



Quality Component of the QIP

Office of Community Schools

December 14, 2017

A close-up photograph of hands holding a smartphone, with a blue light overlay. The text "Overview of Quality Practices" is centered in white.

Overview of Quality Practices

National Association of Charter School Authorizers standards

Developed in
consultation with
sponsors.

Quality Practices

Quality Practices

Defined using
**NACSA's Principles
and Standards** of
Charter School
Authorizing

Six Areas of Quality Practices

Commitment and Capacity

Application Process

Performance Contracting

Oversight and Evaluation

Termination and Renewal


Technical Assistance

NACSA Standards



Cited in Ohio law
(ORC 3314.016(B)(3))

First five critical areas
are NACSA standards
and the sixth is a
requirement in law.

A close-up photograph of a hand holding a pen, poised to write on a document. The scene is bathed in a soft, ethereal blue light, creating a sense of focus and precision. The background is blurred, emphasizing the hand and the pen.

Quality Improvement Plan Template

Plan Line Number	Performance Component	Performance Measure/ Standard
<p><i>Number the plan lines consecutively</i></p>	<p><i>Enter the applicable Performance Component(s) (i.e. Academic, Compliance or Quality)</i></p>	<p><i>Enter the name of the applicable Performance Measure, Quality Practices Standard, or Compliance Item(s) with Item Number(s) (List Compliance item numbers only if individual or group of items are being addressed)</i></p>

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Exemplary Standard	S.M.A.R.T. Improvement Goal	Strategy
<p><i>Enter the applicable exemplary standard from the Quality Practices rubric (for Quality Practices plan items only)</i></p>	<p><i>Enter the sponsor's improvement goal for the listed performance measure or standard. Each goal must be a S.M.A.R.T. (Specific, Measurable, Attainable, Relevant/Realistic and Time-Bound) goal.</i></p>	<p><i>Enter the strategy the sponsor will take to meet the stated Improvement Goal.</i></p>

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SMART Goals

Specific

Measurable

Attainable

Relevant/Realistic

Time-Bound

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Action	Step(s)
Year 1	Year 2
<p><i>Enter the action steps the sponsor will take by June 30, 2018 to meet the stated Improvement Goal. Include the timeline for each action step. Note: The majority of action steps must occur by June 30, 2018.</i></p>	<p><i>Enter the action steps the sponsor will take between July 1, 2018 and June 30, 2019 to meet the stated Improvement Goal. Include the timeline for each action step.</i></p>

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<p>Person(s) Responsible</p>	<p>Estimated Date of Completion</p>	<p>Documentation/ Evidence of Completion</p>
<p><i>Enter the name and/or role of the person(s) responsible for meeting the stated improvement goal)</i></p>	<p><i>Enter the estimated date on which the stated improvement goal will be met</i></p>	<p><i>Describe the documentation that will be used as evidence of completion of the stated improvement goal and individual action steps</i></p>

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March 2018 Progress Report

Describe the progress made toward meeting the stated improvement goal, as of March 30, 2018. This progress report must be uploaded into Epicenter by March 30, 2018.

May 2018 Progress Report

Describe the progress made toward meeting the stated improvement goal, as of May 31, 2018. This progress report must be uploaded into Epicenter by May 31, 2018.

March 2018 Progress Report

Describe the progress made toward meeting the stated improvement goal, as of March 30, 2018. This progress report must be uploaded into Epicenter by March 30, 2018.

May 2018 Progress Report

Describe the progress made toward meeting the stated improvement goal, as of May 31, 2018. This progress report must be uploaded into Epicenter by May 31, 2018.

Completing the Template

S.M.A.R.T. Improvement Goal	Strategy
<p><i>Enter the sponsor's improvement goal for the listed performance measure or standard. Each goal must be a S.M.A.R.T. (Specific, Measurable, Attainable, Relevant/Realistic and Time-Bound) goal.</i></p>	<p><i>Enter the strategy the sponsor will take to meet the stated Improvement Goal.</i></p>

Example

Plan Line Number	Performance Component	Performance Measure/ Standard	Exemplary Standard
<i>Number plan lines consecutively</i>	<i>Select the applicable Performance Component</i>	<i>Enter the name of the applicable Performance Measure, Quality Practices Standard, or Compliance Item(s) with Item Number(s) (List Compliance item numbers only if individual or group of items are being addressed)</i>	<i>Enter the applicable exemplary standard from the Quality Practices rubric (for Quality Practices plan items only)</i>
1	Quality	A.01- Mission and Strategic Plan	<p>The sponsor submitted a mission that cites sponsoring –and– The mission is available on the sponsor’s website –and– The sponsor submitted a strategic plan that includes goals, strategies and action steps that align with sponsoring priorities. –and– The sponsor submitted evidence that the strategic plan was in operation by March 1 of the review year. –and– The strategic plan includes specific measures, metrics, targets and timeframes for achievement and a defined improvement process.</p>

