Documents Requested by ODE of the Sponsor

Sponsor Commitment and Capacity

1. Sponsor's Mission Statement
   - This is the mission statement for the sponsor. If the sponsor does not have a mission statement specific to its duties as a sponsor, then the sponsor should provide its organization's mission statement.

2. Governing board minutes for the past two years documenting contract decisions (for preliminary agreements and contract renewals)
   - This should be minutes from the ***sponsor's*** governing board, **not** the school's board. Provide minutes showing where the governing board made decisions during the last two years regarding anything pertaining to preliminary agreements and contract renewal decisions with the community schools.

3. Sponsor's Strategic Plan
   - This is the plan that outlines and breaks down the sponsor's goals as they relate to being a sponsor. It serves as a means of managing and guiding the work that the sponsor does that is specific to sponsoring. It usually includes specific benchmarks and actions needed to reach larger goals.

4. Sponsor's Continuous Improvement Plan
   - This is a copy of the plan or process that the sponsor uses to evaluate itself. This process may include a comparison to national standards for quality sponsoring, and it may also include a method by which the sponsor uses the findings to improve operational practices.

5. Guidance documents and/or communications to schools that define the responsibilities of the sponsor and those of the school
   - These documents show that the sponsor communicated with its school(s) proactively to define and differentiate roles and responsibilities in the sponsor-community school relationship. Some sponsors reference the community school contract language, as it also describes roles and responsibilities of both parties. However, consistent with high quality practice, some sponsors have separate guidance for their schools, going into greater detail about responsibilities.

6. Sponsor's Organizational Chart & Position Descriptions
   - Provide the chart or graphic that shows how the sponsor is organized. It should include the hierarchical schemata, where each position falls within that schemata, and who is assigned to each position.

7. Resumes/bios of sponsor staff and governing board members
   - Provide resumes and bios for staff members of the sponsor, as well as for the sponsor's governing board. If the sponsor is a school district, ESC, or other organization in which not all of its staff works on sponsoring activities, then just provide resumes and bios for those staff members who do the bulk of the work with the community schools. If the sponsor contracts with outside personnel to help fulfill sponsoring duties, also submit information about those individuals.

8. Written policies & procedures for conflicts of interest
   - Provide the sponsor's conflict of interest policy, as well as the procedures the sponsor uses to ensure that its staff and board members are aware of this policy.

9. Signed Conflict of Interest Statements
   - If the sponsor requires its staff and/or board members to sign a conflict of interest statement, please provide copies of those signed statements.

10. Documents specific to professional development, including minutes, materials, and/or memberships in professional organizations

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• Please provide documents showing the various professional development activities in which staff members (who work on sponsoring duties) have participated. Only include those trainings that relate directly to enhancing or improving their sponsoring abilities or understanding of school operations and requirements. If the sponsor and/or any of its staff members are members of any state or national professional organizations that focus on community school work, please explain the sponsor's involvement in these organizations.
11. Annual independent audits of the sponsor
• Please provide copies of (or links to) audits conducted by either the Auditor of State or other auditing agencies.
12. Sponsor annual budget and expenditures
• Please provide a budget of the sponsor organization's yearly revenue and expenditures specific to sponsoring activities. In some cases, the organization's sponsor-specific revenue and expenditures are not distinguished from the organization's budget. If that is the case, ask for a narrative to explain the sponsor portion.
Sponsor Application Process and Decision Making
13. Blank application(s) for opening a community school [New schools, replicating schools, or schools changing sponsors]
• Please provide the application that school developers and/or operating schools are required to complete to apply for sponsorship. If there are differ applications depending on the type of developer/school applying, then provide each version of the application.
14. Application materials, including instructions, evaluation standards, timelines and/or criteria for approving an application
• This is any supplementary information that is included as part of the application packet. If these items are included within the application document, simply upload the application again.
15. Interview questions for applicants
• Please provide the questions that the sponsor asks during the interview phase of its application process. If there is more than one interview phase, please include the questions asked at both interviews.
16. Written policies and procedures for evaluating applications, including scoring rubrics
• These are the written processes the sponsor uses to evaluate applications. Included should be the steps used to review applications, the measures being reviewed, and the directions and process for scoring.
17. Application reviewer training materials
• This should include any documents or guides that the sponsor uses to train individuals who will be reviewing and scoring applications from developers/schools seeking sponsorship.
18. List of internal and external reviewers of applications
• The list should include the name and position of everyone who serves in the capacity of an application reviewer. These could be staff members of the sponsor's organization as well as contracted individuals who participate on the application review team.
19. Signed conflict of interest statements for internal and external reviewers of applications
• If application reviewers sign conflict of interest statements, please provide them. The statements may include an acknowledgement of the sponsor's conflict of interest policy and/or a declaration of having no known conflicts of interest.

