



# **2016-2017 Sponsor Evaluations (Quality Component)** **Critical Area E: Termination and Renewal Decision-Making**

Office of Community Schools · March 2017

# Quality Practices Component

## Six 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
- F – Technical Assistance

# 5

Critical Area E

Termination and Renewal  
Decision-Making

# E. Termination and Renewal Decision-Making

## Critical Area Evaluates:

- Renewal application
- Renewal and non-renewal decisions and notification
- Contract termination
- School closure

# E. 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

# E.01 – Renewal Application

The sponsor clearly communicates its renewal application process and defines criteria used to evaluate the application, which include multiple sources of evidence.

# E.01 – Renewal Application

## Key Indicators

- The sponsor requires all schools seeking renewal to apply through a renewal application.
- The criteria for renewal are transparent and specific.
- The criteria for renewal include multiple sources of evidence (e.g. multiple years of student achievement, multiple measures of student achievement, financial audits and/or site visit and compliance reports).



# E.01 – Renewal Application

**E.01 – Renewal Application:** The sponsor clearly communicates its renewal application process and defines criteria used to evaluate the application, which include multiple sources of evidence.

Key Indicators:

- The sponsor requires all schools seeking renewal to apply through a renewal application.
- The criteria for renewal are transparent and specific.
- The criteria for renewal include multiple sources of evidence (e.g. multiple years of student achievement, multiple measures of student achievement, financial audits and/or site visit and compliance reports).

**FAILURE OF THE SPONSOR TO SUBMIT A RENEWAL APPLICATION THAT REQUIRES RENEWAL APPLICANTS TO SUBMIT AT LEAST ONE OF THE ITEMS LISTED UNDER THE 1-POINT REQUIREMENTS BELOW WILL RESULT IN THE SPONSOR RECEIVING 0 POINTS FOR THIS STANDARD.**

1 Point	2 Points	3 Points	4 Points
<p>The sponsor submitted evidence of a documented renewal application process, which includes <u>one or two</u> of the following:</p> <ul style="list-style-type: none"> <li>- a defined timeline</li> <li>- criteria used to evaluate the application</li> <li>- review of the school's most recent state report card</li> <li>- review of recent financial audits</li> <li>- review of recent compliance monitoring reports</li> </ul>	<p>The sponsor submitted evidence of a documented renewal application process, which includes <u>at least three</u> of the following:</p> <ul style="list-style-type: none"> <li>- a defined timeline</li> <li>- criteria used to evaluate the application</li> <li>- review of the school's most recent state report card</li> <li>- review of recent financial audits</li> <li>- review of recent compliance monitoring reports</li> </ul>	<p>The sponsor submitted evidence of a documented renewal application process, which includes:</p> <ul style="list-style-type: none"> <li>- a defined timeline</li> <li>- criteria used to evaluate the application</li> <li>-and-</li> </ul> <p>The application includes <u>at least three</u> of the following:</p> <ul style="list-style-type: none"> <li>- multiple years of student achievement</li> <li>- multiple measures of student achievement</li> <li>- financial audits</li> <li>- site visit reports and/or other compliance reports</li> </ul>	<p>The sponsor submitted evidence of a documented, systematic application process, which includes <u>all</u> of the following:</p> <ul style="list-style-type: none"> <li>- a defined timeline</li> <li>- criteria used to evaluate the application</li> <li>- multiple years of student achievement</li> <li>- multiple measures of student achievement</li> <li>- financial audits</li> <li>- site visit reports and/or other compliance reports</li> <li>- if applicable, status reports on corrective action plans or other required interventions</li> </ul>



# E.01 – Renewal Application

FAILURE OF THE SPONSOR TO SUBMIT A RENEWAL APPLICATION THAT REQUIRES RENEWAL APPLICANTS TO SUBMIT AT LEAST ONE OF THE ITEMS LISTED UNDER THE 1-POINT REQUIREMENTS BELOW WILL RESULT IN THE SPONSOR RECEIVING 0 POINTS FOR THIS STANDARD.

