



Administrative Regulation 6701

CHARTER SCHOOLS: Performance Monitoring and Closure

Responsible Office: Office of Student Services

PURPOSE

This administrative regulation outlines procedures related to sponsored charter schools, to include, the performance monitoring of charter schools, the application process to renew an existing charter school contract, and the closure of a charter school within the Washoe County School District ("District" or "WCSD").

REGULATION

1. Sponsorship of charter schools within WCSD shall be done in accordance with Board Policy 6700, Charter Schools, and state laws and regulations.
2. Through that policy, the Board of Trustees has delegated to the Superintendent the authority to designate staff to act as liaison to work with proposed and existing charter schools sponsored by the District. Ultimate authority for oversight of District sponsored charter schools shall remain with the WCSD Board of Trustees.
3. Charter Performance Monitoring:
 - a. On an annual basis, the District shall audit each sponsored charter school to determine compliance with various measures as defined in state law.
 - b. The District shall utilize a performance monitoring rubric to gauge the effectiveness of the school against mandates outlined in state law, which include, but are not limited to:
 - i. A summary of the performance of the charter school based on the terms of the charter agreement;
 - ii. An identification of any deficiencies in the performance of the charter school;
 - iii. Requirements for the application of renewal of the charter agreement; and,
 - iv. The criteria the District will use to determine renewal based upon the performance framework of the charter school. Such criteria shall include, but not be limited to performance indicators, measures, and metrics included in the performance framework.

- c. Such audits shall be conducted by a comprehensive team of District staff representing various areas to include, but not limited to:
 - i. Accountability
 - ii. Student Accounting
 - iii. Student Support Services
 - iv. Assessment
 - v. Risk Management
 - vi. Counseling/504's
 - vii. Curriculum & Instruction
 - viii. Health Services
 - ix. Facilities
 - x. Nutrition Services
 - xi. Human Resources
 - xii. Internal Audit
- d. The District's charter audit team will conduct the annual comprehensive review beginning on or about January of each year, and are to be concluded by the end of March.
- e. The process should be collaborative between the individual charter school and the members of the District's audit team.
- f. Each task area of the performance monitoring tool will be designated as a finding of *Compliant or Non-Compliant*.
- g. Monitoring feedback of the Audit Team shall be documented within the Performance Monitoring Rubric and provided to the District's Charter Liaison no later than the end of March.
- h. The Charter Liaison will provide feedback to each charter school, with the charter school provided a two-week calendar window to correct any discrepancies, updating any non-compliant areas to compliance. (NRS 388A.223)

- i. Under the direction of the Superintendent, the Performance Monitoring Rubric for each charter school shall be provided to the WCSD Board of Trustees annually, generally in May or June.
 - j. Overall Performance Monitoring Summaries will be documented as: Compliant, Marginally Compliant, or Non-Compliant.
 - i. Compliant: zero to one area of the audit is non-compliant, with measures in place to correct the discrepancy within reasonable timelines.
 - ii. Marginally Compliant: two or more areas of non-compliance, likely to be addressed over course of the coming year.
 - iii. Non-Compliant: A significant area/areas of non-compliance impacting finance, human resources, or habitual, one or two star school performance.
 - k. The WCSD Board of Trustees, as the sponsor of the District-sponsored charter schools, reserves the right to approve, deny, or request modifications to the Performance Monitoring Tool.
 - l. A final Performance Monitoring Report is submitted to the Nevada State Department of Education by July 30th of each year.
4. Charter Contract Renewal
- a. The District shall consider the application for renewal of the charter school/charter contract at a WCSD Board of Trustee meeting held each spring. The District will provide written notice to the governing body of the charter school concerning its determination.
 - b. If a charter school seeks to renew its charter contract, the governing body of the charter school shall submit an intent for renewal to The District Charter Liaison on or before October 15 of the final school year in which the charter school is authorized to operate. The final application for renewal is due to the Charter Liaison by February of the same academic year. The application for renewal must include, without limitation:
 - i. Academic historical data as it relates to the annual performance report prepared by The District as well as the state performance framework.
 - ii. A description of the academic, financial and organizational vision and plans for the charter school for the next six year charter term.

