



State Public Charter School Commission Charter Contract Renewal Application and Guidance

Charter Application for
<Name of Charter School>

Charter Contract Renewal Application and Guidance

This renewal application fulfills the requirements of HRS§302D-18 and Hawaii Administrative Rules §8-505-12 to provide an opportunity for the public charter school to:

- (1) Submit any corrections or clarifications to the performance report;
- (2) Present additional evidence, beyond the data contained in the performance report, supporting its case for charter renewal;
- (3) Describe improvements undertaken or planned for the school; and
- (4) Detail the charter school's plans for the next charter term.

Pursuant to HRS §302D-18, the Hawaii State Public Charter School Commission (“Commission”) will award contracts based on the school’s performance across the academic, organizational, and financial performance frameworks over the term of the current charter contract.

All charter schools with contracts that expire on **June 30, 2023**, are eligible to apply for a new contract. In **November 2022**, the Commission will issue a Charter School Performance Report (Performance Report) to each charter school whose charter contract is in its final contract year. The Performance Report summarizes the charter school's performance record to date, based on the data required by HRS§302D and the charter contract, and will provide notice of any weaknesses or concerns the Commission has concerning the charter school that may jeopardize its position in seeking renewal. A completed application is due 30 days after the issuance of the Performance Report.

Application Instructions:

This application has been pre-populated for the School’s convenience. The form is fillable and the school is able to make necessary changes.

To apply for renewal, the applicant shall:

- 1) Complete the entire contract renewal application;
- 2) If your school currently has an online/virtual or blended program, or would like the Commission to authorize an online/virtual or blended program, the applicable sections of the application must be filled out;
- 3) Review and verify any information pre-populated in this application by the Commission for accuracy and make changes as necessary;
- 4) Submit Board of Education graduation waiver (if applicable);
- 5) Submit a current, executed lease for each school site;
- 6) Submit a completed five-year budget workbook;
- 7) Submit Board Member Information Form for each governing board member
- 8) Submit the governing board resolution authorizing the current governing board chairperson to sign and submit the application;
- 9) Applications must be signed by the current governing board chairperson;
- 10) Submit a hard copy of the completed application to the Commission by 4:30 PM, HST thirty days after the mailing of the performance report.



Hawaii State Public Charter School Commission
Charter Contract Renewal Application
 for Charter Contract term **July 1, 2023 to June 30, 2028**

School Information	
Name of School	<Commission to pre-populate/school to verify>
School Location (List addresses of all instructional and non-instructional sites. Attach executed lease for each site)	
School Website Address	
School Telephone Number	
School Fax Number	
Type of Charter	<input type="checkbox"/> Start Up <input type="checkbox"/> Conversion
Initial Year of Charter School Operations	
School Hours	
Island Served	
Hawaiian Immersion	<input type="checkbox"/> Yes <input type="checkbox"/> No
Current Contract - Authorized Virtual Learning Program?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Current Contract - Authorized Blended Learning Program?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Educational Service Provider (if applicable)	
Current Contract Grade Span	
Is school seeking expansion beyond current grade levels?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If school is seeking expansion of grade levels, indicate which grade levels are being sought for the new contract term. Please submit Charter Contract Amendment Form.	Additional Grade Levels Requested:
Does your school require a graduation waiver from the Board of Education?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Since graduation waivers expire with the current contract, please indicate if school is in the process of obtaining a graduation waiver from the Board of Education	<input type="checkbox"/> Yes <input type="checkbox"/> No

Governing Board Information

Name of Governing Board Chair	
Governing Board Chair Address	
Governing Board Chair Phone Number	
Governing Board Chair Email Address	

School's Mission and Vision

Mission Statement	
Revisions to the school's Mission Statement (if applicable)	
Vision	
Revisions to the school's Vision (if applicable)	

Application to Continue an Existing Virtual and/or Blended Learning Programs

Please complete this section if your school currently operates a virtual and/or blended program and are planning to continue offering the program with the current grades served. If your school currently operates a virtual and/or blended program and would like to expand the program(s) to include additional grades, please complete the Application for a New and/or Expanded Virtual Learning Program form.

