

# Technical Documentation for the 2017-2018 Community School Sponsor Evaluation

## Overview

Ohio Revised Code (ORC) 3314.016 requires the Ohio Department of Education to develop an evaluation system that rates any entity that sponsors a community school based upon three components: Academic Performance, Adherence to Quality Practices, and Compliance with All Applicable Laws and Rules. Each component is equally weighted. This document details the business rules for 2017-2018 sponsor evaluation.

The categories for overall ratings are "Exemplary," "Effective," "Ineffective" or "Poor." The Department gives a separate rating for each evaluation system component. Those components are Academic Performance, Compliance with All Applicable Laws and Rules, and Quality Practices.

### **Determination of Relationship Between Community School and Sponsor**

For purposes of the 2017-2018 sponsor evaluations, the Department identifies schools associated with each sponsor as of July 1, 2017, and as of July 1, 2018. Identifying these relationships at two points in time allows the Department to address year-to-year sponsor portfolio changes for the Academic Performance component (as described in more detail in Section 4 below).

### **Data Collection and Report Distribution**

The Academic Performance component is based on Ohio School Report Card measures. Report card measures are based on data reported to the Department by districts and schools through the Education Management Information System (EMIS).

The Department leveraged its existing contract with the National Charter Institute to collect sponsor certification and documentation for the Compliance with All Applicable Laws and Rules component and the Quality Practices component through Epicenter, a data collection system, which is provided at no cost to the sponsors.

## Academic Performance Component

The evaluation framework, recommended by an independent panel and adopted by the Department, states that the Academic Performance component must align to the Ohio School Report Cards.

The Academic Performance component score is based upon all applicable report card measures prescribed for the state report cards under ORC 3302.03 (for community schools operating as traditional school districts) or ORC 3314.017 (for schools operating dropout prevention and recovery programs) and is weighted by the number of students enrolled in each school in the sponsor's portfolio.

The Academic Performance component score also will account for year-to-year changes in the overall sponsor portfolio, as described in more detail below.

### **Statutory Exclusions**

The Academic Performance component score shall not include community schools that have been in operation for not more than two full school years, nor shall they include community schools described in ORC 3314.35 (A)(4)(b) (i.e., "any community school in which a majority of the enrolled students are children with disabilities receiving special education and related services in accordance with ORC Chapter 3323").

While the schools described in ORC 3314.35(A)(4)(b) are not included in the sponsor evaluation, House Bill 2 provides that the academic performance of these schools shall be reported. For these schools, a separate file will be provided that links to the individual school's report card.

### **Evaluating Overall Academic Performance for Individual K-12 Schools<sup>1</sup>**

The Academic Performance component scores are calculated using the following rules:

The Academic Performance calculation is based on the graded measures and component grades published on the Ohio School Report Cards.

The report card component grades technical documentation can be found at:

<http://education.ohio.gov/getattachment/Topics/Data/Report-Card-Resources/Sections/Report-Card-Components/Component-Grades-Technical-Documentation.pdf.aspx>.

#### *1. Calculating Total Weighted Points*

For each school, the applicable report card component grades will be assigned a numerical value (rounded to the thousandths) based on business rules outlined in the component grades technical documentation. In calculating the total Academic Performance component score for each school, individual component points will be weighted based on the weights described in Ohio Administrative Code 3301-28-10. Per ORC 3302.03(C)(3) and OAC 3301-28-10, each school's report card will include an overall grade, which will be used for the sponsor evaluation.

The weighting percentages used in calculating the Academic Performance component are as follows:

When a school has a letter grade for all six components, the weighting will be: Achievement – 20 percent, Progress (Value-Added) – 20 percent, Graduation – 15 percent, Gap Closing (AMO) – 15 percent, Prepared for Success – 15 percent, and K-3 Literacy – 15 percent.

When a school has a grade for both Achievement and Value-Added but only three other component grades, the weighting will be: Achievement and Value-Added 23 percent each, all others 18 percent each.

When a school has a grade for Achievement and all other components with the exception of Value-Added, the weighting will be: Achievement 24 percent, all others 19 percent each.