Example

Standard A.01: Mission and Strategic Plan

1 Point	2 Points	3 Points	4 Points
The sponsor submitted a mission that cites sponsoring –but– The mission is not available on the sponsor’s website.	The sponsor submitted a mission that cites sponsoring –and– The mission is available on the sponsor’s website.	2-Point Requirements –and– The sponsor submitted a strategic plan that includes goals, strategies and action steps that align with sponsoring priorities. –and– The sponsor submitted evidence that the strategic plan was in operation by March 1 of the review year ¹ .	3-Point Requirements –and– The strategic plan includes specific measures, metrics, targets and timeframes for achievement and a defined improvement process.

Example

S.M.A.R.T. Improvement Goal	Strategy
<i>Enter the sponsor's improvement goal for the listed performance measure or standard. Each goal must be a S.M.A.R.T. (Specific, Measurable, Attainable, Relevant/Realistic and Time-Bound) goal.</i>	<i>Enter the strategy the sponsor will take to meet the stated Improvement Goal</i>
By April 2018, the organization will increase its rating on Standard A.01 from Ineffective to Exemplary as measured by a board-adopted mission, vision and strategic plan that align to sponsoring responsibilities.	The sponsor will develop an aligned mission, vision and strategic plan for its sponsoring responsibilities.

Completing the Template

Action Steps	
Year 1	Year 2
<p><i>Enter the action steps the sponsor will take by June 30, 2018 to meet the stated Improvement Goal. Include the timeline for each action step. Note: The majority of action steps must occur by June 30, 2018.</i></p>	<p><i>Enter the action steps the sponsor will take between July 1, 2018 and June 30, 2019 to meet the stated Improvement Goal. Include the timeline for each action step.</i></p>

Example

Action Step(s)	
Year 1	Year 2
<p><i>Enter the action steps the sponsor will take by June 30, 2018 to meet the stated Improvement Goal. Include the timeline for each action step. Note: The majority of action steps must occur by June 30, 2018.</i></p>	<p><i>Enter the action steps the sponsor will take between July 1, 2018 and June 30, 2019 to meet the stated Improvement Goal. Include the timeline for each action step.</i></p>
<ul style="list-style-type: none"> • Designate three sponsoring staff members to serve as the “committee” to develop the mission statement. This will be done by mid-January 2018. • The committee will meet and review the sponsor’s general mission statement, review the mission statements of other sponsors, identify components of a mission statement, and draft a sponsoring mission statement. This will be done by February 5, 2018. 	

Example

Action Step(s)	
Year 1	Year 2
<p><i>Enter the action steps the sponsor will take by June 30, 2018 to meet the stated Improvement Goal. Include the timeline for each action step. Note: The majority of action steps must occur by June 30, 2018.</i></p>	<p><i>Enter the action steps the sponsor will take between July 1, 2018 and June 30, 2019 to meet the stated Improvement Goal. Include the timeline for each action step.</i></p>
<ul style="list-style-type: none"> • The committee will meet and develop a vision that aligns with the drafted mission by February 21, 2018. • The committee will meet and review its current strategic plan and then work to edit the plan to align with the drafted mission and vision. This will be done by mid-March 2018. 	

Example

Action Step(s)	
Year 1	Year 2
<p><i>Enter the action steps the sponsor will take by June 30, 2018 to meet the stated Improvement Goal. Include the timeline for each action step. Note: The majority of action steps must occur by June 30, 2018.</i></p>	<p><i>Enter the action steps the sponsor will take between July 1, 2018 and June 30, 2019 to meet the stated Improvement Goal. Include the timeline for each action step.</i></p>
<ul style="list-style-type: none"> • The committee will present the proposed mission, vision and strategic plan to its sponsoring board for review and approval in late March 2018. • The sponsor board approves the mission, vision and strategic plan at its April 2018 board meeting. • Post the board-adopted mission on the sponsor's website in April 2018. 	