Virtual Learning Definition: Instruction takes place in an online environment

Blended Learning Definition: A combination of online educational materials and opportunities for interaction online and in-person on site instruction, requiring the use of a school facility or authorized location

Maximum enrollment of virtual learning program allowed by current contract	
Maximum enrollment of virtual learning program requested for contract period July 1, 2023 through June 30, 2028	
Maximum percentage of total student population enrolled in the virtual learning program allowed by current contract	
Maximum percentage of total student population enrolled in the virtual learning program requested for contract period July 1, 2023 through June 30, 2028	
Grades served by the virtual learning program allowed by current contract	
Grades served by the virtual learning program requested for contract period July 1, 2023 through June 30, 2028	
Maximum enrollment of blended learning program allowed by current contract	
Maximum enrollment of blended learning program requested for contract period July 1, 2023 through June 30, 2028	
Maximum percentage of total student population enrolled in the blended learning program allowed by current contract	
Maximum percentage of total student population enrolled in the blended learning program requested for contract period July 1, 2023 through June 30, 2028	
Grades served by the blended learning program allowed by current contract	
Grades served by the blended learning program requested for contract period July 1, 2023 through June 30, 2028	
School must develop and provide for review, curriculum tailored to the school's educational program that at a minimum includes:	

<p>a. Alignment with school mission and vision, Hawaii State Standards (currently the Common Core Standards) or DOE standards; and</p> <p>b. Alignment and coherence with your school's brick and mortar program.</p>	
Provide a copy of the Hawaii State Teachers Association approved teacher evaluation instrument for virtual and/or blended learning program teachers.	
Identify and itemize all cost items including but not limited to: specialized training, dates and supplemental pay for recall days, and cost, including fringe, for each teacher and administrator.	
Provide a listing of the teacher(s) and administrator(s) employed for the virtual and/or blended learning program as differentiated from those supporting any brick-and-mortar program.	
Provide teacher certifications, and professional qualifications including any specifically related to teaching in an online format;	
Provide administrator certifications or qualifications to evaluate a virtual and/or blended learning teacher	
Provide evidence that teachers employed to teach the blended and/or learning class are evaluated for performance	
Provide a student to teacher ratio for every class being taught by each teacher employed by the school.	
Provide a description and evidence of professional development for its blended and/or virtual learning teacher(s).	

Application for a NEW or EXPANDED Virtual and/or Blended Learning Program

Please complete this section if your school would like to ADD a virtual or blended learning program or EXPAND the grades served by a virtual or blended learning program at your school.

Virtual Learning Definition: Instruction takes place in an online environment

Blended Learning Definition: A combination of online educational materials and opportunities for interaction online and in-person on site instruction, requiring the use of a school facility or authorized location

Program(s) school is requesting	<input type="checkbox"/> New/Expanded Virtual Learning Program <input type="checkbox"/> New/Expanded Blended Learning Program
Maximum enrollment of virtual learning program requested for contract period July 1, 2023 through June 30, 2028	
Maximum enrollment of blended learning program requested for contract period July 1, 2023 through June 30, 2028	
Maximum percentage of total student population enrolled in the virtual learning program requested for contract period July 1, 2023 through June 30, 2028	
Maximum percentage of total student population enrolled in the blended learning program requested for contract period July 1, 2023 through June 30, 2028	
Grades served by the New/EXPANDED virtual learning program requested for contract period July 1, 2023 through June 30, 2028	
Grades served by the New/EXPANDED blended learning program requested for contract period July 1, 2023 through June 30, 2028	
Provide State assessment results compared to statewide and complex area data, in language arts, math, and science covering the most recent three-year period, for the existing virtual/blended program or school as compared to statewide and complex area data.	
Provide evidence the virtual/blended program has met its current Academic Performance Framework targets	
Provide additional assessment results and measurements used to evaluate learning progress covering the most recent three-year period for the existing virtual/blended program or school	