When a school has a grade for Value-Added and all other components with the exception of Achievement, the weighting will be: Value-Added 24 percent, all others 19 percent each.

When a school has a grade for both Achievement and Value-Added but only two other component grades, the weighting will be: Achievement 27.5 percent, Value-Added 27.5 percent, all others 22.5 percent.

When a school has a grade for Achievement and three other components but not Value-Added, the weighting will be: Achievement 28.75 percent, all others 23.75 percent each.

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<sup>1</sup> ORC 3302.03(B)(4), pertaining to school report cards, currently provides that "There shall not be an overall letter grade for a school district or building for the 2013-2014, 2014-2015, 2015-2016, and 2016-2017 school years." ORC 3302.03(C)(3) provides that the State Board shall establish a method for assigning an overall graded for 2017-2018 and beyond. The State Board has provided in Ohio Administrative Code 3301-28-10 a method to calculating an overall grade for each school and district. Because there does not currently exist an overall grade for schools and because it is necessary for the evaluation of sponsors to combine academic data from traditional school report cards with dropout recovery report cards, it is necessary for purposes of the sponsor evaluation to arrive at an overall academic performance rating for those schools receiving traditional report cards. Accordingly, solely for purposes of calculating the academic component of sponsor evaluations, each community school that will be rolled up to a sponsor will be assigned an equivalent score that is based on the formula for component and overall grades.

When a school has a grade for Value-Added and three other components but not Achievement, the weighting will be: Value Added 28.75 percent, all others 23.75 percent each.

When a school has a grade for both Achievement and Value-Added but only one other component grade, the weighting will be: Achievement 35 percent, Value Added 35 percent, the other 30 percent.

When a school has a grade for Achievement and two other components but not Value-Added, the weighting will be: Achievement 36.6667 percent, all others 31.66667 percent each.

When a school has a grade for Value-Added and two other components but not Achievement, the weighting will be: Value-Added 36.6667 percent, all others 31.66667 percent each.

When a school has a grade for both Achievement and Value-Added and no other component grades, the weighting will be: Achievement 50 percent, Value-Added 50 percent.

When a school has a grade for Achievement and one other component but not Value-Added, the weighting will be: Achievement 52.5 percent, the other component 47.5 percent.

When a school has a grade for Value-Added and one other component but not Achievement, the weighting will be: Value-Added 52.5 percent, the other component 47.5 percent.

When a school does not have a grade for Achievement nor for Value-Added, then all other component grades shall be weighted equally.

For each applicable component, total weighted component points will be calculated by taking the initial component value and multiplying by the weight assigned to the component per the business rules outlined above. The total weighted component points will then be summed to arrive at total weighted points (rounded to the thousandths) for each school. The resulting total for each school will be a number between 0 and 5.

Example: Achievement and Value-Added Plus Three Other Components

Component	Value	Weight	Report Card Component Weighted Points
Achievement	4.225	0.23	0.972
Value-Added	3	0.23	0.690
Graduation	4.525	0.18	0.815
Gap Closing	4.115	0.18	0.741
K-3 Literacy	2.225	0.18	0.401
Prepared for Success	--	--	--
<b>TOTAL WEIGHTED POINTS</b>			<b>3.617</b>

## 2. Translating to the Common Scale

The Total Weighted Points will be converted to a 0 to 4 scale (this scale is the equivalent of the A-F report card grade, which will be published for each school starting in 2017-2018), as provided in the following table:

Overall Academic Performance Score	
Total Weighted Points	Report Card Grade Equivalent
4.125-5.000	4
3.125-4.124	3
2.125-3.124	2
1.125-2.124	1
0-1.124	0

Each Dropout Prevention and Recovery school receives an overall school rating of either Does Not Meet Expectations, Meets Expectations or Exceeds Expectations. The overall school rating of each Dropout Recovery school will be converted to a 0 to 4 scale as provided as follows:

Overall Academic Performance Rating for Dropout Recovery School	
Overall School Rating	Points
Exceeds Expectations	4
Meets Expectations	2
Does Not Meet Expectations	0

The common scale will be as follows:

Overall Academic Performance Rating for School	Dropout Recovery Report Card Rating	Points
4	Exceeds	4
3		3
2	Meets	2
1		1
0	Does Not Meet	0

