



Oakland Unified School District

Charter Renewal Performance Report Narrative Guidelines

A Balanced Performance Based Accountability System

May, 2010



CHARTER RENEWAL PERFORMANCE REPORT NARRATIVE GUIDELINES : 2010-2011

- While maximum page lengths are outlined below, responses need **not** otherwise meet any minimum length requirements. (Main Point: simple, concise responses are preferred, while ensuring clarity and specificity.)
- This report may include sections copied from the charter petition submitted for the renewal term.
- This report is to be submitted to the Board of Education **in conjunction** with the submission of the charter petition requesting charter renewal.

STUDENT ENROLLMENT & DEMOGRAPHIC INFORMATION	
1	<p>Provide data on the number of applications annually received per grade and the number of students per grade on the waiting list for school years 2006-07 to 2010-11.</p> <p><u>Use Table I to format this information for submission.</u></p> <p>Provide a breakdown of your student population. Include data on student demographics, home languages, students with disabilities, English Language Learners, Free and Reduced lunch status and homeless students for your charter term (2006-07 to 2010-11).</p> <p><u>Use Table II to format this information for submission.</u></p> <p>Provide data on the percentage of suspensions and expulsions for your charter term (2006-07 to 2009-10)?</p> <p><u>Use Table III to format this information for submission.</u></p> <p>If your charter school serves <u>high school students</u>, provide, in table format, data on the:</p> <ul style="list-style-type: none"> • Percent of students graduating within five years of attending high school • Percent of graduates enrolled in school since grade 9 • Percent of graduates enrolled in college or postsecondary education (e.g. vocational school) • Percent of graduates not attending college who are employed <p><u>Use Table IV to format this information for submission.</u></p> <p>Provide data on the number of teachers hired each year and teacher retention between school years 2006-07 to 2009-10.</p> <p><u>Use Table V to format this information for submission.</u></p>
2	<p>Describe the strategy and processes that you have put in place to ensure your school enrolls a diverse student population (i.e. representation of English language learners; students with disabilities or of homeless status)?</p>
3	<p>Describe the admissions and lottery process. Please explain how you ensure that these processes are aligned with the requirements found in Education Code §47605.</p>

	<ul style="list-style-type: none">• What procedures are in place for wait-listed students not included in the first round of lottery offers?• What are the school’s procedures for withdrawals and transfers?	
4	Provide a description of the school’s “areas of growth” and “strategies for improvement” regarding its recruitment of students, retentions of teachers, and/or suspensions/ expulsions.	

TEACHING AND LEARNING

Curriculum & Instruction

5	Describe how the charter school’s instructional approach and educational philosophy support the school’s mission.	
6	Provide a chart outlining your school’s curriculum for each subject at each grade level.	
7	<p>Describe the methods and strategies by which your school assures that students with disabilities are provided a free appropriate public education in the least restrictive environment and English Language Learners are supported. Explain how you ensure that all students with disabilities and English Language Learners in your school:</p> <ul style="list-style-type: none"> • Have access to the general education curriculum • Integrate with their non-disabled peers and/ native English-speaking peers as applicable 	

Ongoing Assessments

8	<p>What specific student performance achievement goals have been established for your students, including those specified in the charter?</p> <p><i>*Question is getting at what “measurable outcomes” have been established for each goal.</i></p>	
9	<p>How is the school measuring progress towards achieving these goals?</p> <p><i>*Question is getting at “how” the school measures progress towards meeting goals.</i></p>	
10	<p>How has your school performed against these goals? How have subgroups performed?</p> <p><i>*Question is getting at “what is the progress of students to date” towards meeting goals.</i></p>	
11	<p>How is the school using data from these assessments to make programmatic decisions? How are teachers using assessment information to modify instruction?</p>	
12	<p>Describe how your education program diagnoses and addresses the needs of the following students: English Language Learners, students with disabilities, gifted students, and students in need of remediation.</p>	
13	<p>Regarding its curriculum, instruction, interventions, assessments and/or attainment of its stated goals, provide a description of the school’s “areas of growth” and “strategies for improvement.”</p>	

LEARNING COMMUNITY

14	What is the mission of your charter school for the renewal period (2011-2016)?	
-----------	--	--

Professional Culture

15	<p>List the professional development opportunities you provide to teachers and administrators.</p> <ul style="list-style-type: none"> • How are professional development activities selected? • How are they evaluated? 	
-----------	---	--