Documents Requested by ODE of the Sponsor

20. List of applications for the two most recent school years, identifying if the application was accepted or denied
• The list should include each proposed or operating school's name, the school year for which they were applying, and whether the school's application was accepted or denied.
21. A sample of applications submitted for the two most recent school years, including approved and denied
• If the sponsor received four applications or fewer during the two most recent school years, then the sponsor should submit all of them. However, if the sponsor received a large number of applications, then submit one or two applications for each type of application received (e.g., replicated schools, current schools looking for a new sponsor, new school, eSchools, conversion schools, site-based, etc.). If the sponsor has not received any applications in the past two years, provide an explanation to that effect.
22. The completed rubrics used by reviewers to score the applications
• These are copies of the actual rubrics filled out by the application reviewers. The rubrics should show the application scores and ratings, including the scoring threshold needed to be approved or move to the next phase of the approval process.
23. A sample of letters/communications to applicants that were denied sponsorship
• These are the letters, emails, or other forms of communications from the sponsor to applying schools that explain why their application was denied.
Sponsor Oversight and Evaluation
24. Guidance documents that explain the sponsor's process and data it will collect as part of its monitoring and oversight of schools
• This is the documentation the sponsor uses to proactively explain to its school(s) what data will be collected, analyzed, and monitored. These documents include information on the means by which the data will be collected as well as the frequency of data collection.
25. List of individuals (internal and external) who conduct enrollment and financial reviews of schools, as well as bios on each
• This is a list of the people who carry out the monthly reviews at the community school, along with their resumes.
26. Sample of feedback over the most recent school year to schools related to enrollment and financial issues (e.g., emails, corrective action plans, etc.)
• This is the information that is passed on to the schools after the monthly reviews of enrollment and financial data at the schools. These individuals may work directly for the sponsor or they may be contracted employees.
27. Protocols used to monitor enrollment and finances
• Provide the actual instrument or tool used to complete the enrollment and finance reviews.
28. Protocols used to monitor and oversee community schools, including: onsite reviews, interview guides, schedules, documents to review, and observation guides
• Provide the instruments and tools that the sponsor used to conduct the onsite reviews, as well as any other documents used to assist in oversight.
29. Training materials for sponsor staff conducting onsite/enrollment/financial reviews
• These are the materials that the sponsor uses to train its staff on how to conduct school reviews.
30. Sample of site visit reports from the most recent school year, as well as follow-up communications with schools related to site visits

- Please provide the actual reports, shared with the school(s), resulting from the sponsor's site visits at the school(s). Also include any emails, letters, texts, and other communication related to the site visits.

31. Corrective action plans between the school and the sponsor for the most recent school year

- Please submit any plans that result from non-compliance issues found in the site visit reports. Also include any communication the sponsor has with a school regarding the resolution of the compliance issue.

32. Sample of regular communications with schools

- This would include letters, emails, phone logs, texts, and other forms of communication showing that the sponsor regularly maintains contact with the school on various issues over the course of the school year.

33. Sample of notices to schools regarding contract violations and performance deficiencies from the most recent school year

- Please provide letters, emails, or other documents that the sponsor has used to notify its school(s) of any deficiencies and/or violations. If the sponsor's school(s) did not have any deficiencies in the most recent school year, provide an explanation to that effect.

34. Sample of corrective action plans from the two most recent school years

- Please submit any plans that resulted from audit review findings, or other operational, contractual non-compliance issues. Also include any communication the sponsor had with a school regarding the resolution of the issue.

35. Sample of annual reports provided to individual schools over the two most recent school years

- These are the reports that summarize the performance of each school at the end of an academic year. They provide information on the progress the school is making toward the performance framework of the community school contract. Often, sponsors assume that the annual report is the sponsor's report on each school's compliance or the community school's own annual report. Number 35 is seeking examples of an annual report shared with the school indicating the school's progress toward achieving measures in its contract and forms the basis of a cumulative report provided to the school prior to renewal decisions.

36. Sponsor's annual report on its performance as an sponsor for the two most recent school years

- This is the report that the sponsor creates each year. It usually includes information on each of its sponsored schools as well as how the sponsor is doing overall as a sponsor. For example, the sponsor could reference its mission and summarize how its portfolio of schools reflects the sponsor's mission and organizational goals.

