable progress toward achievement of the content standards or pupil performance standards.	Has the school met academic performance expectations?	Renewal Application; Student Performance Data; Renewal Academic Site Visit Report
Failed to meet generally accepted standards of fiscal management.	Has the school met financial performance expectations?	Renewal Application; Financial Scorecard Data
Committed a material violation of any of the conditions, standards, or procedures set forth in the Charter Agreement or contract including the Accountability Plan; OR Violated any provision of law from which the school is not exempt.	Has the school met legal and operational performance expectations?	Renewal Application; Governance documents; Facility and ADA Review <sup>2</sup> ; Office of Diverse Learner Supports and Services data; Office of Language and Cultural Education Compliance data; Parent Issues Review; Contractual Condition Review; Site Visit Reports; evaluation of any other evidence of legal violations
Violated any provision of law related to Special Education, English Learner services, or student equity.	Has the school met expectations related to student equity and experience?	Renewal Application, Diverse Learner data and site visit reports, English Learner data and site visit report, discipline data and culture and climate site visit report, and teacher licensure

<sup>2</sup> A Facility and ADA Review will only be included in the Renewal Process for those schools that are in an independent facility.

Most of the materials reviewed during the Renewal Process are already maintained by the Options Network. The Renewal Application will identify the documents that are already on file with the Options Network and those that must be submitted in Epicenter by the school. The RET uses this information to evaluate the school according to the expectations outlined herein.

**1. Academic Performance Rating and Data**

The RET will assess a school’s academic performance based on the Options Accountability Score and the Academic Site Visit. According to the [Options Accountability Policy](#), a school is considered to be in Good Standing if it receives a rating of 3.0 and above. Any school receiving a score of 2.9 or below is considered to be in Intensive Academic Support. The chart below shows how those scores will be calculated for renewal purposes.

Sub-Domain	Max Score	Scoring
Options Accountability Score	30	The Options Accountability score is on a scale of 0 to 5.0. This score will be a product of translating that scale to 0 to 30.
		Calculation: Accountability Score x 6 (e.g. 4.2 x 6 = 25.2 -> <b>25</b> )
Academic Site Visit	10	Distinguished = 5 points Proficient = 4 points Basic = 3 points Unsatisfactory = 1 point
		Schools will receive a final score based on the average points received across multiple domains within the academic site evaluation rubric. The final score will be multiplied by 2.
<b>Out of possible 40 points</b>		

## 2. Financial Performance Rating and Data

The RET will review the school’s financial performance data included in the Annual Financial & Compliance Performance Report and the Annual Finance and Compliance Audits required by the School Agreement and Accountability Plan. Pursuant to those tools, a school’s Financial Condition and Financial Controls are assessed in accordance with six indicators identified in the renewal evaluation criteria.

Four of the six indicators are considered “Key Indicators” of financial performance: Change in Net Assets, Current Ratio, Net Asset Ratio, and Cash on Hand Ratio. Loan Delinquency and Annual Audit indicators are also considered. School performance will be assessed using the following:

Sub-Domain	Exceeds Standards	Meets Standards	Does Not Meet
KPI: Change in Net Assets	2.5	2	0
KPI: Current Ratio	2.5	2	0
KPI: Net Asset Ratio	2.5	2	0
KPI: Cash on Hand	2.5	2	0
Loan Delinquency	2	1.5	0
Annual Audit (Financial Controls)	3	2.5	0
Financial Remediation	Minus 1 point for each year that a school is in financial remediation		
<b>Out of possible 15 points</b>			

### Financial Renewal Site Visit

The purpose of the Financial Renewal Site Visit is to provide critical qualitative, point-in-time information to the Options Network and the RET on fiscal-related issues that may affect the renewal of a school. The site visit provides essential financial evidence that will be used to make a renewal recommendation to the Board.