Finance and Government	
What are the costs associated with your proposed virtual and/or blended learning program and its various components?	
How do these costs change over the life of their proposed contract?	
How are these costs affected by different student populations and contextual factors?	
What are the implications for weights and adjustments in the accountability or funding system due to the proposed expansion of the virtual and/or blended program?	
Provide a 5-year budget showing how the proposed expanded program will operate, including a breakdown of teacher costs (including specialized training, dates and supplemental pay for recall days if necessary), facilities, technology, internet access, curriculum, and any other associated costs.	
Provide a demographic breakdown of the students you are proposing to serve through this program, e.g. Free and Reduced Lunch, geographic home location, grade level, general demographics.	
What geographic area(s) will your proposed program be serving?	
How is the proposed expanded program staffing model sufficient to address all of the requirements of reporting and oversight?	
Instructional Program Quality	
What is the educational need served by this program?	
What differentiates this program from other programs in the community(ies) to be served?	
Explain the process used to decide on the proposed curriculum and curricular model/mode of delivery.	
Provide documentation of curricular alignment to the Hawaii State Standards (currently the Common Core Standards).	
Provide a copy of scope and sequence for each grade level served.	
In addition to the state assessments (i.e., Smarter Balanced Assessment, Kaiapuni Assessment of Educational Outcomes (KĀ'EO), Hawaii State Alternate Assessment, WIDA), what other measures will be employed to evaluate student progress and growth?	

Describe where and how state testing will be held for all students	
What additional assessments will be used to evaluate learning progress, and how will staff monitor that progress and ensure that students are meeting the required standards?	
How will students demonstrate subject mastery leading to eligibility for promotion?	
Teacher and Administrator Quality to run a Virtual or Blended Learning School/Program	
What specific training have the proposed teacher(s) and administrator(s) completed that address the unique needs of virtual and/or blended learning?	
What are the qualifications of administrator(s) to evaluate, manage, and support teachers of virtual and/or blended learning students?	
How will the school provide professional development and support to virtual and/or blended learning teachers?	
Special Education and Section 504 of the Rehabilitation Act of 1973 requirements	
Detail how the proposed expanded program will meet the requirements of the Individuals with Disabilities Education Act (IDEA)	
Detail how the proposed expanded program will meet the requirements of the Section 504 of the Rehabilitation Act of 1973 (504)	

School Enrollment

*Final Enrollment Count must include total number of students in blended and virtual programs if offered

	2021-2022	2021-2022	2022-2023	2022-2023	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028
	Projected Enrollment	Final Enrollment Count*	Projected Enrollment	Final Enrollment Count*	# of students waitlisted	Projected Enrollment	Projected Enrollment	Projected Enrollment	Projected Enrollment	Projected Enrollment
Pre-K										
Grade K Brick and Mortar										
Grade K Virtual										
Grade K Blended										
Grade 1 Brick and Mortar										
Grade 1 Virtual										
Grade 1 Blended										
Grade 2 Brick and Mortar										
Grade 2 Virtual										
Grade 2 Blended										
Grade 3 Brick and Mortar										

	2021-2022	2021-2022	2022-2023	2022-2023	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028
	Projected Enrollment	Final Enrollment Count*	Projected Enrollment	Final Enrollment Count*	# of students waitlisted	Projected Enrollment	Projected Enrollment	Projected Enrollment	Projected Enrollment	Projected Enrollment
Grade 3 Virtual										
Grade 3 Blended										
Grade 4 Brick and Mortar										
Grade 4 Virtual										
Grade 4 Blended										
Grade 5 Brick and Mortar										
Grade 5 Virtual										
Grade 5 Blended										
Grade 6 Brick and Mortar										
Grade 6 Virtual										
Grade 6 Blended										
Grade 7 Brick and Mortar										
Grade 7 Virtual										
Grade 7										

