

CCSJ Charter

AUTHORITY LLC

2400 New York Avenue
Whiting, Indiana 46394

(219) 473-7770

ccsj.edu



CCSJ CHARTER AUTHORITY, LLC

Processes and Standards for Charter Renewal, Charter Nonrenewal, Charter Revocation, and School Closure

Renewal and Nonrenewal Standards

CCSJ CHARTER AUTHORITY, LLC uses an accountability framework that includes indicators, measures, metrics, targets, and ratings in the domains of academic success, organizational compliance and viability, and financial health and sustainability. Each month, data and supporting evidence is collected from each school. Weekly classroom visits and annual formal site visits provide additional opportunities to collect data, verify information, and observe school climate and culture.

The domain of academic success constitutes 50% of each school's overall rating. The domain of organizational compliance and viability makes up 30% of each school's overall score. The domain of financial health and sustainability makes up the remaining 20% of each school's overall rating. Data for all three domains is collected via monthly data and document requests, weekly classroom observations, and annual formal site visits. The maximum composite, weighted score any school can earn each year is 3.5.

Renewal Decisions:

Recommend Renewal: Overall weighted average rating of 3 or above

Recommend Conditional Renewal: Overall weighted average rating of 2 – 2.9

Recommend Non-Renewal: Overall weighted average rating below 2

The CCSJ CHARTER AUTHORITY, LLC Board (authorizing board) will vote on recommendations. The CCSJ CHARTER AUTHORITY, LLC Board (authorizing board) vote will be the final step in the renewal process.

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Revocation Process:

Upon assessing that a charter school has not met all state and authorizer standards for operations and delivery of services in education, CCSJ CHARTER AUTHORITY, LLC staff will notify the school board and school leader of deficits in compliance and possible revocation. The charter school will have ten (10) days to prepare for a response which must be presented to the CCSJ CHARTER AUTHORITY, LLC Board (authorizing board). After the response is heard, the school board and school leader will receive either: a Notice of Revocation, a Request for Information, or a Conditional Withdrawal of Complaint.

From the CCSJ CHARTER AUTHORITY, LLC Board (authorizing board):

1. Notice of Revocation: Document will specify reason, date and appeal information
2. Request for Information: Document will request more evidence of claims
3. Conditional Withdrawal of Complaint: Will withdraw revocation provided certain standards are met

If an appeal is requested, the Organizer will have twenty (20) business days to prepare a presentation. After the CCSJ CHARTER AUTHORITY, LLC Board (authorizing board) presents their position, public opinion will be allowed, the Organizer will present their position, support for the request of revocation will be proved and the Organizer may present an alternate plan of action. It is the decision of the CCSJ CHARTER AUTHORITY, LLC Board (authorizing board) to hear the position and decide if the revocation will take place. The decision of the CCSJ CHARTER AUTHORITY, LLC Board (authorizing board) will be the final step in the appeal process.

Records Retention (Academic):

Records will be digitized and electronically stored in an online database indefinitely for future retrieval upon request.

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Closure Consideration Protocol:

Completion Guide	Action Descriptor	Responsible Parties	Progress toward Completion
When notified of charter school closure	Establish the Transition Team: <ul style="list-style-type: none">• Lead• Governance Designee• Financial person• Member of faculty• Public representative	Organizer/School Leader Authorizer Representative	
Within one business day of closure notification	Notify IDOE <ul style="list-style-type: none">• DLGF• Assessment• Data Collection• Federal Programming	Organizer/School Leader	
Within two business days of closure notification	<ul style="list-style-type: none">• Secure parent contact information• Notify of closure decision• Plan public meeting	Organizer/School Leader	

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Within five business days of closure notification	<p>Establish Transition Team:</p> <ul style="list-style-type: none"> • Student • Asset distribution • School records • Stakeholder Meetings • Separate meetings for parents and staff • Transition timeline • Assurances • Information on closure • Financial investigation • Submission of reports and data to state and CCSJ CHARTER AUTHORITY, LLC 	Organizer/School Leader Authorizer Representative	
Within 10 business days of closure notification	Notify all other essential parties – provide additional information.	Organizer/School Leader	
Within 30 business days of the end of the fiscal year	Submit final report on closure	Organizer/School Leader	

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Continuous	Notification of cancellation for all summer and support programming	Organizer/School Leader	
Continuous	Securing of Student Records – Plan for Record Retention <ul style="list-style-type: none">• Transfer of essential records and testing materials• Special Education records• Attendance and Discipline records• Immunization and Health records	Organizer/School Leader	
Continuous	<ul style="list-style-type: none">• Asset Locations identified• Documentation of Insurance• Protocol for handling school assets• Asset Inventory	Organizer/School Leader	
Begin immediately and continuously	Notification of contractors, benefit providers and creditors	Organizer/School Leader	

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Continuous	Notify vendors, terminate contracts and reconcile all accounts	Organizer/School Leader	
Continuous	Record Maintenance Planning: <ul style="list-style-type: none">• Minutes/Bylaws• Contracts• Governance• Loans and Leases• Grants• Personnel (all records)• Student Records• Audits/Financial• PERF/TERF Obligations• Itemization of all Financials• Prepare Final Financial Statements• Documentation of final audit and findings• End of year Reports• Student report cards	Organizer/School Leader	