OCCS

School Name

Reauthorization Application

Current Contract Expires:
June 30, 2019

Reauthorization Process and Application
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Reauthorization Timeline

Reauthorization Narrative Response Prompts	The governing authority receives the Reauthorization Narrative Response prompts. The prompts are used to help inform decisions on reauthorization.	**September 17, 2018**
Reauthorization Application – Data Dashboards	Send the completed Reauthorization Application and Data Dashboards to schools with contracts expiring on June 30, 2019.	**October 15, 2018**
Individual Meetings	An opportunity for the school to ask questions specific to the data embedded in the Reauthorization Application, the Reauthorization Process, or potential outcomes.	**October 16/17, 2018** (by appointment)
Reauthorization Application and Narrative Responses	The governing authority shall review the information provided in the Reauthorization Application and may include supplemental information as described in the Reauthorization Narrative Responses section. In the event the Reauthorization Application is not submitted by November 2, 2018, the Reauthorization Application will be scored "as is."	**November 2, 2018**
Informal Interviews (if necessary)	The Informal Interview provides the governing authority an opportunity to clarify the information submitted with the Reauthorization Application.	**Week of November 5, 2018** (by appointment)
OCCS Performance and Accountability Committee	OCCS Staff presents a recommendation to the Performance and Accountability Committee of the OCCS Board of Trustees.	**Week of November 12, 2018**
Reauthorization Determination	The OCCS Performance and Accountability Committee will present its recommendation to the OCCS Board of Trustees for consideration. The final reauthorization decision is made by a vote of the OCCS Board of Trustees.	**December 6, 2018**
Reauthorization Notice	Within two business days of the reauthorization decision, the official written notice containing all necessary information will be sent.	**December 9, 2018**
Charter Contract Negotiation or Appeal Process	If a school is reauthorized, it will be invited to begin the charter contract negotiation process. If a school is not reauthorized, there is an opportunity to appeal the decision to the OCCS Board of Trustees. The process and requirements will be included in the notice.	**Ongoing**

Reauthorization: Purpose, Directions, and Rating Standards

Purpose of Reauthorization

The Ohio Council of Community Schools (OCCS) is committed to a rigorous, meaningful, and transparent reauthorization process which is intended to review the accomplishments of each school throughout the term of the charter contract. OCCS intends for this process to hold schools to high standards of legal compliance, organization and operational performance, financial performance, and academic outcomes and to enable decisions consistent with Ohio law and the Principals and Standards for Quality Authorizing established by the National Association of Charter School Authorizers.

The OCCS Reauthorization Process seeks to evaluate the school's performance and progress, during the term of the charter contract, toward achieving these six expectations:

1. The school is compliant with rules, laws, and the charter contract.
2. The organization is effective, well managed, and well governed.
3. The school is financially viable.
4. The educational program is a success.
5. The school is meeting conditions for success.
6. The school has the capacity to implement strategic plans for future success.

OCCS quantifies these six expectations using four Core Performance Areas: Legal Compliance; Organization and Operational Performance; Financial Performance; and, Student and Academic Performance. Reauthorization eligibility, recommendations, and decisions will be based on the record of school performance and will be given to schools who meet the six core expectations.

In determining each Core Performance Area Annual Rating (CPA Annual Rating), OCCS utilizes multiple data points, including, but not limited to, the following:

Legal Compliance: Site visit and other compliance reports; school-specific Sponsor Performance Review outcomes; enrollment reports; health and safety inspections; monthly reports; operator contracts; data on compliance with the performance framework; and, governing authority meeting minutes and materials.

Organization and Operational Performance: Site visit and other compliance reports; school-specific Sponsor Performance Review outcomes; monthly reports; and, governing authority meeting minutes and materials.

Financial Performance: Financial reports; bank statements; financial audit results; five-year forecasts; annual budgets; fiscal officer bond; fiscal officer license; and, internal financial control documents.

Student and Academic Performance: Results from the school's Local Report Card which include multiple years and measures of student achievement.

Along with the data collected over the term of the contract, the governing authority and school may submit reauthorization narrative responses to outline the capacity to implement strategic plans for future success as well as to explain various pieces of data contained in the Reauthorization Application.

Additionally, as outlined in the Ohio Revised Code and the contract, OCCS must complete a "high-stakes review" every five years and prior to reauthorization. This Reauthorization Application, in addition to providing results regarding the performance framework, is a rigorous evaluation of the school's performance in legal compliance, organization and operational performance, financial performance, and academic performance over the term of the contract, and serves as the required high-stakes review.