	2021-2022	2021-2022	2022-2023	2022-2023	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028
	Projected Enrollment	Final Enrollment Count*	Projected Enrollment	Final Enrollment Count*	# of students waitlisted	Projected Enrollment	Projected Enrollment	Projected Enrollment	Projected Enrollment	Projected Enrollment
Blended										
Grade 8 Brick and Mortar										
Grade 8 Virtual										
Grade 8 Blended										
Grade 9 Brick and Mortar										
Grade 9 Virtual										
Grade 9 Blended										
Grade 10 Brick and Mortar										
Grade 10 Virtual										
Grade 10 Blended										
Grade 11 Brick and Mortar										
Grade 11 Virtual										
Grade 11 Blended										
Grade 12 Brick and										

	2021-2022	2021-2022	2022-2023	2022-2023	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028
	Projected Enrollment	Final Enrollment Count*	Projected Enrollment	Final Enrollment Count*	# of students waitlisted	Projected Enrollment	Projected Enrollment	Projected Enrollment	Projected Enrollment	Projected Enrollment
Mortar										
Grade 12 Virtual										
Grade 12 Blended										
Total										

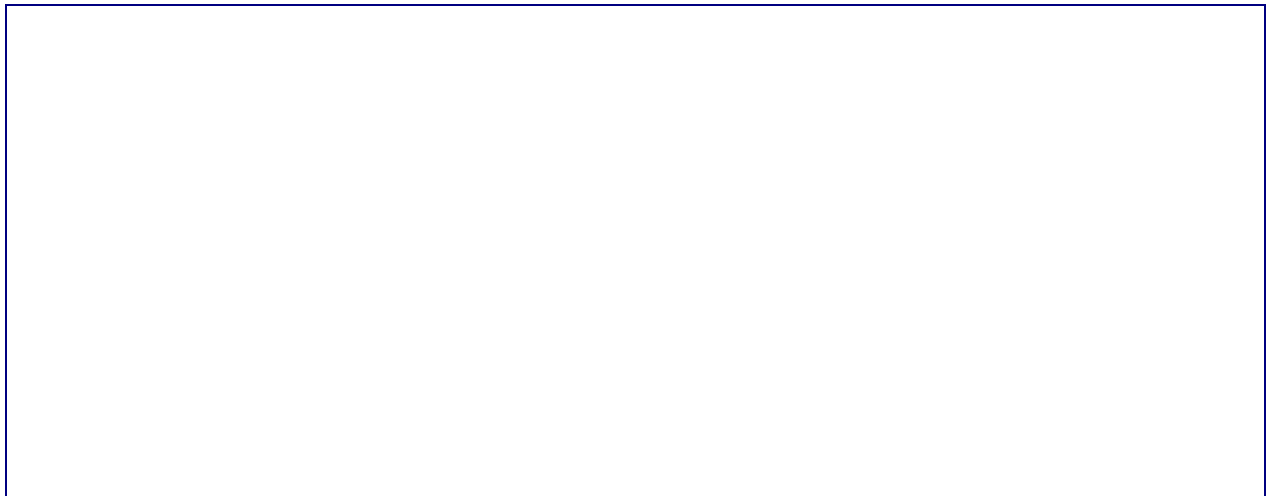
Additional Information for Commission Consideration

Please take advantage of this important opportunity that acknowledges the work of your school by providing additional data (both quantitative and qualitative) which the Commission will use in consideration of your school's renewal. Additional information is especially critical for any of the performance frameworks (academic, organizational, and/or financial) which the school did not meet the performance targets. Attach supporting documents if applicable.



Describe school specific initiatives, systems, and tools used to monitor growth and well-being during the pandemic (SY 19-20, SY 20-21, and SY 21-22).

As many schools were affected by COVID-19, share your school's actions and steps taken during the pandemic to address your students' needs and describe in detail the adjustment of your school's programs/practices to address your students' needs, including relevant data to support your school's actions.



Appendix A: Renewal Application Certification Statement

This form must be signed by the governing board chair of the charter school. An application for renewal will be considered incomplete and will not be accepted if it does not include this signature.

Name of School:	<Commission will pre-populate>
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I hereby certify under the penalties of perjury that the school’s governing board is in compliance with the provisions of Section 302D-12, HRS. I further certify that the information submitted in this application for renewal of a public school charter contract is true to the best of my knowledge and belief and that this application has been approved by the school’s Governing Board.