1 Point	2 Points	3 Points	4 Points
<p>The sponsor submitted evidence of a documented renewal application process, which includes <u>one or two</u> of the following:</p> <ul style="list-style-type: none"> <li>- a defined timeline</li> <li>- criteria used to evaluate the application</li> <li>- review of the school's most recent state report card</li> <li>- review of recent financial audits</li> <li>- review of recent compliance monitoring reports</li> </ul>	<p>The sponsor submitted evidence of a documented renewal application process, which includes <u>at least three</u> of the following:</p> <ul style="list-style-type: none"> <li>- a defined timeline</li> <li>- criteria used to evaluate the application</li> <li>- review of the school's most recent state report card</li> <li>- review of recent financial audits</li> <li>- review of recent compliance monitoring reports</li> </ul>	<p>The sponsor submitted evidence of a documented renewal application process, which includes:</p> <ul style="list-style-type: none"> <li>- a defined timeline</li> <li>- criteria used to evaluate the application</li> <li>–and–</li> </ul> <p>The application includes <u>at least three</u> of the following:</p> <ul style="list-style-type: none"> <li>- multiple years of student achievement</li> <li>- multiple measures of student achievement</li> <li>- financial audits</li> <li>- site visit reports and/or other compliance reports</li> </ul>	<p>The sponsor submitted evidence of a documented, systematic application process, which includes <u>all</u> of the following:</p> <ul style="list-style-type: none"> <li>- a defined timeline</li> <li>- criteria used to evaluate the application</li> <li>- multiple years of student achievement</li> <li>- multiple measures of student achievement</li> <li>- financial audits</li> <li>- site visit reports and/or other compliance reports</li> <li>- if applicable, status reports on corrective action plans or other required interventions</li> </ul>

## Document Upload Guidance for the 2016-2017 Sponsor Evaluation, Quality Practices Component

E. Termination and Renewal Decision-Making		
Quality Rubric Standard	Examples of Relevant Documents	Examples of Unacceptable Documents
<p><b>E.01 – Renewal Application</b>  <i>The sponsor clearly communicates its renewal application process and defines criteria used to evaluate the application, which include multiple sources of evidence.</i></p>	<ul style="list-style-type: none"> <li>- Renewal application</li> <li>- Guidance documents on renewal application process</li> <li>- Scoring guidelines and/or evaluation criteria</li> <li>- Directions for submission of application</li> <li>- Interview information and/or interview questions</li> <li>- Evidence of documentation/data review (e.g. financial audits, compliance reports, student achievement data, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>- Any renewal applications submitted prior to July 1, 2016</li> </ul>
<p><b>E.02 – Renewal and Non-Renewal Decisions</b>  <i>The sponsor has clear standards and processes to make renewal decisions.</i></p>	<ul style="list-style-type: none"> <li>- All completed renewal applications that were submitted during 2016-2017 school year</li> <li>- Board meeting minutes indicating renewal decisions for each of a sponsor's schools that were up for renewal during 2016-2017 school year</li> </ul>	<ul style="list-style-type: none"> <li>- Renewal decisions made during school years preceding the 2016-2017 school year</li> <li>- Documents and board meeting minutes prior to July 1, 2016</li> </ul>
<p><b>E.03 – Non-Renewal Notification</b>  <i>If the sponsor non-renews a school, it explains its rationale for this decision in writing and provides timely notice to the school's families.</i></p>	<ul style="list-style-type: none"> <li>- If the sponsor non-renewed a school during 2016-2017 school year, evidence that the sponsor notified the school of the reason(s) for its decision</li> <li>- If the sponsor non-renewed a school during 2016-2017 school year, evidence that the sponsor notified the school's families of the non-renewal</li> </ul>	<ul style="list-style-type: none"> <li>- Non-renewal documents and notifications pertaining to school years preceding the 2016-2017 school year</li> </ul>
<p><b>E.04 – Contract Termination</b>  <i>The applicant has clear standards and processes to make termination decisions, and it consistently follows these standards in making termination decisions.</i></p>	<ul style="list-style-type: none"> <li>- Written policy explaining grounds for termination</li> <li>- Documents from 2016-2017 school year that provide evidence for the termination</li> <li>- If sponsor terminated one or more school contracts during 2016-2017 school year, evidence showing that the sponsor followed termination processes and procedures</li> </ul>	<ul style="list-style-type: none"> <li>- Community school contracts</li> </ul>