- iii. Any information or data that the governing body of the charter school determines supports the renewal of the charter contract in addition to the information contained in the annual performance report prepared by the District's audit team.
- iv. A description of any improvements to the charter school already undertaken or planned.
- c. The charter renewal application will be reviewed by the WCSD Charter Renewal Committee during an informal meeting. The role of the committee is to ensure all components of the renewal application are complete, comprehensive and clear.
- d. Decision regarding approval of the charter renewal application is not conducted by the Charter Renewal Committee. The charter renewal application is presented to the WCSD Board of Trustees in the late spring of each school year for final determination.
- e. A charter contract may be renewed for a term of six years.

5. Charter School Closure

- a. WCSD, as the sponsor of the district-sponsored charter schools, may revoke a charter or terminate a charter contract before the expiration of the charter contract if the Board of Trustees determines that:
 - i. The charter school committed a material breach of the terms and conditions of their written charter agreement;
 - ii. The charter school has failed to comply with generally accepted standards of fiscal management;
 - iii. The charter school has persistently underperformed, as measured by the performance indicators, measures and metrics set forth in the performance framework for the charter school;
 - iv. The charter school has filed for a voluntary petition of bankruptcy, is adjudicated bankrupt or insolvent, or otherwise financially impaired so as the charter school cannot continue to operate.
 - v. The charter school receives three consecutive annual ratings established as the lowest rating possible indicating underperformance of a public school. (performance preceding 2013-2014 school year shall not be included in the consecutive count)

- b. In the event the WCSD Board of Trustees (sponsor) determines there is a considerable concern regarding the continuance of a charter school, a formal notice must be communicated to the charter school, detailing the concerns.
- c. A public hearing to discuss the concerns and make a determination regarding the continuance of the charter must be scheduled within 90 days of receipt of the formal notice.
- d. If the charter school corrects the deficiencies prior to the public hearing, the WCSD Board of Trustees (sponsor) shall not revoke the written charter agreement, but may place the charter school on a probationary status for continued monitoring. The length and terms of the monitoring timeline will be determined by the WCSD Board of Trustees (sponsor).
- e. If the sponsor determines a charter revocation, a comprehensive action plan of support must be provided to the WCSD Board of Trustees and the charter, including notification processes for all stakeholders, appointment of an administrative lead during the closure, detailed instructions regarding students records, corporate records, financial reporting, debtors/creditors, and parent/student transitional support.
- f. In the event of a proposed closure of a charter school, the school district will host family informational events to disseminate information and provide support to affected families.
- g. If the charter is revoked or terminated, the WCSD Board of Trustees (sponsor) shall submit a written report to the charter school stipulating the reasons for termination no later than 10 days after the WCSD Board of Trustees (sponsor) hearing.

DEFINITIONS

1. Charter School: Charter schools are unique public schools that are allowed the freedom to be more innovative while being held accountable for advancing student achievement. Because they are public schools, they are open to all children, do not charge tuition; and do not have special entrance requirements.
2. Charter Liaison: An administrator who works with both district and charter administrators, and staff to implement, monitor and evaluate district-sponsored, public charter school programs. The liaison is directly responsible for developing and implementing effective procedures to monitor program effectiveness in the charter schools.

3. Charter Audit Committee: A district committee representing various departments within the scope of responsibilities impacting charter school performance. The charter audit committee would assist the liaison with performance audits and renewal.
4. Charter Application Rubric: A measurement tool utilized to gauge charter application effectiveness. The Charter Audit Committee utilizes this tool to provide detailed feedback.
5. Performance Monitoring Rubric: A measurement tool utilized to gauge charter effectiveness in comparison to outlined mandates listed within Nevada Revised Statutes.

IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS

1. This policy aligns with the District's Strategic Plan and aligns/complies with the governing documents of the District, to include:
 - a. Board Policy 6700, Charter Schools
2. This Administrative Regulation complies with Nevada Revised Statutes (NRS) and Nevada Administrative Code (NAC), and specifically:
 - a. Chapter 388A, Charter Schools

REVIEW AND REPORTING

1. This administrative regulation shall be reviewed as part of the bi-annual review and reporting process, following each regular session of the Nevada Legislature. The Board of Trustees shall receive notification of any required changes to the guiding policy as well as an audit of the accompanying governing documents.
2. Additional administrative regulations and/or other associated documents may be developed as necessary to implement and support this administrative regulation.

REVISION HISTORY

Date	Revision	Modification
8/28/2018	1.0	Adopted