The Ohio School Sponsorship Program

Renewal Guidance and Application

RENEWAL Guidance - tIMELINE

The Ohio Department of Education’s Office of School Sponsorship (“Department” or “School Sponsorship” as appropriate) will provide the governing authority and school administrator with a “Performance Evaluation and Renewal Report” by October 31st of the renewal year. (Date subject to change depending on the release of local report card data.)

**Renewal Applications must be submitted via Epicenter by 11:00 p.m. on November 1, 2016.**

#### Format for Submissions

* The school information and signature pages must be submitted with the application.
* The narrative should not exceed 25 (twenty-five) pages, excluding attachments.
* Attachments should not exceed 25 (twenty-five) pages.
* The application must include the signature page and be signed by both the Governing Authority Chair/President and the School Leader/Administrator.
* The application should include a Table of Contents (Not counted toward page limitations).
* Attachment(s) should provide information that a) meaningfully augments the body of evidence that the sponsor presented in the Performance Evaluation and Renewal Report, or b) illustrates or supports the governing authority’s plans or strategies for the next charter term that would be material to the charter contract for the renewal term. Applicants should reference attachments clearly in the application.
* The application should not include any photographs, pictures, or news clips unless they are being submitted as evidence of performance for renewal consideration.

School Information

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| Click here to enter text. |  | Click here to enter text. |
| Name of School |  | Name of Governing Authority Chair/President |

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| Click here to enter text. |  | Click here to enter text. |
| Governing Authority Contact Person |  | School Administrator/Contact Person |

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| Click here to enter text. |  | Click here to enter text. |
| Mailing Address  |  | Mailing Address  |

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| Click here to enter text. |  | Click here to enter text. |
| Telephone Number  |  | Telephone Number  |

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| Click here to enter text. |  | Click here to enter text. |
| Email Address |  | Email Address |

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| --- | --- | --- |
| Click here to enter text. |  | Click here to enter text. |
| School’s Initial Opening Date |  | Current Grades Served |

|  |  |  |
| --- | --- | --- |
| Click here to enter text. |  | Click here to enter text. |
| Current Enrollment |  | Enrollment Capacity Based on Current Facilities |

## Renewal Application

1. Executive Summary

Provide the enrollment and demographic information for the current school year. Then provide a brief description of the school, including an overview of the mission, vision, educational program, community/local connections, leadership and governance.

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| **CURRENT YEAR ENROLLMENT & DEMOGRAPHIC INFORMATION** |
| **Total Enrollment** |  |
| # of Students Enrolled | Click here to enter text. |
| # of Students on Waiting List | Click here to enter text. |
| **Gender** | Click here to enter text. |
| # Male | Click here to enter text. |
| # Female | Click here to enter text. |
| **Ethnicity/Race** |  |
| # White | Click here to enter text. |
| # Black | Click here to enter text. |
| # Hispanic | Click here to enter text. |
| # Asian | Click here to enter text. |
| # Other | Click here to enter text. |
| **Special Populations** |  |
| # Students with Disabilities | Click here to enter text. |
| # English Language Learners | Click here to enter text. |
| # Homeless Students | Click here to enter text. |
| # Eligible for Free and Reduced Lunch | Click here to enter text. |

1. Looking Back: Past Record of Performance

This section provides the school with an opportunity to supplement or augment its performance record over the term of the most recent charter contract. Schools should use the Performance Evaluation and Renewal Report as a guide for their responses and submit only evidence of performance that is not included in the report and/or that School Sponsorship may not have. Responses should reference the specific criteria or benchmarks to which the information applies.

Responses may include, but are not limited to, information about interim assessments or progress reports; evidence of performance on contractual, school or mission specific goals; and improvements undertaken at the school along with evidence of progress for any areas in which the school has not previously met or is not currently meeting performance standards or expectations.

Responses should not include anecdotal information or evidence that is not relevant to the school’s academic, financial, and organizational performance and the school’s performance expectations as provided by the Performance Evaluation and Renewal Report and/or the school’s contract.

School Sponsorship will review the application and present a recommendation to the Department’s School Sponsorship Oversight Committee. Recommendations will be based upon all of the evidence regarding school performance. Sources include, but are not limited to, the performance evaluation report, contract and the information provided by the school in the renewal application.

