

## Ohio Community School Significant Expansion Guidance

### Federal regulations

Pursuant to federal statute and regulation (34 CFR § 76.785), the Ohio Department of Education is responsible for ensuring that community schools that open for the first time or significantly expand their enrollment receive the proportionate amount of federal formula funds to which they are entitled.

### Committee

The Significant Expansion Notification Review Committee is charged with determining whether community schools meet the significant expansion definition, as reflected on the notification forms received from schools (see Attachment A) and comparative data analysis. Committee members include representatives from the following offices at the Ohio Department of Education:

- 1) Legal;
- 2) Community Schools;
- 3) Federal Programs;
- 4) Fiscal;
- 5) Curriculum and Assessment; and
- 6) Data Quality and Governance.

Committee determinations are final and are not subject to appeal by community school sponsors or personnel.

### Significant Expansion Definition

The Ohio Department of Education defines community school significant expansion as a school that:

- A. Adds one or more grade level(s) -OR- adds an educational program(s) in core academic subject areas; **-AND-**
- B. Plans to significantly increase enrollment. Significant growth is defined as growth of more than one standard deviation above the average community school percentage growth identified for the prior school year, but natural progression of grades is not considered a significant increase.

### Notification Requirement

Federal regulations provide the timelines for determining a community school's eligibility for federal funds, as follows:

- **34 CFR §76.788 (a) Notice.** At least 120 days before the date a charter school LEA is scheduled to open or significantly expand its enrollment, the charter school LEA or its authorized public chartering agency must provide its SEA with written notification of that date.
- **34 §76.789 (b)(3)(ii)** Except as provided in §76.792(c), an SEA that receives less than 120 days' actual notice of the date an eligible charter school LEA is scheduled to open or significantly expand its enrollment must allocate funds to the charter school LEA on or before the date the SEA allocates funds to LEAs under the applicable covered program for the succeeding academic year.

The Department has waived the 120-day notification requirement due to the delayed release of the official process for the 2017-2018 school year. All other requirements still apply.

### Notification Review Process and Timelines

Community School sponsors will submit notifications of the schools that expect to significantly expand during school year 2017-2018. (See **Attachment A** for the notification process and form.) The notifications must be submitted to the Office of Community Schools through Epicenter by Sept. 15, 2017, to be considered for the

first allocations of federal funds. Notifications received between Sept. 16, 2017, and Feb. 1, 2018, will be considered in the second allocation process.

The Office of Community Schools will forward all notification forms and supporting documentation to the committee and will forward a list of the schools to the Office of Data Quality and Governance. Data Quality and Governance will perform all analyses of enrollment data for the two notification windows and will confirm final enrollment in March 2018. Results of all analyses will be forwarded to the committee.

The committee will use a rubric (see Attachment B) to evaluate all notification forms, supporting documentation and the results of enrollment data analyses to determine the schools that meet the significant expansion criteria.

The committee's final determinations on community schools that meet both significant expansion criteria will be forwarded to the Office of Federal Programs, Office for Exceptional Children and Office of Early Learning and School Readiness. Each office subsequently will allocate federal funds to the community schools, based on eligibility. See **Table 1** for a summary of key dates.

**Table 1: Notification of Significant Expansion Review Timelines**

Date	Work
Aug. 2, 2017	Community School Sponsor Summer Workshop.
Sept. 15, 2017	First deadline for sponsors to submit notifications in Epicenter.
Sept. 18, 2017	Office of Community Schools forwards the list of schools that submitted notifications to the Office of Data Quality and Governance and forwards notification forms to the committee.
Nov. 1-30, 2017	The Office of Data Quality and Governance completes preliminary calculations to identify schools that meet criteria #2, based on prior year data. Staff will contact community schools that are close but do not meet criteria #2 to confirm their data is accurate.
Nov. 1-30, 2017	Committee reviews the significant expansion notification forms and determines the schools that meet criteria #1. Committee reviews the list of schools that meet criteria #2 based on preliminary data analysis and makes decisions on all schools that meet the Ohio significant expansion definition. Results are forwarded to the Department's Office of Federal Programs, Office for Exceptional Children and Office of Early Learning and School Readiness.
Dec. 20, 2017	Oct. 31 enrollment reporting window closes.
Dec. 21-31, 2017	The Office of Data Quality and Governance run a final analysis for criteria #2 and forwards results to the Office of Federal Programs, Office for Exceptional Children and Office of Early Learning and School Readiness.
January 2018	The Office of Federal Programs, Office for Exceptional Children and Office of Early Learning and School Readiness allocate federal funds to eligible community schools by Dec. 31. Community Schools receive notifications via CCIP.
Feb. 1, 2018	Second deadline for sponsors to submit notifications in Epicenter.
Feb. 2, 2018	The Office of Community Schools forwards the list of schools that submitted notifications to the Office of Data Quality and Governance and forwards notification forms to the committee.
March 2, 2018	The Office of Data Quality and Governance completes preliminary calculations to identify schools that meet criteria #2, based on March 2 data counts.
March 27, 2018	The Office of Data Quality and Governance runs all final child count data and confirms that prior criteria #2 eligibility results still are accurate for all school year 2017-2018 allocations.