Completing the Template

Person(s) Responsible	Estimated Date of Completion	Documentation / Evidence of Completion
<p><i>Enter the name and/or role of the person(s) responsible for meeting the stated improvement goal</i></p>	<p><i>Enter the estimated date on which the stated improvement goal will be met</i></p>	<p><i>Describe the documentation that will be used as evidence of completion of the stated improvement goal or individual action(s)</i></p>

Example

Person(s) Responsible	Estimated Date of Completion	Documentation / Evidence of Completion
<p><i>Enter the name and/or role of the person(s) responsible for meeting the stated improvement goal</i></p>	<p><i>Enter the estimated date on which the stated improvement goal will be met</i></p>	<p><i>Describe the documentation that will be used as evidence of completion of the stated improvement goal and individual action steps</i></p>
<ul style="list-style-type: none"> • Designated sponsoring staff serving as “committee” for mission development: <ul style="list-style-type: none"> -Joe Smith- Director of Sponsor Services -Hanna Jones- Curriculum Director -Mary Sector- Conducts school site visits • Sponsor governing board 	<p>Mid-April 2018</p>	<ol style="list-style-type: none"> 1) Copy of board-adopted mission, vision and strategic plan 2) Board meeting minutes confirming adoption of mission, vision and strategic plan

Completing the Template

March 2018 Progress Report	May 2018 Progress Report
<p><i>Describe the progress made toward meeting the stated improvement goal, as of March 30, 2018</i></p>	<p><i>Describe the progress made toward meeting the stated improvement goal, following May 31, 2018</i></p>

Example

March 2018 Progress Report	May 2018 Progress Report
<p><i>Describe the progress made toward meeting the stated improvement goal, as of March 30, 2018. This progress report must be uploaded into Epicenter by March 30, 2018.</i></p>	<p><i>Describe the progress made toward meeting the stated improvement goal, as of May 31, 2018. This progress report must be uploaded into Epicenter by May 31, 2018.</i></p>
<p>Developed and drafted the mission, vision and strategic plan by March 18, 2018. Provided this information to the governing board on March 20, 2018. Governing board is currently reviewing this information.</p>	<p>Mission, vision and strategic plan were approved by the governing board at the board meeting held in April 2018.</p>

A close-up photograph of a hand pointing at a document. The scene is bathed in a strong blue light, creating a glowing effect. The hand is in the foreground, with the index finger pointing towards the center of the frame. The document is slightly out of focus, showing some lines of text. The overall mood is professional and focused.

Critical Areas and Standards

Important Note



All sponsors will be evaluated on **all** six critical areas.

Critical Area A

Commitment and Capacity

Commitment and Capacity

7 Standards:

- A.01 – Mission and Strategic Plan
- A.02 – Goals and Self-Evaluation
- A.03 – Roles and Responsibilities
- A.04 – Conflicts of Interest
- A.05 – Staff Expertise
- A.06 – Staff Development
- A.07 – Allocation of Resources

Commitment and Capacity

Standard A.03: Goals and Self-Evaluation

□ 4-Point Requirements:

- The sponsor submitted evidence that it uses a defined improvement process to evaluate its sponsoring obligations

–and–

- The sponsor has written goals for improvement.

–and–

Commitment and Capacity

- The sponsor submitted evidence that by March 1 of the review year it develops and implements action steps based on the findings from its improvement process.
- and–
- The sponsor provided evidence that it compares its work to national standards for sponsoring.

Application Process and Decision- Making

Critical Area B

Application Process and Decision-Making

6 Standards:

- B.01 – Application Process, Timeline and Directions
- B.02 – Rigorous Criteria for New Schools
- B.03 – Rigorous Criteria for Replicators and Schools Seeking a Change in Sponsor
- B.04 – Reviewer Expertise
- B.05 – Reviewer Protocols
- B.06 – Rigorous Decision-Making

Application Process and Decision-Making

Standard B.03: Rigorous Criteria for Replicators and Schools Seeking a Change in Sponsor

□ 4-Point Requirements:

- The sponsor submitted evidence of both an application review process and a written application for potential school replicators *and* schools seeking a change in sponsor.

—and—

Application Process and Decision-Making

- The application process for replicators and schools seeking a change in sponsor includes a review of all the following:
 - Academic data.
 - Sponsor's compliance reports.
 - Financial records
 - Recent audit reports

Application Process and Decision-Making

- For replicators: a business or growth plan and market research.
- For schools seeking a change in sponsor: any deficiencies cited by the current sponsor, along with the school's remedies.

—and—

Application Process and Decision-Making

- The sponsor's submitted review process includes interviewing the current sponsor of the applicant

—and—

- The sponsor's submitted review process includes interviewing the school applicant.