Signature: Chair of Governing Board

Date

Print/Type Name:	
Date of approval by governing board:	

Board Member Information

To be completed individually by each Governing Board member.

All forms must be signed by hand.

Charter school governing boards are subject to the provisions of Section 302D-12, HRS and the Chapter 84, HRS, the State Ethics Code. Serving on a public charter school governing board is a position of public trust and fiduciary responsibility. As a governing board member of a public school, you are responsible for ensuring the quality of the school's plans, competent stewardship of public funds, and the school's fulfillment of its public obligations and all terms of its Charter Contract.

The Commission requires that each governing board member respond individually to this questionnaire following the commencement of a new contract term (after July 1).

Background- describe your role

1. Name of charter school on whose governing board you serve:

Click or tap here to enter text.

2. Contact information:

Name: Click or tap here to enter text.

Phone: Click or tap here to enter text.

E-mail: Click or tap here to enter text.

Indicate your position on the governing board (e.g. chairperson, vice chairperson, secretary, treasurer, member)

Click or tap here to enter text.

Indicate the beginning and ending dates of your term on the governing board:

Click or tap here to enter text.

Indicate whether you currently serve on a governing board of another charter school.

I serve on the governing board of: _____

I do not serve on another charter school governing board.

Click or tap here to enter text.

Disclosures

1. Indicate whether you are a current employee or former employee of the charter school under the jurisdiction of the governing board that you serve. If you are a former employee, indicate when your employment with the school concluded.
 - I am a current employee
 - I am a former employee. My employment with the school concluded on: _____
 - I am not a current or former employee of the charter school under the jurisdiction of the governing board

2. Indicate whether you are a relative of an employee or former employee of the charter school under the jurisdiction of the governing board that you serve. Pursuant to Section 302D-12(k)(2) a relative is defined as “a spouse, fiancé, or fiancée of the employee; any person who is related to the employee within four degrees of consanguinity; or the spouse, fiancé, or fiancée of such person.” See attached chart for description of degrees of family relationships.
 - I am related to an employee of the school. My _____ is employed by the school.
 - I am related to a former employee of the school. My _____ was employed by the school. Their employment concluded on: _____.
 - I am not related to an employee or former employee of the school

3. Indicate whether you are a vendor or contractor providing goods and services (including but not limited to educational service provider or charter management organization services) to the charter school under the jurisdiction of the governing board that you serve. If you are a vendor or contractor, describe the services that you provide.
 - I am a vendor or contractor providing goods and services to the charter school under the jurisdiction of the governing board that I serve. I provide the following services to the school: [Click or tap here to enter text.](#)
 - I am a *former* vendor or contractor that provided goods and services to the charter school under the jurisdiction of the governing board that I serve. I provided the following services to the school: [Click or tap here to enter text.](#) My contract with the school concluded on: [Click or tap here to enter text.](#)
 - I am not a vendor or contractor that provides goods and services to the charter school under the jurisdiction of the governing board.

4. Indicate if you, your spouse, or other immediate family members anticipate conducting, or are conducting, any business with the school. If so, indicate the precise nature of the business that is being or will be conducted.
- I/we do not anticipate conducting any such business
 - Yes [Click or tap here to enter text.](#)
5. Indicate if you, your spouse, or other immediate family members have a financial interest with a vendor (including an education service provider, or charter management organization) to the school. If so, indicate the precise nature of the financial interest that you have.
- I/we do not have a financial interest
 - Yes [Click or tap here to enter text.](#)
6. Indicate any potential ethical or legal conflicts of interests that would or are likely to exist should you serve on the school’s governing board.
- None
 - Yes [Click or tap here to enter text.](#)

Certification

I, _____, certify to the best of my knowledge and ability that the information I am providing to the State Public Charter School Commission as a governing board member is true and correct in every respect. I agree to notify the Commission if there are any changes to the above disclosures.

Signature

Date