# E.01 – Renewal Application

## Documentation Guidance:

E. Termination and Renewal Decision-Making		
Quality Rubric Standard	Examples of Relevant Documents	Examples of Unacceptable Documents
<b>E.01 – Renewal Application</b> <i>The sponsor clearly communicates its renewal application process and defines criteria used to evaluate the application, which include multiple sources of evidence.</i>	<ul style="list-style-type: none"><li>- Renewal application</li><li>- Guidance documents on renewal application process</li><li>- Scoring guidelines and/or evaluation criteria</li><li>- Directions for submission of application</li><li>- Interview information and/or interview questions</li><li>- Evidence of documentation/data review (e.g. financial audits, compliance reports, student achievement data, etc.)</li></ul>	<ul style="list-style-type: none"><li>- Any renewal applications submitted prior to July 1, 2016</li></ul>

# E.02 – Renewal and Non-Renewal Decisions

The sponsor has clear standards and processes to make renewal decisions.

# E.02 – Renewal and Non-Renewal Decisions

## Key Indicators

- The sponsor grants renewal only to schools that are fiscally and operationally viable, have achieved their contractual academic standards, and are faithful to the terms of the contract.
- The sponsor's staff provide evidence-based recommendations to the sponsor's board regarding renewal decisions.

# E.02 – Renewal and Non-Renewal Decisions

**E.02 – Renewal and Non-Renewal Decisions:** The sponsor has clear standards and processes to make renewal decisions.

Key Indicators:

- The sponsor grants renewal only to schools that are fiscally and operationally viable, have achieved their contractual academic standards, and are faithful to the terms of the contract.
- The sponsor’s staff provide evidence-based recommendations to the sponsor’s board regarding renewal decisions.

**FAILURE OF THE SPONSOR TO SUBMIT EVIDENCE OF ITS DECISION-MAKING PROCESS FOR ANY SCHOOL THAT WAS UP FOR RENEWAL DURING THE REVIEW YEAR WILL RESULT IN THE SPONSOR RECEIVING 0 POINTS FOR THIS STANDARD.**

1 Point	2 Points	3 Points	4 Points
The sponsor submitted general board minutes as evidence of the renewal decision-making process, but did not submit evidence of that decision being informed by either a completed renewal application or school performance data.	The sponsor submitted evidence that it required all schools up for renewal to submit an application, but granted renewal to one or more schools for which one or more of the following was true: - failed to meet the academic achievement targets in their contract - failed to remedy documented issues of fiscal or operational viability - unresolved non-compliance with one or more laws or terms of the contract	The sponsor submitted evidence that it granted renewal only to schools that are fiscally and operationally viable and meet <u>one</u> of the following: - achieve the academic achievement targets in their contract - are faithful to the terms of their contract –and– The sponsor submitted evidence that its staff provides evidence-based recommendations to the sponsor’s board regarding renewal decisions.	The sponsor submitted evidence that it granted renewal only to schools that are fiscally and operationally viable and meet <u>both</u> of the following: - achieve their contractual academic standards - are faithful to the terms of their contract –and– The sponsor submitted evidence that its staff provides evidence-based recommendations to the sponsor’s board regarding renewal decisions.

**NOTE: The entire body of submitted documentation may be taken into account during the review of this standard.**

**Optional:** The sponsor may submit a narrative explanation of how the submitted documents support the sponsor’s practice as it pertains to this standard. Evaluators may use narrative explanations in the scoring process if they are substantiated by documentary evidence.

**SPONSORS THAT DID NOT HAVE ANY SCHOOLS UP FOR RENEWAL DURING THE 2016-17 SCHOOL YEAR MUST UPLOAD A MEMO STATING THAT THE STANDARD IS NOT APPLICABLE AND WHY. THE DEPARTMENT MAY SUPPLY THE EVALUATION TEAM WITH CORROBORATING INFORMATION.**



# E.02 – Renewal and Non-Renewal Decisions

**FAILURE OF THE SPONSOR TO SUBMIT EVIDENCE OF ITS DECISION-MAKING PROCESS FOR ANY SCHOOL THAT WAS UP FOR RENEWAL DURING THE REVIEW YEAR WILL RESULT IN THE SPONSOR RECEIVING 0 POINTS FOR THIS STANDARD.**