Critical Area C

Performance Contracting

Performance Contracting

3 Standards:

- C.01 – Contract Performance Measures
- C.02 – Contract Terms for Renewal and Non-Renewal
- C.03 – Contract Amendment and Updates

Performance Contracting

Standard C.01: Contract Performance Measures

□ 4-Point Requirements:

- All reviewed contracts include all applicable state report card measures

–and–

- All reviewed contracts include financial and organizational/operational performance measures.

–and–

Performance Contracting

- All reviewed contracts include specific metrics and targets for all applicable state report card measures of student performance

–and–

- All reviewed contracts include mission-specific performance measures

–and–

Performance Contracting

- All reviewed contracts include specific metrics and targets for financial and organizational/operational performance measures.

–and–

- All reviewed contracts include targets that compare the school's student performance to the state, schools serving similar populations or schools in the same geographic area

–and–

Performance Contracting

- All reviewed contracts include both annual and over-the-contract-term metrics and targets for all applicable academic, financial and organizational/operational measures.

Oversight and Evaluation

Critical Area D

Oversight and Evaluation

7 Standards:

- D.01 – Oversight Transparency
- D.02 – Enrollment and Financial Reviews
- D.03 – Onsite Visits
- D.04 – Site Visit Reports
- D.05 – Performance Monitoring
- D.06 – Intervention
- D.07 – Annual Performance Reports

Oversight and Evaluation

Standard D.01: Oversight Transparency

☐ 4-Point Requirements:

- The sponsor submitted at least one documented policy and process for its oversight and evaluation system, but there is no evidence that this information was shared with the sponsor's school(s).

–and–

Oversight and Evaluation

- The sponsor submitted evidence of communicating in advance its timelines related to its systems for oversight and evaluation.
–and–
- The sponsor submitted evidence of defining its processes for oversight and evaluation through its contracts and documented guidance.
–and–

Oversight and Evaluation

- The sponsor submitted evidence of communicating the process, methods and timing of gathering and reporting school performance and compliance data.

Critical Area E

Termination and Renewal Decision- Making

Termination and Renewal Decision-Making

5 Standards:

- E.01 – Renewal Application
- E.02 – Renewal and Non-Renewal Decisions
- E.03 – Non-Renewal Notification
- E.04 – Contract Termination
- E.05 – Closure Process

Termination and Renewal Decision-Making

Standard E.02: Renewal and Non-Renewal Decisions

□ 4-Point Requirements:

- The sponsor submitted evidence that it granted renewal only to schools that are fiscally and operationally viable and meet *both* of the following:
 - Achieve their contractual academic standards.
 - Are faithful to the terms of their contracts.
- and–

Termination and Renewal Decision-Making

- The sponsor submitted evidence that its staff provides evidence-based recommendations to the sponsor's board regarding renewal decisions

Technical Assistance

Critical Area F

Technical Assistance

4 Standards:

- F.01 – Ongoing Technical Assistance
- F.02 – Legal and Policy Updates
- F.03 – Professional Development for Schools
- F.04 – Relationships with Schools' Governing Authorities

Technical Assistance

Standard F.01: Ongoing Technical Assistance

☐ 4-Point Requirements:

- The sponsor submitted evidence that it provides reactive technical assistance to its school(s) when made aware of issues, problems or concerns.

—and—

Technical Assistance

- The sponsor submitted evidence that it solicits information about the technical assistance needs of its school(s) through a needs assessment.
–and–
- The sponsor submitted evidence that it solicits feedback on the quality and impact of the technical assistance that it provides to its school(s) through a survey or as part of a needs assessment.
–and–

Quality Component on the QIP

- The quality improvement plan must include an improvement goal for every standard for which the sponsor received a score lower than 4
- 4-Point Requirements = Exemplary Standard
- Must include the entire exemplary standard in the appropriate column on the QIP

A close-up photograph of a hand pointing at a tablet screen. The hand is in the foreground, with the index finger pointing towards the screen. The background is a blurred tablet screen. A blue light overlay is present, creating a soft glow around the hand and screen. The word "Questions?" is written in white, bold, sans-serif font across the center of the image.

Questions?

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<http://education.ohio.gov/Topics/Quality-School-Choice/Community-Schools>

Join the Conversation



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OhioEdDept

Questions?

Submit questions regarding
quality improvement plans

to:

[community.schools@education.
ohio.gov](mailto:community.schools@education.ohio.gov)