## 3. Structure of Sponsor Evaluation for Academic Component:

The Independent Panel addressed the methodology for weighting:

*The original statutory language references the academic performance of students and HB 2 then added additional language regarding this component being derived from the report card.*

- *A hybrid approach will be utilized to aggregate report card data for the schools in the portfolio. Individual school-level report card data is translated to the common scale for each school in the portfolio and then weighted by the total percentage of the average daily membership of the entire statewide portfolio.*

The following is an example of how the Academic Performance component will be calculated based on a sponsor with two community schools that receive traditional report cards and one school that receives a dropout recovery report card:

School	Overall Academic Performance	Points	ADM <sup>2</sup>	Weight	Weighted Points
Community School #1	4	4	250	X(250/1000)	1.0
Community School #2	1	1	500	X(500/1000)	0.5
Dropout Recovery School # 3	Meets	2	250	X(250/1000)	0.5
Total Weighted Points					2.0

In the event that the number for the weighted points is not a whole number, the number will be rounded from the hundredths to the nearest tenth. For example, 2.356 becomes 2.4 because of rounding.

#### 4. Changes in Portfolio

ORC 3314.016(B)(1)(a) specifies that “the academic performance component also shall include year-to-year changes in the overall sponsor portfolio.”

Such changes are factored into the Academic Performance component by creating a weighted score for the sponsor’s portfolio of schools sponsored at any time during the 2017-2018 school year, as well as a weighted score for the sponsor’s portfolio that reflects actions by the sponsor to remove schools from their portfolio prior to July 1, 2018. The calculation for both portfolios is based on schools’ 2018 report card results. The two weighted scores will be averaged and rounded to the nearest tenth for a final Total Weighted Points.

The following is an example of averaging the portfolios. If the sponsor had a portfolio of three schools for the 2017-2018 school year, the calculation for this portfolio would be as follows:

School	Overall Academic Performance	Points	ADM <sup>3</sup>	Weight	Weighted Points
Community School #1	4	4	250	X(250/1000)	1.0
Community School #2	1	1	500	X(500/1000)	0.5
Dropout Recovery School # 3	Meets	2	250	X(250/1000)	0.5
Total Weighted Points					2.0

If, as of July 1, 2018, the sponsor no longer sponsors School #2, the calculation for the new portfolio would be as follows:

<sup>2</sup> ADM refers to the enrollment figure that is reported for each school. Pending legislation may impact the figure used to calculate the academic performance component for the sponsor evaluation.

<sup>3</sup> ADM refers to the enrollment figure that is reported for each school. Pending legislation may impact the figure used to calculate the academic performance component for the sponsor evaluation.

School	Overall Academic Performance	Points	ADM <sup>4</sup>	Weight	Weighted Points
Community School #1	4	4	250	X(250/500)	2.0
Dropout Recovery School # 3	Meets	2	250	X(250/500)	1.0
Total Weighted Points					3.0

The results of the two portfolios are then averaged, resulting in a score of  $(2.0 + 3.0)/2 = 2.5$ .

### 5. Scale for Academic Performance Component

Once each school's performance is weighted by its ADM, the weighted points are summed, and relevant changes in the portfolio are addressed, the weighted points are converted to Academic Performance points using standard rounding rules to create the following scale:

Weighted Points	Grade (or Equivalent)	Points Earned for Academic Performance Component
3.5 – 4	A	4
2.5 – 3.49	B	3
1.5 – 2.49	C	2
.5 – 1.49	D	1
0 – .49	F	0