1 Point	2 Points	3 Points	4 Points
<p>The sponsor submitted general board minutes as evidence of the renewal decision-making process, but did not submit evidence of that decision being informed by either a completed renewal application or school performance data.</p>	<p>The sponsor submitted evidence that it required all schools up for renewal to submit an application, but granted renewal to one or more schools for which one or more of the following was true:</p> <ul style="list-style-type: none"> <li>- failed to meet the academic achievement targets in their contract</li> <li>- failed to remedy documented issues of fiscal or operational viability</li> <li>- unresolved non-compliance with one or more laws or terms of the contract</li> </ul>	<p>The sponsor submitted evidence that it granted renewal only to schools that are fiscally and operationally viable and meet <u>one</u> of the following:</p> <ul style="list-style-type: none"> <li>- achieve the academic achievement targets in their contract</li> <li>- are faithful to the terms of their contract</li> </ul> <p>–and–</p> <p>The sponsor submitted evidence that its staff provides evidence-based recommendations to the sponsor’s board regarding renewal decisions.</p>	<p>The sponsor submitted evidence that it granted renewal only to schools that are fiscally and operationally viable and meet <u>both</u> of the following:</p> <ul style="list-style-type: none"> <li>- achieve their contractual academic standards</li> <li>- are faithful to the terms of their contract</li> </ul> <p>–and–</p> <p>The sponsor submitted evidence that its staff provides evidence-based recommendations to the sponsor’s board regarding renewal decisions.</p>

# E.02 – Renewal and Non-Renewal Decisions

**NOTE:** The entire body of submitted documentation may be taken into account during the review of this standard.

# E.02 – Renewal and Non-Renewal Decisions

**Optional:** The sponsor may submit a narrative explanation of how the submitted documents support the sponsor's practice as it pertains to this standard. Evaluators may use narrative explanations in the scoring process if they are substantiated by documentary evidence.

# E.02 – Renewal and Non-Renewal Decisions

## If the Standard is Non-Applicable (NA)

Sponsors that did not have any schools up for renewal during the 2016-17 school year must upload a memo stating that the standard is not applicable and why. The Department may supply the evaluation team with corroborating information.

# E.02 – Renewal and Non-Renewal Decisions

## Documentation Guidance:

E. Termination and Renewal Decision-Making		
Quality Rubric Standard	Examples of Relevant Documents	Examples of Unacceptable Documents
<b>E.02 – Renewal and Non-Renewal Decisions</b> <i>The sponsor has clear standards and processes to make renewal decisions.</i>	<ul style="list-style-type: none"><li>- All completed renewal applications that were submitted during 2016-2017 school year</li><li>- Board meeting minutes indicating renewal decisions for each of a sponsor's schools that were up for renewal during 2016-2017 school year</li></ul>	<ul style="list-style-type: none"><li>- Renewal decisions made during school years preceding the 2016-2017 school year</li><li>- Documents and board meeting minutes prior to July 1, 2016</li></ul>

## **E.03 – Non-Renewal Notification**

If the sponsor non-renews a school, it explains its rationale for this decision in writing and provides timely notice to the school's families.



# A.03 – Non-Renewal Notification

## Key Indicators

- When the sponsor non-renews a school, it explains its decision with a prompt, written notification.
- The sponsor also provides prompt written notification of non-renewal to the school's families.

# E.03 – Non-Renewal Notification

**E.03 – Non-Renewal Notification:** If the sponsor non-renews a school, it explains its rationale for this decision in writing and provides timely notice to the school’s families.

Key Indicators:

- When the sponsor non-renews a school, it explains its decision with a prompt, written notification.
- The sponsor also provides prompt written notification of non-renewal to the school’s families.

**FAILURE OF THE SPONSOR TO SUBMIT EVIDENCE OF COMMUNICATING ITS DECISION TO NON-RENEW A SCHOOL DURING THE REVIEW YEAR TO THE SCHOOL OR THE SCHOOL’S FAMILIES WILL RESULT IN THE SPONSOR RECEIVING 0 POINTS FOR THIS STANDARD.**

1 Point	2 Points	3 Points	4 Points
The sponsor submitted evidence that it sent written notification of its non-renewal to the school but did not include any explanation –or– The sponsor did not submit evidence that it notified the school’s families of the non-renewal as of April 30.	The sponsor submitted evidence that it sent written notification of non-renewal to the school citing statutory language only –and– The sponsor submitted evidence that it notified the school’s families of the non-renewal no later than April 30.	The sponsor submitted evidence that it sent written notification of non-renewal within 14 days of making the decision that included an explanation beyond statutory language –and– The sponsor submitted evidence that it notified the school’s families of the non-renewal no later than March 1.	The sponsor submitted evidence that it sent written notification of non-renewal within 14 days of making the decision that included an explanation beyond statutory language –and– The sponsor submitted evidence that it notified the school’s families of the non-renewal no later than January 15.