→ *The Financial Renewal Site Visit will be conducted at any school currently in Financial Remediation based on prior year audit data, and may be conducted at other schools as deemed necessary to ensure a holistic view of school quality.*

### 3. Organizational Performance Rating and Data

The RET will review the school’s operational performance data across the following sub-domains:

Sub-Domain	Points
Legal Compliance	2
Governance	2
STLS	1
Parent Issues Review	1
Admission and Enrollment	1
Student Transportation	1
Student Safety	1
Timeliness	1
Conditions <sup>3</sup>	minus 1 - 5
Facilities <sup>4</sup> (independent sites)	
<b>Out of possible 10 points</b>	

### 4. Inclusive Programming and Equitable Systems

In accordance with feedback received from the Board, the Inclusive Programming and Equitable Systems (IPES) were incorporated into the SY25 renewal evaluation criteria. The IPES prioritizes weighting of areas that directly reflect our district equity values and highlights the experiences students are having in schools.. The RET will assess the school’s performance across the following sub-domains:

---

<sup>3</sup> Schools may be deducted 1-5 points if they are not meeting the conditions outlined in the school agreement.

<sup>4</sup> This sub-domain does not directly affect the overall rating for Organizational Performance, but could impact the final renewal recommendation if substantial deficiencies are found

Sub-Domain	Points	Components	Annual Data
Diverse Learners	10	Sliding Scale 5 points: Diverse Learner Site Visit 5 points: annual SpEd compliance*	Annual SpEd Compliance: <ul style="list-style-type: none"> <li>• Annual Completion Rate</li> <li>• Annual Completion Timeliness</li> <li>• Re-evaluation Completion Rate</li> <li>• Re-evaluation Completion Timeliness</li> </ul>
English Language Learners	10	Sliding Scale 5 points: English Learner Site Visit (if applicable) 5 points: annual EL compliance	Annual English Learner Compliance <ul style="list-style-type: none"> <li>• English Learner Screener Compliance</li> <li>• Access Testing Not Tested Reasons</li> </ul>
Student Discipline	10	Sliding Scale 5 points: Culture & Climate Site Visit 5 points: annual exclusionary discipline rates	Annual Exclusionary Discipline Rates <ul style="list-style-type: none"> <li>• The rate of unique students receiving an ISS or an OSS is <i>below the 75th percentile</i> of the rates at non-selective, district-run schools that have similar grade structures</li> </ul>
Teacher Licensure	5	Schools will receive a score of 0 or 5 based on compliance	Charter: 75% Contract: 100%
<b>Out of possible 35 points</b>			

### 5. Additional Information

Additional information brought to the Options Network’s attention may be considered if it is pertinent to the decision to renew or not renew the agreement with the Board. This may include evidence of a material violation of the School Agreement or the Illinois Charter Schools Law. The Options Network also reserves the right to review other information submitted by the school pursuant to other authorization processes, such as applications submitted through the Request for Proposals, Application for Amendment, or prior Renewal Processes.

## Renewal Site Visits

Schools will receive at least three, but no more than six site visits through the process. All schools will receive Academic, Culture & Climate, and Special Education site visits. Schools in independent facilities will receive site visits over the summer between June and August, and schools with an EL population of approximately 20 students will most likely receive EL Program Audit site visits. Schools in financial remediation may receive a financial site visit. Schools will receive a Renewal Site Visit Protocol containing rubrics and key information. It is the responsibility of the school to work with the Options Network to ensure that the site visits do not occur on half-days or non-attendance days.

Findings from the visit(s) will provide a performance evaluation and qualitative guidance to schools. The team will synthesize information from the visits to identify trends across the school. This information will be placed in a report that will go to the school administration, the school's board, and the Chicago Board of Education (the Board).

### Special Education Renewal Site Visit

The Special Education Renewal Site Visit is a holistic review of a school's special education program conducted in partnership with the CPS Office of Diverse Learner Supports and Services (ODLSS). The visit assesses four areas of review - School Based Staffing, Compliance, IEP/504 Plan Implementation, and Progress Monitoring & Collaboration. The site visit provides essential evidence that will be used to generate a rating for the Special Education IPES sub-domain.

During the site visit, a team will conduct focus groups and conduct classroom observations, as well as conduct compliance reviews.

### Culture & Climate Renewal Site Visit

The Culture & Climate Renewal Site Visit is a review of structures regarding discipline and Restorative Justice practice implementation, conducted in partnership with the CPS Office of Social Emotional Learning (OSEL).

During the visit, the team will conduct classroom observations and focus groups with students and staff,

### Academic Renewal Site Visit

The purpose of the Academic Renewal Site Visit is to provide critical qualitative, point-in-time information to the Options Network and the RET on issues that may affect the renewal of a school. The site visit provides essential evidence that will be used to make a renewal recommendation to the Board.