Directions

1. Review the data included in each of the data dashboards for accuracy. Please note, the data dashboards were populated with the most current data we have. In the event the governing authority believes something was inaccurately represented or if there are any questions or concerns associated with the Reauthorization Application, please contact Matthew Trzcinski, Director of Governance. He may be reached by email at matthew@ohioschools.org or by phone at (419) 724-9472.

2. When addressing the prompts in the Reauthorization Narrative Response section, please limit the responses to no more than two pages per prompt and no more than fifteen pages total (including any attachments and supplemental information).

   Any attachments and supplemental information should be referenced within each response and included as separate documents along with the completed Reauthorization Application.

3. After reviewing and verifying the dashboard information and completing the narrative responses, please email the entire Reauthorization Application (including any attachments and/or supplemental information referenced above) to Matthew Trzcinski no later than November 2, 2018. By submitting the Reauthorization Application, the governing authority is stating that the data dashboard information has been reviewed and verified for accuracy. An email confirming receipt of the entire Reauthorization Application and supplemental information will be sent within two days of submission.

General Rating Standards

There are numerous indicators within each of the Core Performance Areas that OCCS is evaluating. While the specific metrics and rubrics for each of the indicators are listed in each CPA, the overarching framework for scoring is as follows:

Exceeds Standards: Schools receiving this rating are able to demonstrate that their sustained performance surpasses expectations and that the school has clearly exceeded standards of success. Those schools consistently receiving this rating have a very strong likelihood of reauthorization.

Meets Standards: The target for this rating category sets the acceptable expectations for a successful community school. Schools repeatedly earning this rating generally perform well and are likely to continue previous success. Schools consistently receiving this rating have a strong likelihood of reauthorization.

Does Not Meet Standards: Schools receiving this rating have failed to meet the minimum performance standards. Schools consistently receiving this rating are less likely to be reauthorized.

Falls Far Below Standards: Schools that fall into this rating category are evaluated as performing well below the expectations. Schools continuously failing to meet the minimum standards fall into this rating category. Schools receiving this rating are not likely to be reauthorized.

School Name
School Profile Summary

School Mission

The school's mission is…

Relationship History with the Ohio Council of Community Schools

Initial Contract:	July 1, 20XX – June 30, 20XX	(5 years)
Reauthorized Contract:	July 1, 20XX – June 30, 20XX	(5 years)

Intervention, Probation, and Suspension

Please include information on any intervention, probation, and/or suspension of operations issued by OCCS for the school. The response should outline the date, the correspondence (Letter of Concern, Probation, etc.), the issue, and an update.

Enrollment Trends (as reported by Local Report Card or Monthly Report)

Current:		**SY 2016:**
SY 2018:		**SY 2015:**
SY 2017:		

Program Overview

Legal Compliance:	Annual Ratings:	
	Overall Result:	
Org and Op Perf:	Annual Ratings:	
	Overall Result:	
Financial Data:	Annual Ratings:	
	Overall Result:	
Academic Data:	Annual Ratings:	
	Overall Result:	

School Name
<u>Results of the Reauthorization Review</u>

On an annual basis, the governing authority and school's performance in each of the four Core Performance Areas is evaluated based on the various indicators, criteria, and other data points included in each CPA. The CPA Annual Rating is based on the Annual Rating Rubric for that specific CPA.

Each CPA Annual Rating, over the term of the contract, is used to determine the CPA Overall Result. To "meet standards" for the CPA Overall Result, the governing authority and school must receive a CPA Annual Rating of "meet standards" or "exceed standards" for at least half of the years being evaluated.

To be eligible for reauthorization, the governing authority and school must show that it "Meets Standards" in at least three of four (75%) Core Performance Areas as reflected by the CPA Overall Results.

Reauthorization Rubric
(CPA Overall Results)

<u>Core Performance Area</u>	<u>Annual Rating</u> (Meet/Exceed)	<u>CPA Overall Result</u>
Legal Compliance	X of 4 Years	
Organization and Operational Performance	X of 4 Years	
Financial Performance	X of 4 Years	
Student and Academic Performance	X of 4 Years	

Reauthorization Review Rubric	**X of 4** (% of CPAs)	

CPA Annual Ratings
(Contract Term)

CPA:	<u>Legal Compliance</u>
SY 2014-2015	
SY 2015-2016	
SY 2016-2017	
SY 2017-2018	

Overall Result:

CPA:	<u>Financial Performance</u>
SY 2014-2015	
SY 2015-2016	
SY 2016-2017	
SY 2017-2018	