### 6. Evaluating Schools that do not Receive Report Cards

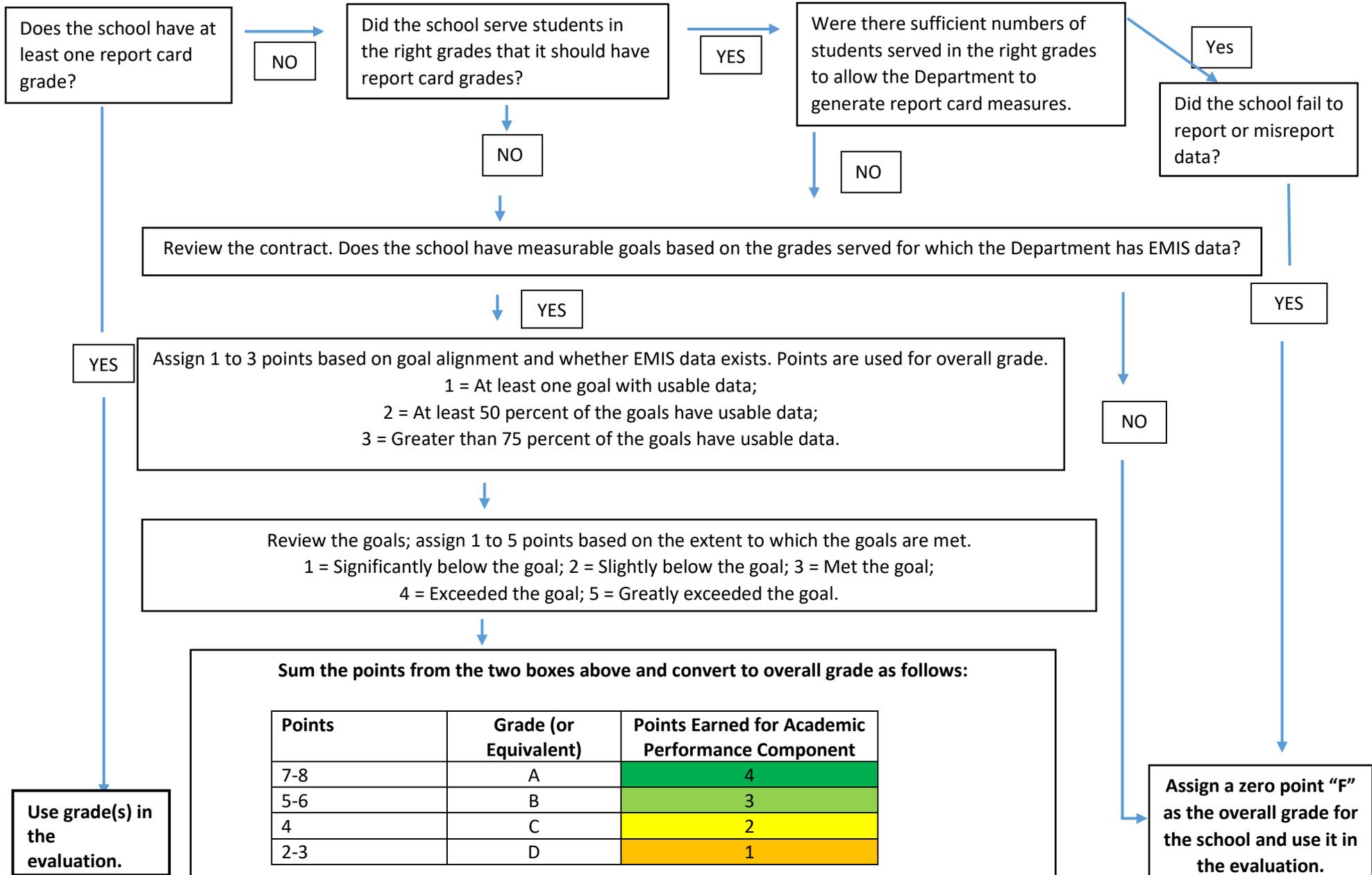
Some schools are not expected to receive any graded report card measures because they do not serve enough students in the relevant grades to generate measures. When no graded performance measures are applicable, HB 2 requires the Department to use measures specified in the contract between the sponsor and the community school. For those schools, the contracts between the schools and sponsors will be reviewed by the Ohio Department of Education's Office of Accountability with the assistance from the Office of Quality School Choice – Community Schools and the Office of Legal Counsel.

The evaluation of schools without graded measures will be conducted using the process outlined in the flowchart below that identifies the objectives set forth in each related contract and the school's performance on those objectives.

In cases where the school served a sufficient number of students grades required to take state tests but the school failed to report required EMIS data to the Department, a zero point ("F") will be assigned to the school's overall rating.