Sponsor Termination and Renewal Decision Making

37. Sponsor's written policies for contract termination

- Please provide the sponsor's documented procedures for terminating a contract with any of its sponsored schools. Many sponsors reference the community school contract language which does outline the reasons and process for termination. This may be sufficient to inform the school's board, but is not evidence of high quality practice.

38. Documentation of any previous terminations by the sponsor

- If the sponsor has ever terminated a school during its time as a sponsor, then provide the documentation that was generated during that process. This would include emails, letters, and other communication between the sponsor and the school as well as among the sponsor's staff in regard to the termination. It may also include any documents that the sponsor had the school complete as part of the termination process

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and/or board minutes regarding the decision. Contract termination happens infrequently; many sponsors will have nothing to provide.
39. Sponsor guidance for the renewal process
• This is any documentation that explains the sponsor's contract renewal process. Sometimes this document (or documents) is included as part of the renewal application and sometimes it is a separate document. It would include information such as the timeline, the information needed, whether or not an interview is required, and other details about the renewal process.
40. Renewal applications for each community school that had its contract renewed over the two most recent school years
• If the sponsor requires its schools to submit an application as part of their contract renewal, then provide any completed applications.
41. Cumulative performance reports for each community school that had its contract renewed over the two most recent school years
• These are the reports that the sponsor provides to its sponsored schools prior to sponsorship renewal. The report should cover the performance of the schools over the course of their contract with the sponsor, showing data for each school year of the contract term.
42. Documented communications with community schools whose contracts have been renewed or non-renewed over the two most recent school years
• This would include letters, emails, and other documented forms of communication that provide evidence of the exchange between the sponsor and any schools that it has renewed or non-renewed within the two most recent school years. The expectation is that such communication would be sent to the school's board at a minimum, and could also include school leaders or a management company representative.
43. Sponsor's closure protocol
• This is the procedure the sponsor has used, or would use, to close down a school. The department has issued School Suspension and Closing Guidance, along with a Closing Assurance which must be completed by the sponsor. Some sponsors use the department's guidance as their own closure protocol. This is sufficient, but not necessarily reflective of high quality practices.
44. Documentation of previous closures (if applicable)
• If the sponsor has closed any schools during its time as a sponsor, the sponsor should provide the documentation that resulted from that process. This could include emails and other communication between the sponsor and the school, among the sponsoring staff, and with the school district or other entities that were involved in the closure. It could also include the Closing Assurance.
Sponsor Technical Assistance
45. Sample of documentation of technical assistance provided by the sponsor to the school
• This could be copies of emails, text messages, and other documents showing the various types of technical assistance that the sponsor has provided to its sponsored schools. Please note that technical assistance is not just technological help; it encompasses all the ways in which the sponsor supports its sponsored schools, from helping them resolve operational issues to keeping them informed of changes in law. The sponsor may submit evidence of meetings, phone calls, emails or other interactions with the school to provide them with needed information on specific topics.
46. Any survey tools that the sponsor uses to solicit feedback on its technical assistance
• The sponsor should provide a copy of any surveys that it has sent to its school(s) to solicit feedback on the technical assistance that it provides to them.

Documents Requested by ODE of the Sponsor
47. Survey results (if applicable)
• If the sponsor sends any surveys to its sponsored schools to solicit feedback, then the sponsor should please provide a copy of the feedback (i.e., the results) that it received.
48. Documented communications from the sponsor to its community schools regarding legal and policy changes
• Please provide examples of emails, phone logs, text messages, or other ways through which the sponsor communicated legal and policy updates to its sponsored schools.
49. Communications from the sponsor to its community schools regarding professional development
• Please provide examples of emails, phone logs, and documents the sponsor has sent to its sponsored schools that pertained to professional development activities and opportunities.
50. Materials and documents provided as part of Professional Development from the sponsor to its schools
• Please provide examples of documents and other items the sponsor provided to its sponsored schools as part of any professional development that the sponsor is providing to them.
51. List of Professional Development that the sponsor requires its schools to complete as part of its contract agreement with the school
• If there are any specific professional development activities that the sponsor requires its schools to participate in, then please provide information on those activities.
52. Sample of communications from the sponsor to the governing authorities of the schools
• This could be copies of emails, phone logs, and other documents showing various instances of the sponsor communicating with the governing boards of its sponsored schools.