March 3-31, 2018	The committee reviews significant expansion notification forms and determines the schools that meet criteria #1. The committee reviews the list of schools that meet criteria #2, based on data analysis, and makes final decisions on all schools that meet the Ohio significant expansion definition. Final results are forwarded to the Office of Federal Programs, Office for Exceptional Children and Office of Early Learning and School Readiness.
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### Allocations of Federal Funds

The Office of Federal Programs, Office for Exceptional Children and Office of Early Learning and School Readiness will allocate federal funds to eligible community schools based on requirements outlined in federal regulations. Since the 120-day notification requirements are being waived for the 2017-2018 school year, the allocation amounts will be based on the first window. Table 2 outlines the allocation regulations.

**Table 2: Notice and Allocation Requirements**

NOTICE	PERIOD 1 Expansion occurs on or before Nov. 1	PERIOD 2 Expansion occurs after Nov. 1 but before Feb. 1
<b>At least 120 days before expansion occurs</b>	1) School entitled to receive proportionate amount of funds (§76.792);  2) Department must allocate funds within five months of the expansion (§76.793).	1) School entitled to receive at least pro rata portion ( <i>number of months or days students will be enrolled in new grade or program</i> ) of proportionate amount (§76.792);  2) Department must allocate funds <b>on or before</b> the Department allocates funds to the school for the succeeding academic year (§76.793).
<b>&lt; 120 days before expansion occurs</b>	1) School entitled to receive proportionate amount of funds (§76.792);  2) Department must allocate funds <b>on or before</b> the Department allocates funds to the school for the succeeding academic year (§76.789).	1) School entitled to receive at least pro rata portion ( <i>number of months or days students will be enrolled in new grade or program</i> ) of proportionate amount (§76.792);  2) Department must allocate funds <b>on or before</b> the Department allocates funds to the school for the succeeding academic year (§76.793).

### Review of Policy

This policy has been adopted prior to the production and review of data. Accordingly, the definition and process will be reviewed after full implementation in the 2017-2018 school year and regularly thereafter, with appropriate changes being made at that time.

## **Attachment A**

Please see separate document.

## School Year 2017-2018 Analysis of Significantly Expanding Community School Notification

School Name: \_\_\_\_\_  
 Sponsor Name: \_\_\_\_\_

IRN: \_\_\_\_\_  
 IRN: \_\_\_\_\_

Review Area	Yes	No
<b>Notification</b>		
Notification submitted by Sept. 15, 2017?	Yes	No
Notification includes required information?		
Effective date of expansion? (34 CFR § 76.788 (a))	Yes	No
Additional grade(s) or educational program(s) in core academic subject areas and rationale listed?	Yes	No
Required approvals?	Yes	No
Did the school certify that accurate enrollment numbers would be provided in EMIS?	Yes	No
<b>Significant Expansion - Review of Criteria 1:</b>		
Additional grade(s) is/are not the natural progression of students?	Yes	No
Acceptable rationale provided for the additional education program(s) in a core academic subject area(s)?	Yes	No
English	Yes	No
Reading or Language Arts	Yes	No
Mathematics	Yes	No
Science	Yes	No
Foreign Languages	Yes	No
Civics and Government	Yes	No
Economics	Yes	No
Arts	Yes	No
History and Geography	Yes	No
Physical Education	Yes	No
Preschool	Yes	No
Kindergarten	Yes	No
<b>School meets significant expansion criteria #1 and may qualify for funding pending enrollment review?</b>	Yes	No
<b>Other (may affect whether it is allowable to approve the expansion or pay the additional funds)</b>		
Does the expansion require a contract amendment?	Yes	No
If a contract amendment is required, has the sponsor/school submitted required documents?	Yes	No
<b>Committee comments/recommendation:</b>		