#### Academic Performance

* 1. Using the results contained in the Performance Evaluation and Renewal Report and local report card measures, explain whether or not the school has met state standards and contractual requirements for academic performance.
	2. Provide any academic performance data, supplemental data, or contextual information or evidence that may not be captured in sponsor records. Submissions may include supplements related to the Performance Evaluation and Renewal Report. Please reference the specific Performance Evaluation and Renewal Report measures to which the information applies, as appropriate.
	3. Provide evidence of outcomes related to any mission-specific academic goals and measures established in the school’s contract (if not already captured in Performance Evaluation and Renewal Report).

#### Financial Performance

* 1. Provide evidence that the school is current in meeting its liabilities, including but not limited to payroll, taxes, debt service payments, and employee benefits.
	2. Provide any financial performance data, related evidence, supplemental data, or contextual information that may not be captured in School Sponsorship’s records. Submissions may include, but are not limited to, updated financial records and other updates regarding the Performance Evaluation and Renewal Report. Please reference the specific Performance Evaluation and Renewal Report measures to which the information applies, as appropriate.

#### Organizational Performance

* 1. Provide any organizational performance related evidence, supplemental data, or contextual information that may not be captured in School Sponsorship’s records. Submissions may include evidence of current compliance in areas for which the school was found previously to be non-compliant or other updates relevant to the Performance Evaluation and Renewal Report. Please reference the specific Performance Evaluation and Renewal Report measures to which the information applies, as appropriate.
	2. Provide evidence of outcomes related to any school or sponsor established organizational goals, as appropriate.
1. Looking Forward: Plans for next Charter Term

This section provides the school with an opportunity to discuss plans for the next contract term. The school should identify any anticipated changes to its educational program, governance model, and/or financial outlook. Identify any proposed changes that would require modification of a material provision in the school’s contract or that are likely to impact the school’s academic or organizational success or its financial sustainability. As a general rule, the school should identify any changes that are relevant or significant with respect to the performance outcomes that the school has agreed to meet or are otherwise relevant to the school’s renewal and continued authorization and operation as a public community school. School Sponsorship reserves the right to request additional information so that it may sufficiently assess the impact and planning for such changes. Even if proposed changes would occur several years into the next charter term, School Sponsorship strongly encourages applicants to outline them here.

**NOTE**: Consistent with NACSA’s *Principles & Standards for Quality Charter School Authorizing*, the Department will make its renewal decision based on the school’s track record of performance, and not on promises of future performance or improvement. Responses to the questions in Section III will not be the basis for the Department’s renewal or nonrenewal decision unless information is provided, or a significant, anticipated change or material modification is proposed which, if not approved, would endanger the future success and sustainability of the school. Any anticipated changes to the school’s educational program, governance model, and financial outlook and any proposed material modifications to the school’s current charter contract must be proposed in this section. Failure to provide requested or otherwise relevant information or failure to propose a material modification that is likely to impact the school’s academic or organizational success or its financial sustainability shall be grounds for nonrenewal of the school’s contract. If the school has any questions about whether particular information or a proposed change should be included, please contact School Sponsorship prior to submission of the renewal application. If the school is proposing a material modification that, if not approved, would *not* endanger the sustainability of the school, this should be noted in the response and an explanation provided.

#### Educational Program

* 1. Describe any significant changes to the essential terms of the school’s educational program. Essential terms are those included, either directly or by incorporation, in the school’s existing contract that relate to its educational program, including but not limited to the school’s mission, course of study, instructional program, grade levels served, and, if applicable, any mission-specific goals.

#### Financial Plans

* 1. Provide a five-year projected budget for the next contract term. The budget narrative should make clear the assumptions on which the school bases its key revenue and expenditure projections. In addition, the budget and narrative should describe any anticipated changes to the school’s financial position and clearly articulate the financial impact of any proposed modifications on other aspects of the school’s education program and operations (e.g., new curriculum or instructional materials, modified staffing structure, decreased or increased enrollment, etc.).

#### Organizational Plans

* 1. Describe any anticipated changes to the governance of the school, including but not limited to governing authority composition, committee structure, and/or amendments to the code of regulations.
	2. Describe any anticipated changes to the school leadership or staffing model and any proposed changes to the management of the school, including any changes to the school’s relationship with a third-party operator, if one exists. Please note the following information: whether the school does or does not currently contract with an operator; whether the school intends to do so during the next contract term; whether the school currently contracts with an operator but does not intend to continue to do so during the next term; or whether the school intends to make material modifications to its existing management agreement.
	3. Describe the current status of the school facility and discuss any anticipated changes in facilities needs or location. *Ensure that the budget narrative in section B explains how the school’s facility plans are reflected in the budget*.

SIGNATURE pAGE

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| Signature of Governing Authority Chair/President |  | Date |
| Signature of the School Administrator |  | Date |