Overall Result:

<u>CPA:</u>	<u>Organization and Operational Performance</u>
SY 2014-2015	
SY 2015-2016	
SY 2016-2017	
SY 2017-2018	

Overall Result:

<u>CPA:</u>	<u>Student and Academic Performance</u>
SY 2014-2015	
SY 2015-2016	
SY 2016-2017	
SY 2017-2018	

Overall Result:

School Name
Legal Compliance Data Dashboard

The Legal Compliance section determines how well the governing authority and school adhered to state and federal statutes and the community school contract using the following indicators:

1. The school had a compliance rate of 100% for health and safety requirements as outlined by the Ohio Department of Education.

2. The school had a compliance rate of 95% for all compliance requirements as outlined by the Ohio Department of Education.

3. The governing authority submitted the school's annual report to the parents and Council by October 31.

4. The governing authority and school receive a rating of "Needs Assistance" or better on the LEA Special Education Performance Determination.

5. The school's safety plan and blueprint were appropriately submitted and on file the Ohio Attorney General.

Legal Compliance

	CPA Annual Rating
SY 2014-2015	
SY 2015-2016	
SY 2016-2017	
SY 2017-2018	

Legal Compliance Indicators (Met or Not Met)

	Health and Safety	All Compliance	Annual Report	LEA Sp Ed Perf Determination	School Safety Plan
SY 2014-2015					
SY 2015-2016					
SY 2016-2017					
SY 2017-2018					

Legal Compliance Annual Rating Rubric	
Exceeds Standards	The school receives this rating if it meets the compliance rate for indicators one and two AND has met the requirements of two of the last three indicators two consecutive years.
Meets Standards	The school receives this rating if it meets the compliance rate for indicators one and two AND met the requirements of two of the last three indicators.
Does Not Meet Standards	The school receives this rating if it fails to meet the standards.
Falls Far Below Standards	The school receives this rating if it fails to meet the standards for two consecutive years or has a compliance rate less than 95% for health and safety requirements or 90% for all requirements in any single year.

School Name
Organization and Operational Performance Data Dashboard

The Organization and Operational Performance section is used to determine the performance of the school's governing authority. The section rates how well the governing authority executes its governance duties using the following indicator areas:

1. The governing authority had the required number of approved members for 90% of the year and held at least the contractually required number of meetings.

2. The governing authority members completed Sunshine Laws and other trainings annually.

3. The governing authority members filed annual conflicts of interest statements.

4. The governing authority and school met the additional requirements in their performance framework.

5. The governing authority and/or administration met the majority of the following goals:
   a) Student daily attendance will average at least <u>93%</u> for each year of the Contract as measured by the School's local report card.
   b) **School Goal:** Insert first school goal…
   c) **School Goal:** Insert second school goal…

Organization and Operational Performance Indicators (Met or Not Met)

	CPA Annual Rating	1. Members and Meetings	2. Sunshine Laws and Other Trainings
SY 2014-2015			
SY 2015-2016			
SY 2016-2017			
SY 2017-2018			

	3. Conflicts of Interest Statements	4. Performance Framework	5. Attendance and School Goals
SY 2014-2015			
SY 2015-2016			
SY 2016-2017			
SY 2017-2018			

Organization and Operational Performance Annual Rating Rubric	
Exceeds Standards	The school receives this rating if its governing authority executes its governance duties in all five indicator areas for two consecutive years.
Meets Standards	The school receives this rating if its governing authority executes its governance duties in four of the five indicator areas.
Does Not Meet Standards	The school receives this rating if its governing authority fails to meet the standards.
Falls Far Below Standards	The school receives this rating if its governing authority fails to meet the standards for two consecutive years.

School Name
Financial Performance Data Dashboard

The school's Financial Performance is rated by using the information provided in the financial reports, monthly financial reviews, five-year forecasts, compliance with internal financial controls, and the annual audit. These items provide the necessary information to determine if the school met the standards for the following financial viability indicators:

1. The school's aggregated total margin is greater than or equal to -2.5%.

2. The school's total assets to total liabilities ratio is greater than or equal to 1.0 or, on average, the school's available cash on hand is at least 30 days.

3. The school does not experience an unplanned decrease in enrollment by more than 15%.

4. The school's five-year forecasts are approved and submitted on time and do not show a projected deficit in the first three forecasted years.

5. No audit will contain:
   - A "Qualified" Opinion;
   - The same finding for two consecutive years;
   - As outlined in the Schedule of Findings, a Finding for Recovery of more than $2,500 in any audit or any Finding for Recovery for any amount in two consecutive audits.