<sup>4</sup> ADM refers to the enrollment figure that is reported for each school. Pending legislation may impact the figure used to calculate the academic performance component for the sponsor evaluation.

## Sponsor Evaluation Flowchart



## Compliance with Laws and Rules Component

For the 2017-2018 Compliance with All Applicable Laws and Rules calculation, the current OAC 3301-102-08 was applied but modified to align with the requirements outlined in HB 2. Since HB 2 changed this component to include compliance with ALL applicable laws and administrative rules, the sponsors will be evaluated for compliance with all of their applicable laws and rules, including their obligation to monitor the schools' compliance with laws and rules.

The Department compiled the list of all rules and laws that apply to community schools and/or their respective sponsors, which was posted for public comment on Aug. 7, 2017. The posted list identified all changes made from the list used for the 2016-2017 evaluation. The Department requested comments no later than Aug. 31, 2017, and scheduled several stakeholder sessions during that time to allow sponsors additional opportunity to provide feedback. A finalized list was posted prior to Sept. 30, and that list includes up to 22 items identified for sponsor-level certification (using up to 10 documents) and 258 items identified for school-level certification (using up to 73 documents per school).

The Department will review the list on an annual basis and will publish the list on or before July 15.

The sponsor's score for this component is then determined by equally weighting the sponsor-level items. One of those items specifically addresses a sponsor's oversight of its schools' compliance and incorporates the 258 school-level items to demonstrate sponsor oversight of schools. To assess this item (i.e., the sponsor's compliance with its oversight responsibilities), the vendor randomly selected a 10 percent sample of each sponsor's schools.

For sponsors with fewer than 15 schools, one school in the sponsor portfolio will be used in the score calculation. The vendor also conducted site reviews with the sampled schools, consistent with the administrative rule. The remaining school data is provided in a separate data file on the sponsor evaluation website for informational purposes only.

The items being reviewed for this component are based on actions taken and document submissions during the review period (July 1, 2017, through June 30, 2018), with the exception of the expenditure report, which is due no later than Aug. 15, 2018.

### **FAILURE TO SUBMIT SPONSOR OVERSIGHT COMPLIANCE WORKSHEET FOR ALL SPONSORED SCHOOLS MAY RESULT IN THE DEPARTMENT TAKING ACTION PURSUANT TO ORC 3314.015 AND OAC 3301-102-07.**

For purposes of scoring Compliance with All Applicable Laws and Rules, not compliant items will be deemed to be a "miss" under the administrative rule.

*Sponsor Submission:* Each sponsor will be required to identify its compliance status for each item on the list for its organization and for each school in its portfolio utilizing a series of certification worksheets. In the worksheets, the sponsor is instructed to answer a series of Yes/No questions that result in the sponsor's certification of compliance: compliant, not compliant or not applicable. The sponsor was instructed to indicate if the school was placed on a corrective action plan for any school item that is determined to be not compliant. One worksheet was designated for items related to the sponsor. Another worksheet was designated for items related to the sponsor's oversight of its schools' compliance, and the sponsor was instructed to copy that file for each school in its portfolio.

In addition to the completed certification worksheets, the sponsor will be required to upload a signed certification, as well as supporting documentation for each identified item on the list. The sponsor can reuse any documentation from last year's submission if still applicable to this item. Instructions on how to reuse documents in Epicenter will be provided as part of the sponsor training. If documentation is required and the compliance certification is noted as not applicable, the sponsor is instructed to enter a note on the submission

request stating that the item does not apply. For any school item with a determination of not compliant for which the sponsor indicated that the school was placed on a corrective action plan, the sponsor is instructed to upload the corrective action plan under a separate submission type for all corrective action plans. All documentation to be used for the review is collected in the Epicenter system.

**IN THE EVENT THAT A SPONSOR FAILS TO TIMELY UPLOAD THE SIGNED CERTIFICATION BY THE DEADLINE ESTABLISHED BY THE DEPARTMENT, THE DEPARTMENT WILL RELY SOLELY UPON THE INFORMATION THAT HAS BEEN SUBMITTED BY THE DEADLINE.**

The final Compliance Determination for each item is based on a combination of the sponsor’s responses to the yes/no questions, as well as a review of the required documentation associated with each item and confirmation by the Department when applicable. In addition to the reviewer’s final compliance determination, the worksheet will describe how the Compliant, Not Compliant or Not Applicable determination is made based on the combination of sponsor responses and documentation.