During the site visit, a team will conduct classroom observations and focus groups with instructional leadership and teachers. The team will also conduct virtual focus groups with organization administration/leadership and with the school boards (for charter schools).

### Renewal Public Hearing

One public hearing is held for all schools in the renewal cohort within thirty days of the Board’s vote on the renewal recommendation. The purpose of the public hearing is to receive comment on the proposed renewal of each charter school. Notice of the public hearing is provided in local newspapers and posted on the CPS.edu website. A public hearing officer is appointed to record public testimony and write a hearing officer’s report. During the hearing, statements are read by both CPS and each school regarding the process and renewal recommendation. A written summary of the public hearing is then provided to the Board as a final piece of evidence to be included in the renewal decision. Schools will receive detailed guidance closer to the hearing date.

### Final Renewal Recommendations

The Board will vote on the proposed renewal recommendation at a Chicago Board of Education regular meeting. The Board will file a report detailing its renewal decisions with the Illinois State Board of Education (ISBE) for charter school renewals. ISBE will review the report and determine whether the approved proposal can be “certified” as consistent with provisions found in the Illinois Charter Schools Law. ISBE may request additional materials not included in the Renewal Process as part of its certification review, and CPS will work with the school to follow up on those requests and ensure timely certification

### Renewal Agreement

During the final year of the school agreement, CPS will update the template agreement for the renewal agreement term. The agreement negotiation process begins after the school receives its renewal recommendation.

## PROCESS TIMELINE

<p><b>Phase I</b> <b>March – July 2024</b></p>	<ul style="list-style-type: none"> <li>● CPS Releases Renewal Application</li> <li>● CPS conducts school orientation to Renewal Process</li> <li>● CPS conducts school meetings to review application, process, and potential outcomes</li> <li>● Renewal Site Visits begin</li> <li>● Schools submit facilities addendum, if applicable</li> </ul>
<p><b>Phase II</b> <b>June – October 2024</b></p>	<ul style="list-style-type: none"> <li>● Schools submit Renewal Application and Cover Letter, Root Cause Analysis Worksheet (if applicable), Supplemental Discipline Application (if applicable), and ISBE Renewal EL and Sped Forms (charter schools only)</li> <li>● CPS conducts application completeness checks</li> <li>● Schools submit additional materials upon notification</li> <li>● Facilities and Operations Department conducts facility site visits (if applicable)</li> <li>● Schools host their “State of the Schools” town hall meetings</li> <li>● CPS conducts Renewal Academic Site Visits</li> </ul>

<p><b>Phase III</b>  <b>November 2024 –</b>  <b>February 2025</b></p>	<ul style="list-style-type: none"> <li>● CPS holds a public hearing regarding proposed renewal recommendations</li> <li>● Schools receive renewal recommendations</li> <li>● The Board of Education of the City of Chicago votes on proposed renewal recommendations</li> </ul>
<p><b>Phase IV</b>  <b>Spring 2025</b></p>	<ul style="list-style-type: none"> <li>● Schools receive renewal agreement template</li> <li>● Schools submit the ISBE Financial Form (charter schools only)</li> <li>● School agreements reviewed and signed by school</li> </ul>

#### IV. 2024-2025 SINGLE SITE RENEWAL APPLICATION INSTRUCTIONS

Schools must complete a Renewal Application as part of the Renewal Process. The CPS Renewal Application gives schools an opportunity to reflect on their progress toward meeting their contractual obligations and, if successful in the Renewal Process, to forward plan for their next agreement term. Schools are asked to answer questions in these five domains:

- **Domain I. Academic Performance**
- **Domain II. Financial Performance**
- **Domain III. Organizational Performance**
- **Domain IV. Inclusive Programming and Equitable Systems**
- **Domain V. Future Planning**

Domains I through IV are retrospective, so the narrative questions in these sections ask the school to reflect on aspects of its adherence to contractual performance expectations. Domain V asks the school to detail its planning for the future, but will not be included in the RET’s review of the school’s past performance.

Each section of the Renewal Application lists the documents that the RET will review for that domain. The school should consider these documents when responding to each narrative question.

The Renewal Application Template will be uploaded in Epicenter in May 2024. Schools with agreements expiring June 30, 2025 are required to complete and submit the Renewal Application to the Options Network by **July 29, 2024**.