16	Describe how the school is training administrators and teachers to understand and use assessment data.	
-----------	--	--

School Climate and Culture

17	<p>Provide a description of:</p> <ul style="list-style-type: none"> • The steps the school takes to be aware of and responsive to the needs and concerns of At-risk students. <i>(These are students who are at risk of not being successful in school and ultimately failing or dropping out. They are behind in basic skills, or they are frequently absent, or they have been suspended, or they have become pregnant, or they have been adjudicated as delinquent.)</i> • The services that are offered by the school and the services that are provided by outside providers to meet the unique needs of At-risk students. 	
-----------	---	--

18	Provide information on other educational activities your school provides students (i.e.: after-school programs, summer school). Explain the purpose behind the activities and the outcomes measured.	
-----------	--	--

19	Describe the school’s approach to student discipline. Provide an example of a policy/procedure that exemplifies the approach.	
-----------	---	--

20	How does the charter school collaborate with parents to encourage active participation in their student’s education?	
-----------	--	--

21	Describe the methods and strategies by which your school assures the provision of services to homeless children in compliance with all federal laws and regulations.	
-----------	--	--

22	Regarding the professional development, School climate and culture, and/or parent & community participation, provide a description of the school’s “areas of growth” and “strategies for improvement.”	
-----------	--	--

GOVERNANCE & LEADERSHIP

Organizational Leadership

23	Describe the process for selecting your Governing Board members. List all current board members, board committees and provide a current resume for each individual. <i><u>Include current resumes as an attachment to this report.</u></i>	
24	Describe the Governing Board’s primary roles and responsibilities. In addition, give an example of a recent issue/policy that the board is working on.	
25	How are parents, teachers, and community members involved in the governance of the school?	
26	Provide an organizational chart that reflects all levels of staffing and management of your charter school.	

Instructional Leadership

27	How does your school monitor teacher and staff implementation of the school’s curriculum, including its alignment with the California State Standards? <ul style="list-style-type: none">• What steps are taken if school administrators and teachers are not effectively implementing the school’s curriculum?	
28	Regarding its governance and/or instructional leadership, provide a description of the school’s “areas of growth” and “strategies for improvement.”	

FINANCIAL MANAGEMENT & OPERATIONS

<p>29</p>	<p>Describe all ongoing efforts to ensure fiscal soundness and legal compliance.</p> <ul style="list-style-type: none"> • Address the financial system and monitoring processes that are used. • Specify the reports generated and the frequency; identify the party responsible for generating the reports and his/her qualifications. • Describe the fiscal review and monetary processes, including but not limited to policies regarding a) cash flow, b) purchasing, c) payroll and d) audits; identify the party responsible and his/her qualifications for the role. 	
<p>31</p>	<p>Describe how key non-academic operations are conducted, including (but not limited to):</p> <ul style="list-style-type: none"> • Strategic Planning • Operations • Facilities • Food services • After-school programming <p>Identify the parties responsible for each area, their job responsibilities, and provide the relevant qualifications of these entities for providing non-academic operational services.</p>	
<p>32</p>	<p>Regarding its financial management and operations, provide a description of the school’s “areas of growth” and “strategies for improvement.”</p>	
<p>33</p>	<p><i>Please provide a projected 5-year budget. If charter operates multi-campus the projected 5-year budget should include the following components:</i></p> <ul style="list-style-type: none"> • <i>CMO level budget</i> • <i>Individual campus level budgets</i> • <i>Aggregate network level budget (campuses plus CMO) Please make sure to factor in development projections into the appropriate budgets for any upcoming initiatives such as facilities improvement projects, site moves, technology upgrades, etc.</i> 	

FACILITIES / ADA – ONLY APPLIES TO NON-OUSD FACILITIES

34	If applicable, are your current lease(s) still valid? Do they extend through the end of your requested charter term (2011-2016)? If the lease(s) do(es) not extend through the end of your charter term please describe your plans for a facility(ies) solution(s) which includes either: <i>1 page maximum</i> <ul style="list-style-type: none">• A letter of intent, signed by the building owner, to lease or sell the proposed facility to your organization; or• A memorandum of understanding, signed by the building owner that describes the status of negotiations with your organization regarding the possible lease or purchase of the building, describes any foreseeable conditions, circumstances or considerations that may affect the decision to lease or sell the building to your organization, specifies any decision-making process that may be required before an agreement can be finalized, specifies a date by which a decision to lease or sell is likely	
35	Describe the condition of your current facility. <ul style="list-style-type: none">• Is the facility meeting the needs of your staff and students?• Will it continue to accommodate your growth needs?• What procedures are in place for handling facility repairs?• Describe your systems for ongoing maintenance of the facility and if applicable, provide a copy of the contract for provision of maintenance services for the facility.	