*Additional Information Supplied by Ohio Department of Education:* The Department supplied the reviewing vendor with a data file based on information filed with the Department. The file included basic school and sponsor characteristics (i.e., e-school, Dropout Prevention and Recovery school, open date, etc.) that would allow the vendor to more easily identify schools/sponsors to which an individual item applied.

*Review Process:* The Department engages a third party vendor to perform the compliance reviews. Applicable vendor personnel will be provided with view-only access to the Epicenter system. Utilizing each submitted Certification Worksheet, the vendor will perform the review and will enter the appropriate response to two additional prompts for each review item for each sponsor and school:

- A. **Compliant as Determined by Vendor**  
The final Compliant, Not Compliant Not Applicable determination will be made by the third-party reviewer.
- B. **Compliance Determination Details**  
Information will be included in the worksheet for each item to describe how the compliance status was determined based on a combination of sponsor responses, supplied documentation and/or narrative and existence of a corrective action plan to address school deficiencies.

Following the vendor compliance review, sponsors will be provided an opportunity to review the vendor determinations as described in the Review Period below.

Upon completion of all sponsor-requested reviews, the Department will calculate the score for the sponsor’s rating on the identified Oversight item based on the average number of misses for the sampled schools consistent with OAC 3301-108-08. The Department will then calculate the overall rating for the Compliance with All Laws and Rules based upon the data provided by the vendor and any adjustments made following the Department review.

*Score Calculation:* The Compliance component is scored based on the scoring structure outlined in OAC 3301-102-08, which is based on the number of compliance items that are not compliant (i.e., misses).

Number of Items Not in Compliance	Compliance Rating
Less than 3	Exemplary
3-4	Effective
More than 4	Ineffective

The Compliance component has to account for compliance with all applicable laws based on requirements in HB 2. To do so, sponsors will be evaluated based on up to 22 relevant sponsor compliance items. One of these items represents a sponsor’s oversight of its schools’ compliance with all applicable laws and regulations. To calculate the sponsor oversight worksheet that then rolls up to the sponsor compliance worksheet, the following process shall apply:

- 1) Each school is evaluated separately on the number of compliance items not able to be substantiated.
- 2) Every school is evaluated for compliance, but for the sponsor’s rating, only a randomly selected sample of 10 percent of a sponsor’s schools is considered, consistent with the current administrative rule. If a sponsor had fewer than 15 schools, the rating is based on one randomly selected school in the sponsor’s portfolio. If the sponsor had only one school, that school is reviewed.
- 3) For each sponsor, an average of each of its schools’ number of items not able to be substantiated (i.e., a “miss”) will be calculated according to OAC 3301-102-08.
- 4) That average number of school items will represent the sponsor’s determination for the “oversight of its schools’ compliance” item. If the average of school misses is four or less (aligned to exemplary or effective in administrative rule), then the sponsor would receive credit for substantiating that item. If the average of school misses is greater than four (aligned to ineffective in administrative rule), then that item would not be considered substantiated.

For each sponsor, the total number of sponsor compliance items that cannot be substantiated are totaled, and the Compliance component score is determined by the scale as outlined in administrative code. All sponsor compliance items are weighted equally.

The final Compliance with All Applicable Laws and Rules component rating is based on the levels described in administrative code:

Number of Items Not in Compliance	Compliance Rating
Less than 3	Exemplary
3-4	Effective
More than 4	Ineffective

In addition to a data file that includes the sponsor-level data on the Compliance with All Applicable Laws and Rules component, the Department will publish files that include detailed school-level compliance data. One school-level file will include the schools randomly sampled for the sponsors’ evaluations. A second school-level file will include the compliance data for those schools that are report only. In addition, the individual school and sponsor Certification Worksheets will be published.