Throughout the term of its agreement, a school is likely to grow and change. Given that the initial School Agreement is based on a school’s initial proposal, it is important that a school completes a renewal application at the end of each agreement term to reflect on the extent to which it realized the goals and vision set forth in its initial proposal and fulfilled academic, financial, legal, and compliance obligations. The Renewal Application also gives schools an opportunity to articulate their goals and vision for the next term.

The Options School Network encourages schools to be thoughtful, thorough, clear, and concise in responding to Renewal Application questions. Please note respective page limits for each question.

##### A. Directions for Completing the Single Site Renewal Application

The completed Renewal Application must be submitted via Epicenter by **July 29, 2024**. A submission requirement titled *Options Renewal Application* has been scheduled for that date and will appear in the queue in May 2024.

The Renewal Evaluation Team will review multiple documents as part of the renewal review process. Each section of the Renewal Application begins with a demarcated box identifying the documents that will be considered under that Domain. The tables denote items that are currently on file with the Options Network and those that must be submitted along with the school's completed Renewal Application.

- Items already on file with the Options Network are those that schools have submitted to our office directly through the annual submission of compliance-related documents.
- Items marked as "Submission Required" should be submitted to the applicable requirement in Epicenter.

## **B. Application Cover Sheet**

The Renewal Application must be submitted with a completed Application Cover Sheet, which requires the signature of the school's director / CEO and the school's board chair or president. A blank cover sheet will be attached to the *Options Renewal Application* requirement in Epicenter.

## **C. Narrative Answers**

Please answer all narrative questions contained in the sections of the Renewal Application by adding responses below the application question. **Do not delete the text of the application question.** All responses should be written in Arial or Calibri, size 11, single-spaced. **Please follow the page limits listed at the end of each question.**

## **D. Facilities Addendum (independent sites only)**

The CPS Facilities and Operations Department, in partnership with consultants, will conduct an assessment of schools in independent facilities. If the building requires an assessment, schools will be asked to complete an addendum that includes additional facilities records that the school is required to submit prior to the walkthrough to better inform the review. During the walkthrough, the team will determine the general condition and suitability for continued school usage. The materials reviewed and evidence found on the walkthroughs is used to determine whether the school is in compliance with provisions of federal and/or state laws and regulations and any local building codes. At the conclusion of the facility review process, the Facilities and Operations Department may produce a report to address any identified facility deficiencies.

If necessary, the Facilities and Operations Department will schedule a follow-up meeting to request any additional documentation and review the report with school leaders. CPS expects that schools immediately begin to address any high priority facilities issues found during the review. All schools are responsible for maintaining facility systems and infrastructure, and for addressing nonstructural issues such as deteriorating masonry or missing signage. Schools in non-CPS buildings may also be required to replace damaged or deteriorating facility systems and infrastructure.

To prepare for these assessments, CPS requires that certain facilities-related documents be submitted separately from the rest of the Renewal Application. Collectively, these documents will be referred to as the Facilities Addendum. If applicable, the Facilities Addendum must be submitted to Epicenter **by May 31, 2024**. A submission requirement titled Facilities Addendum has been scheduled for that date and will be in your queue starting on May 1, 2024. This requirement will only be scheduled for schools

housed in independent facilities. The documents will not be required from any school housed in a CPS facility.

Documents requested as part of the Facilities Addendum:

- III.J.1. Facilities Questionnaire (link is located within the requirement in Epicenter)
- III.J.2. Facilities and ADA Review for each independent facility
  - Documents not already on file with CPS that inform the Facilities and ADA Review:*
  - J.2.2. Original inspecting architect's report
  - J.2.3. Contractual condition evaluation forms (if applicable)
  - J.2.4. Previous facility assessments
  - J.2.5. Most recent capital needs assessment & corresponding plan
  - J.2.6. Current ADA Plan
  - J.2.7. Building, fire, and health inspection reports
  - J.2.8. Occupancy Permit
  - J.2.9. Current floor plans, including square footage
  - J.2.10. Building, fire, and health code violations
  - J.2.11. Date and description of most recent renovation

## E. Root Cause Analysis Worksheet

All school operators will be required to conduct a Root Cause Analysis session with their teams and submit a Root Cause Analysis (RCA) Worksheet for the Inclusive Programming and Equitable Systems (IPES) focus areas (Diverse Learner compliance, English Learner compliance, Student Discipline, and Teacher Licensure).