Review Area	Yes	No
<b>Significant Expansion - Review of Criteria 2:</b>		
Effective date of expansion, per notification?		
Has the school met the significant expansion criteria per the data review?	Yes	No
<b>Required allocation amount</b>		
Expansion to occur on or before Nov. 1 – the Department <b>must</b> allocate proportionate amount (34 CFR § 76.792 (a))	Yes	No
Expansion to occur after Nov. 1 and before Feb. 1 – the Department <b>must</b> allocate prorated amount (34 CFR § 76.792 (b))	Yes	No
Expansion to occur on or after Feb. 1 – the Department <b>may</b> allocate prorated amount (34 CFR § 76.792 (b))	Yes	No
<b>Other (may affect whether it is allowable to approve the expansion or pay the additional funds)</b>		
Has the school completed all required funding application processes? (34 CFR § 76.788 (b))	Yes	No
<b>Committee comments/recommendation:</b>		

Conclusions of Notification Review	Yes	No
Community school met significant expansion criteria #1 and criteria #2 and qualifies for funding?	Yes	No

Committee Chair Signature	Date
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## School Year 2017-2018 Analysis of Significantly Expanding Community School Notification

School Name: \_\_\_\_\_  
 Sponsor Name: \_\_\_\_\_

IRN: \_\_\_\_\_  
 IRN: \_\_\_\_\_

Review Area	Yes	No
<b>Notification</b>		
Notification submitted between Sept. 16, 2017, and Feb. 1, 2018?	Yes	No
Notification includes required information?		
Effective date of expansion? (34 CFR § 76.788 (a))	Yes	No
Additional grade(s) or educational program(s) in core academic subject areas and rationale listed?	Yes	No
Required approvals?	Yes	No
Did the school certify that accurate enrollment numbers would be provided in EMIS?	Yes	No
<b>Significant Expansion - Review of Criteria 1:</b>		
Additional grade(s) is/are not the natural progression of students?	Yes	No
Acceptable rationale provided for the additional education program(s) in a core academic subject area(s)?	Yes	No
English	Yes	No
Reading or Language Arts	Yes	No
Mathematics	Yes	No
Science	Yes	No
Foreign Languages	Yes	No
Civics and Government	Yes	No
Economics	Yes	No
Arts	Yes	No
History and Geography	Yes	No
Physical Education	Yes	No
Pre-school	Yes	No
Kindergarten	Yes	No
<b>School meets significant expansion criteria #1 and may qualify for funding pending enrollment review?</b>	Yes	No
<b>Other (may affect whether it is allowable to approve the expansion or pay the additional funds)</b>		
Does the expansion require a contract amendment?	Yes	No
If a contract amendment is required, has the sponsor/school submitted required documents?	Yes	No
<b>Committee comments/recommendation:</b>		

Review Area	Yes	No
<b>Significant Expansion - Review of Criteria 2:</b>		
Effective date of expansion, per notification?		
Has the school met the significant expansion criteria, per the data review?	Yes	No
<b>Required allocation amount</b>		
Expansion to occur on or before Nov. 1 – the Department <b>must</b> allocate proportionate amount (34 CFR § 76.792 (a))	Yes	No
Expansion to occur after Nov. 1 and before Feb. 1 – the Department <b>must</b> allocate prorated amount (34 CFR § 76.792 (b))	Yes	No
Expansion to occur on or after Feb. 1 – the Department <b>may</b> allocate prorated amount (34 CFR § 76.792 (b))	Yes	No
<b>Other (may affect whether it is allowable to approve the expansion or pay the additional funds)</b>		
Has the school completed all required funding application processes? (34 CFR § 76.788 (b))	Yes	No
<b>Committee comments/recommendation:</b>		

Conclusions of Notification Review	Yes	No
Community school met significant expansion criteria #1 and criteria #2 and qualifies for funding?	Yes	No

Committee Chair Signature	Date