**SPONSORS THAT DID NOT NON-RENEW ANY SCHOOLS DURING THE 2016-17 SCHOOL YEAR MUST UPLOAD A MEMO STATING THAT THE STANDARD IS NOT APPLICABLE AND WHY. THE DEPARTMENT MAY SUPPLY THE EVALUATION TEAM WITH CORROBORATING INFORMATION.**

# E.03 – Non-Renewal Notification

## If the Standard is Non-Applicable (NA)

Sponsors that did not non-renew any schools during the 2016-17 school year must upload a memo stating that the standard is not applicable and why. The Department may supply the evaluation team with corroborating information.

# E.03 – Non-Renewal Notification

## Documentation Guidance:

E. Termination and Renewal Decision-Making		
Quality Rubric Standard	Examples of Relevant Documents	Examples of Unacceptable Documents
<b>E.03 – Non-Renewal Notification</b> <i>If the sponsor non-renews a school, it explains its rationale for this decision in writing and provides timely notice to the school's families.</i>	<ul style="list-style-type: none"><li>- If the sponsor non-renewed a school during 2016-2017 school year, evidence that the sponsor notified the school of the reason(s) for its decision</li><li>- If the sponsor non-renewed a school during 2016-2017 school year, evidence that the sponsor notified the school's families of the non-renewal</li></ul>	<ul style="list-style-type: none"><li>- Non-renewal documents and notifications pertaining to school years preceding the 2016-2017 school year</li></ul>

# E.04 – Contract Termination

The sponsor has clear standards and processes to make termination decisions, and it consistently follows these standards in making termination decisions.

# E.04 – Contract Termination

## Key Indicator

- The sponsor has a written policy apart from the contract template that explains the criteria for termination and the procedures to be followed if termination is required.



# E.04 – Contract Termination

**E.04 – Contract Termination:** The sponsor has clear standards and processes to make termination decisions, and it consistently follows these standards in making termination decisions.

Key Indicator:

- The sponsor has a written policy apart from the contract template that explains the criteria for termination and the procedures to be followed if termination is required.

**FAILURE OF THE SPONSOR’S REVIEWED CONTRACTS TO HAVE A TERMINATION PROVISION WILL RESULT IN THE SPONSOR RECEIVING 0 POINTS FOR THIS STANDARD.**

1 Point	2 Points	3 Points	4 Points
The sponsor has only the statutory language for grounds for termination in the reviewed contract(s) –or– The sponsor has not consistently applied the termination policy.	1-Point Requirements –and– The sponsor explains, through the contract or separate written policy apart from statutory language, the grounds for termination.	2-Point Requirements –and– The sponsor has written procedures to be followed if termination occurs.	3-Point Requirements –and– The sponsor’s written termination policy defines the criteria for termination, includes the specific evidence it will collect and/or document, and the procedures outline responsibilities for both the sponsor and the school in the event of a termination.

**NOTE:** The entire body of submitted documentation may be taken into account during the review of this standard.

**SPONSORS THAT DID NOT TERMINATE ANY SCHOOLS DURING THE 2016-17 SCHOOL YEAR MUST UPLOAD A MEMO STATING THAT A PORTION OF THIS STANDARD IS NOT APPLICABLE AND WHY. THE DEPARTMENT MAY SUPPLY THE EVALUATION TEAM WITH CORROBORATING INFORMATION.**

- Evaluators: Check this box if the sponsor did not terminate any schools during the 2016-17 school year. Such sponsors are evaluated on the policy portion of this standard only.

# E.04 – Contract Termination

**FAILURE OF THE SPONSOR’S REVIEWED CONTRACTS TO HAVE A TERMINATION PROVISION WILL RESULT IN THE SPONSOR RECEIVING 0 POINTS FOR THIS STANDARD.**

1 Point	2 Points	3 Points	4 Points
The sponsor has only the statutory language for grounds for termination in the reviewed contract(s) –or– The sponsor has not consistently applied the termination policy.	1-Point Requirements –and– The sponsor explains, through the contract or separate written policy apart from statutory language, the grounds for termination.	2-Point Requirements –and– The sponsor has written procedures to be followed if termination occurs.	3-Point Requirements –and– The sponsor’s written termination policy defines the criteria for termination, includes the specific evidence it will collect and/or document, and the procedures outline responsibilities for both the sponsor and the school in the event of a termination.