## Quality Practices Component

The Department is required to prescribe quality practices for community school sponsors and develop an instrument to measure adherence to those quality practices. The quality practices must be based on standards developed by the National Association of Charter School Authorizers or any other nationally organized community school organization, in consultation with entities that sponsor community schools.

The Quality Practices review consists of 32 individual standards, grouped into the following critical areas:

- A. Commitment and Capacity;
- B. Application Process and Decision-Making;
- C. Performance Contracting;
- D. Oversight and Evaluation;

- E. Termination and Renewal Decision-Making; and
- F. Technical Assistance.

The final Quality Practices component is based on the percentage of total points earned.

*Sponsor Participation/Submission:* Each sponsor will be given the opportunity to upload documents to Epicenter to address the individual standards of the rubric. Sponsors have the option to participate in an interview in order to further explain their supporting documentation.

*Review Process:* The Department engages a vendor to perform the Quality Review. Applicable vendor personnel will be provided with view-only access to Epicenter.

The reviewers will complete the rubric based on all available information and provide a score for each standard. Interview responses may not stand alone; they must be supported with documentation supplied by the sponsor.

Following the vendor completion of the quality practices rubrics, sponsors will be provided an opportunity to review the vendor ratings as described in the Review Period below.

Upon completion of all sponsor-requested reviews, the Department will calculate the overall rating for Quality Practices based upon the data provided by the vendor and any adjustments made following the Department review.

*Calculation Rules:* The following business rules are used when calculating the sponsor’s score on the Quality Practices component.

1. The rating is calculated using the following formula:

$$\frac{B}{A} \quad \text{where}$$

A = the number of possible points for standards that are applicable to the sponsor being reviewed

B = the total points scored in the standards included in A

2. The scores for each standard in the rubric are combined to determine the overall percentage and rating.
3. The final Quality Practices component rating and points are determined by the calculated overall percentage of standards met using the following:

Percentage	Rating	Points
90-100%	Exceeds Standards	4
75-89.9%	Meets Standards	3
55-74.9%	Progressing Toward Standards	2
35-54.9%	Below Standards	1
0-34.9%	Significantly Below Standards	0

## Review Period

*Sponsor Adjustment Request:* Upon completion of the vendor review, the Department will make the completed compliance worksheets and quality rubric available to the sponsor. The sponsor will be provided a period of 10 business days in which it may request an adjustment based on documentation previously submitted as part of the evaluation. The sponsor will provide to the Department any necessary evidence or information to support the requested adjustment. The Department will review the evidence and information, determine whether an adjustment is valid and notify the sponsor of its determination and reasons. A sponsor requesting adjustments must complete a request form and submit it to the Department using Epicenter. The request must identify the specific item(s) for which the sponsor is requesting adjustment.

*Department Review:* The Department will review the submitted request and the originally submitted documentation to make a determination of whether the item score should be changed prior to performing calculation of the final sponsor score.

## Overall Rating

*Calculation Rules:* The following business rules are used when calculating the sponsor's overall score on the sponsor evaluation.

1. The overall rating is based on the ratings in the three components:
  - a. Academic Performance;
  - b. Compliance with All Applicable Laws and Rules; and
  - c. Quality Practices.
2. All three components are weighted equally. The points scored for each component are added together to provide a summative score. Before applying the two business rules, the initial overall rating is determined by the following summative score:

Overall Points	Sponsor Rating
10, 11, 12	Exemplary
7, 8, 9	Effective
3, 4, 5, 6	Ineffective
0, 1, 2	Poor

3. In some limited cases, sponsors will not have any available academic data as mandated by ORC 3314.016 (B) (2). For example, if a sponsor only has one school, which is an excluded special needs school, it would not have ANY academic performance data. In these limited cases, the sponsor will be evaluated based on the two available components, which will follow the above rules, but the summative rating will be determined based on the following eight-point scale:

Overall Points	Sponsor Rating
7, 8	Exemplary
5, 6	Effective
2, 3, 4	Ineffective
0, 1	Poor

4. The final overall rating is determined after applying the following additional business rules, which equally apply to all of the components:
  - a. A sponsor can score no better than "Ineffective" if it receives 0 points in any component.
  - b. If a sponsor scores zero in any two components, then the overall rating is "Poor."