FUTURE PLANS

<p>36</p>	<p>Discuss the key challenges or risks that you see for your school in the next five year period.</p> <ul style="list-style-type: none"> • Describe what you are doing or plan to do to address each of the major challenges that you have identified. 	
<p>37</p>	<p><i>As applicable:</i> Describe any proposals for additional campuses your school may be approved for and/or are considering seeking approval for during this renewal period (2011-2016).</p>	
<p>38</p>	<p><i>As applicable:</i> Describe any material revisions to your charter and rationale for this renewal period (2011-2016). This request will be considered as part of the renewal process.</p> <ul style="list-style-type: none"> • Material revisions include, but are not limited to, adding additional grades, potentially growing student enrollment beyond the capacity, changing the school’s mission, purchasing a new facility, etc. • In order to have the material revision to your charter approved, your school needs to: <ul style="list-style-type: none"> ○ State the revision (s) the school’s Board of Directors wishes to make to the charter. ○ Describe the reasons for the request(s). ○ Describe the changes in the operations of the school that will be impacted by the proposed revision(s). Indicate how student enrollment, curriculum, staffing, governance, facilities, budget may or will be impacted in the current school year and in the subsequent school years. • If the revision(s) directly affects the students, explain if and how the proposed revision has been discussed with the parents. • If appropriate, describe how student achievement may be impacted by the proposed revision(s). 	

**TABLE I
LOTTERY**

School	Campus	Date of Lottery	Grades of Applicants	Number of Applicants (per grade)	Number of Slots Available (per grade)	Number of students on waiting list (per grade)
<i>i.e. Eagle Middle school</i>		<i>Month <u>2010</u></i>	6	150	100	50
			7	200	100	100
			8	160	100	60

School	Campus	Date of Lottery	Grades of Applicants	Number of Applicants (per grade)	Number of Slots Available (per grade)	Number of students on waiting list (per grade)
<i>i.e. Eagle Middle school</i>		<i>Month <u>2009</u></i>	6	150	100	50
			7	200	100	100
			8	160	100	60

School	Campus	Date of Lottery	Grades of Applicants	Number of Applicants (per grade)	Number of Slots Available (per grade)	Number of students on waiting list (per grade)
<i>i.e. Eagle Middle school</i>		<i>Month <u>2008</u></i>	6	150	100	50
			7	200	100	100
			8	160	100	60

TABLE II
SCHOOL DEMOGRAPHIC PROFILE

Ethnicity/Race	2006-07	2007-08	2008-09	2009 -10	2010-11
% White					
% Black					
% Hispanic					
% Asian / Pacific Islander					
% Mixed / No Response					
% Other					
Home Languages					
% Non-English Speaking Households					
Special education					
% Students with Disabilities					
Other					
% Free & Reduced Lunch Status					
% English Language Learners					
% Homeless students					

TABLE III
DISCIPLINE

Charter School	School Year			
	2006-07	2007-08	2008-09	2009-10
Enrollment				
% Suspensions				
% Expulsions				

TABLE IV
GRADUATION (H.S. ONLY)

Charter School	School Year			
	2006-07	2007-08	2008-09	2009-10
Graduation Rate				
Retention Rate (% of Graduates enrolled beginning in grade 9)				
Post Graduation Plans				
% planning to attend 4-year college				
% planning to attend 2-year college				
% planning to attend vocational/ technical training				
% planning to join military				
% planning to work exclusively				

TABLE V
TEACHER RETENTION

Charter School	School Year				
	2006-07	2007-08	2008-09	2009-10	2010-11
TOTAL # OF TEACHERS					
% New Hires					
% Retained from Prior Year					