Data will be used to determine which schools will be required to complete this task, as well as the focus area in which schools will be asked to complete the worksheet. Applicable schools will be notified via communication from the Options Network.

Submit the completed RCA Worksheet to Epicenter by **July 29, 2024** along with your renewal application to the *Options Renewal Application* requirement in Epicenter.

## F. Supplemental Discipline Application

School operators with high levels of exclusionary discipline over the last three years, or where the Options Network has further school specific questions about discipline practices, will be required to complete the Supplemental Discipline Application.

This application has customized prompts around the school's discipline metrics and/or discipline practices and the organization's plan to improve these outcomes. Schools will be notified by the Options Network if they are expected to complete this application, and will receive it directly from the team. This application is to be submitted alongside the Renewal Application on **July 29, 2024**.

## V. FORWARD PLANNING

Forward planning information is a part of the Renewal Application but is not considered by the RET as part of its renewal recommendation. While not required by law, this section is required in the Renewal Process to ensure that the school has structures in place to sustain itself financially and to succeed academically for the term of the renewal agreement. The Options Network believes the review of a 5-year plan is necessary to fulfill our obligation as a school authorizer, and to fulfill ISBE certification requirements.

Each school must submit a 5-year strategic plan and a detailed explanation of any capital improvements or significant facility changes over the next 5 years (if applicable). The 5-year plan may be submitted as text in the narrative, a separate text-based document or PowerPoint presentation, or in any other format. The 5-year plan and capital improvements should be cohesive and aligned.

## VI. COMMUNITY IMPACT INITIATIVE

As part of our commitment to ensuring a focus on community and family voice in the renewal process, the following additional initiatives around community engagement and impact are included in the renewal process:

- A. State of the Schools Meeting
- B. Family/Student Questionnaire
- C. Community Impact Narrative

### A. State of Schools Meeting

All school operators in the cohort will be asked to host a “State of the Schools” town hall meeting. This forum will serve as a method for schools to connect with the community, inform parents/students of the performance of the school to review performance, identify areas of growth, and provide stakeholders with an overview of the Renewal process. While schools have the autonomy to create their own session, we ask that the following is incorporated:

- School-Led Presentation
  - Schools will lead the delivery of the content; schools will present metrics of the school’s academic, financial, organizational, and Inclusive Programming and Equitable Systems performance using data provided by The Options Network.
- CPS/The Options Network portion
  - CPS/The Options Network will join virtually to provide a 10-minute overview of the renewal process and the metrics used to measure performance.
- Q&A portion
  - Community members are invited to ask questions about renewal, metrics used, and how a school’s performance impacts their neighborhood.

- Interactive “breakout” session
  - Invite parents, staff, students, community stakeholders, board members to a discussion around the process and their expectations through it.

All meetings should take place between August 1 - October 31, 2024. The Options Network will be in touch with school operators to gather additional information about the meeting.

## **B. Family and Student Questionnaire**

The Options Network has constructed a short survey that captures data around school choice and what your school means to families in your community. Questions will seek to gauge quantitative and qualitative information about the impact of charter schools in the community and student lives.

Questions may include:

- Why did you feel this school was the best fit for your child?
- Do you participate in school meetings or parent-teacher events?
- In what ways does the school support its community?
- How is your child’s attitude towards school at their current schools vs. their previous/neighborhood school?

The Options Network will be in touch once the survey is ready for distribution. Please emphasize to your students’ families that their voices are a critical component of this process.

## **C. Community Impact Narrative**

The Community Impact Narrative is a school’s opportunity to provide additional information to the Board regarding the positive impacts made on the school and geographical community. Schools should utilize this portion to communicate their accomplishments to demonstrate that it is not only a vital and thriving entity within the Chicago Public Schools; but also an integral part of your community.

Feel free to solicit parents and students, as well as your own staff, for narratives of how your school has made a positive difference in the lives of students and families alike. Your narrative will be featured in your school’s renewal report and should be submitted along with the renewal application in Epicenter on July 29, 2024. Schools will also have opportunities to solicit student, family, and community support and feedback during the public hearing portion of the renewal process.