**NOTE: The entire body of submitted documentation may be taken into account during the review of this standard.**

**SPONSORS THAT DID NOT TERMINATE ANY SCHOOLS DURING THE 2016-17 SCHOOL YEAR MUST UPLOAD A MEMO STATING THAT A PORTION OF THIS STANDARD IS NOT APPLICABLE AND WHY. THE DEPARTMENT MAY SUPPLY THE EVALUATION TEAM WITH CORROBORATING INFORMATION.**

# E.04 – Contract Termination

**NOTE:** The entire body of submitted documentation may be taken into account during the review of this standard.

# E.04 – Contract Termination

## If a Portion of the Standard is Non-Applicable (NA)

Sponsors that did not terminate any schools during the 2016-17 school year must upload a memo stating that a portion of the standard is not applicable and why. The Department may supply the evaluation team with corroborating information.

# E.04 – Contract Termination

## Documentation Guidance:

E. Termination and Renewal Decision-Making		
Quality Rubric Standard	Examples of Relevant Documents	Examples of Unacceptable Documents
<b>E.04 – Contract Termination</b> <i>The sponsor has clear standards and processes to make termination decisions, and it consistently follows these standards in making termination decisions.</i>	<ul style="list-style-type: none"><li>- Written policy explaining grounds for termination</li><li>- Documents from 2016-2017 school year that provide evidence for the termination</li><li>- If sponsor terminated one or more school contracts during 2016-2017 school year, evidence showing that the sponsor followed termination processes and procedures</li></ul>	<ul style="list-style-type: none"><li>- Community school contracts</li></ul>

# E.05 – Closure Process

The sponsor has a plan for overseeing school closure, and it follows this plan whenever a school closes.



# E.05 – Closure Process

## Key Indicators

- The sponsor has a formal policy for overseeing school closure, which includes procedures for timely notification to parents, orderly transition of student records, disposition of school funds and assets, and submitting closing assurances.
- If one or more of the sponsor's schools closed during the review year, the sponsor submits evidence of having overseen the closure process.

# E.05 – Closure Process

**E.05 – Closure Process:** The sponsor has a plan for overseeing school closure, and it follows this plan whenever a school closes.

Key Indicators:

- The sponsor has a formal policy for overseeing school closure, which includes procedures for timely notification to parents, orderly transition of student records, disposition of school funds and assets, and submitting closing assurances.
- If one or more of the sponsor's schools closed during the review year, the sponsor submits evidence of having overseen the closure process.

**FAILURE OF THE SPONSOR TO SUBMIT EVIDENCE OF A POLICY FOR OVERSEEING SCHOOL CLOSURE WILL RESULT IN THE SPONSOR RECEIVING 0 POINTS FOR THIS STANDARD.**

1 Point	2 Points	3 Points	4 Points
<p>The sponsor submitted documentation that explains its obligation to oversee school closure in its school contract(s)</p> <p>–but–</p> <p>One or more of the sponsor's schools closed during the review year, and the sponsor did not submit evidence of informing parents and/or transitioning student records</p> <p>–and/or–</p> <p>One or more of the sponsor's schools closed during the previous review year, and the sponsor did not submit the Closing Assurances.</p>	<p>The sponsor submitted documentation that explains its obligation to oversee school closure in its school contract(s)</p> <p>–and–</p> <p>For each of the sponsor's schools that closed during the review year, the sponsor submitted evidence of the following:</p> <ul style="list-style-type: none"> <li>- informing parents</li> <li>- transitioning student records</li> </ul> <p>–and–</p> <p>For each of the sponsor's schools that closed during the previous review year, the sponsor submitted the Closing Assurances.</p>	<p>2-Point Requirements –and–</p> <p>The sponsor submitted the Department's closure guidance or its own formal policy apart from statutory language in the contract.</p>	<p>3-Point Requirements –and–</p> <p>The sponsor submitted evidence of a formal policy apart from the Department's guidance document</p> <p>–and–</p> <p>For each of the sponsor's schools that closed during the review year, the sponsor submitted evidence of ensuring parents were notified of the school's closure within two weeks and received assistance in finding a new school.</p>

**SPONSORS THAT DID NOT CLOSE ANY SCHOOLS DURING THE 2015-16 AND/OR THE 2016-17 SCHOOL YEAR MUST UPLOAD A MEMO STATING THAT A PORTION OF THIS STANDARD IS NOT APPLICABLE AND WHY. THE DEPARTMENT MAY SUPPLY THE EVALUATION TEAM WITH CORROBORATING INFORMATION.**

- Evaluators: Check this box if the sponsor did not close any schools during the 2016-17 school year. Such sponsors are not evaluated on informing parents or transitioning school records during the review year.
- Evaluators: Check this box if the sponsor did not close any schools during the 2015-16 school year. Such sponsors are not evaluated on the submitting Closing Assurances for the previous review year.

# E.05 – Closure Process

**FAILURE OF THE SPONSOR TO SUBMIT EVIDENCE OF A POLICY FOR OVERSEEING SCHOOL CLOSURE WILL RESULT IN THE SPONSOR RECEIVING 0 POINTS FOR THIS STANDARD.**

1 Point	2 Points	3 Points	4 Points
<p>The sponsor submitted documentation that explains its obligation to oversee school closure in its school contract(s)</p> <p>–but–</p> <p>One or more of the sponsor’s schools closed during the review year, and the sponsor did not submit evidence of informing parents and/or transitioning student records</p> <p>–and/or–</p> <p>One or more of the sponsor’s schools closed during the previous review year, and the sponsor did not submit the Closing Assurances.</p>	<p>The sponsor submitted documentation that explains its obligation to oversee school closure in its school contract(s)</p> <p>–and–</p> <p>For each of the sponsor’s schools that closed during the review year, the sponsor submitted evidence of the following:</p> <ul style="list-style-type: none"> <li>- informing parents</li> <li>- transitioning student records</li> </ul> <p>–and–</p> <p>For each of the sponsor’s schools that closed during the previous review year, the sponsor submitted the Closing Assurances.</p>	<p>2-Point Requirements –and–</p> <p>The sponsor submitted the Department’s closure guidance or its own formal policy apart from statutory language in the contract.</p>	<p>3-Point Requirements –and–</p> <p>The sponsor submitted evidence of a formal policy apart from the Department’s guidance document</p> <p>–and–</p> <p>For each of the sponsor’s schools that closed during the review year, the sponsor submitted evidence of ensuring parents were notified of the school’s closure within two weeks and received assistance in finding a new school.</p>

# E.05 – Closure Process

## **If a Portion of the Standard is Non-Applicable (NA)**

Sponsors that did not close any schools during the 2015-16 and/or 2016-17 school year must upload a memo stating that a portion of the standard is not applicable and why. The Department may supply the evaluation team with corroborating information.

# E.05 – Closure Process

## Documentation Guidance:

E. Termination and Renewal Decision-Making		
Quality Rubric Standard	Examples of Relevant Documents	Examples of Unacceptable Documents
<b>E.05 – Closure Process</b> <i>The sponsor has a plan for overseeing school closure, and it follows this plan whenever a school closes.</i>	<ul style="list-style-type: none"><li>- Closure guidance</li><li>- If the sponsor had one or more schools close during 2015-2016 or 2016-2017 school year, evidence that the sponsor informed parents, transitioned student records and/or submitted closing assurances</li></ul>	<ul style="list-style-type: none"><li>- Student records</li><li>- Outstanding school bills/invoices</li></ul>

# E. Termination and Renewal Decision-Making

- Clearly communicates its renewal application process and defines criteria used to evaluate the application
- Has clear standards and processes to make renewal decisions
- Explains the rationale for a non-renewal decision in writing and provides timely notice to the school's families

# E. Termination and Renewal Decision-Making

- Has clear standards and processes to make termination decisions, and it consistently follows these standards in making termination decisions
- Has a plan for overseeing school closure, and it follows this plan whenever a school closes

# 2016-17 Evaluation Document Submission

## Document submission window in Epicenter:

- Quality Practice: February 3 – April 30



# Office of Community Schools

25 S. Front Street, Mail Stop 307  
Columbus, Ohio 43215

614-466-7058

877-644-6338 (toll-free)

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

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

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