CPA Annual Rating	1. Aggregated Total Margin	2. Assets to Liabilities	3. Enrollment Trend	4. Five-Year Forecast	5. Annual Audit
FY2015					
FY2016					
FY2017					
FY2018					

Financial Performance Annual Rating Rubric	
Exceeds Standards	The school receives this rating if it meets the standards for four out of five of the financial viability indicators for two consecutive years.
Meets Standards	The school receives this rating if it meets the standards for a majority of the financial viability indicators.
Does Not Meet Standards	The school receives this rating if it fails to meet the standards.
Falls Far Below Standards	The school receives this rating if it fails to meet the standards for two consecutive years.

School Name
Academic Performance Data Dashboard

Based on all measures and component grades of the school's Local Report Card, the school's academic performance will be measured using an objective score and by comparing the school's performance with a designated Comparison Group comprised of the local district, local district schools, a group of close and demographically-comparable community schools, and the statewide average. In reviewing the Local Report Card results below, please note, any letter grade referenced is for the current Local Report Card structure or its equivalent in any previous structure. As necessary, the school's Comparison Group is…

Student and Academic Performance

CPA Annual Rating

SY 2014-2015	
SY 2015-2016	
SY 2016-2017	
SY 2017-2018	

School and Component Grades (Grade and/or Score)

SY 2014-2015	School	District	SY 2016-2017	School	District
School Grade			School Grade		
Achievement			Achievement		
Progress			Progress		
K-3 Literacy			K-3 Literacy		
Graduation Rate			Graduation Rate		
Gap Closing			Gap Closing		
Prep for Success			Prep for Success		

SY 2015-2016	School	District	SY 2017-2018	School	District
School Grade			School Grade		
Achievement			Achievement		
Progress			Progress		
K-3 Literacy			K-3 Literacy		
Graduation Rate			Graduation Rate		
Gap Closing			Gap Closing		
Prep for Success			Prep for Success		

Sub Measures and Indicators

SY 2014-2015	School	District	SY 2016-2017	School	District
Ach – Perf Index			Ach – Perf Index		
Ach – Indicators			Ach – Indicators		
Pro – Overall VA			Pro – Overall VA		
Pro – Gifted Stud			Pro – Gifted Stud		
Pro – Lowest 20%			Pro – Lowest 20%		
Pro – Stud w Dis			Pro – Stud w Dis		
Pro – High Mobility			Pro – High Mobility		
Gap Closing			Grad – Four-Year		
Grad – Four-Year			Grad – Five-Year		
Grad – Five-Year					

	SY 2015-2016	School	District
	Ach – Perf Index		
	Ach – Indicators		
	Pro – Overall VA		
	Pro – Gifted Stud		
	Pro – Lowest 20%		
	Pro – Stud w Dis		
	Pro – High Mobility		
	Gap Closing		
	Grad – Four-Year		
	Grad – Five-Year		

	SY 2017-2018	School	District
	Ach – Perf Index		
	Ach – Indicators		
	Pro – Overall VA		
	Pro – Gifted Stud		
	Pro – Lowest 20%		
	Pro – Stud w Dis		
	Pro – High Mobility		
	Grad – Four-Year		
	Grad – Five-Year		

Academic Performance Annual Rating Rubric	
Exceeds Standards	Based on the school's Local Report Card, the school receives this rating if the School Grade is a "C" or better for two consecutive years or is a "B" or better in any single year.
Meets Standards	Based on the school's Local Report Card, the school receives this rating by satisfying one of the following: (i) Receiving a "D" or better in the School Grade; (ii) Receiving a "C" or better in at least half of the "School and Component Grades" or "Sub-Measures and Indicators" (listed below); or, (iii) When comparing the "School and Component Grades," the school was not outperformed by 50% of the Comparison Group in 50% of those areas. Note: The school cannot meet the standards if its Local Report Card scores cause it to close or be on the Watch List for closure. Note: In determining whether the school was outperformed in "School and Component Grades" or "Sub-Measures and Indicators" where the school and a member of the Comparison Group both received an "F," the school will be deemed as to have been outperformed in that measure if the member of the Comparison Group exceeds the school's performance by more than 5%. If the "Achievement Component Grade" is an "F," the "Performance Index Score" will be used to determine the 5% threshold.
Does Not Meet Standards	The school receives this rating if it fails to meet the standards.
Falls Far Below Standards	The school receives this rating if it fails to meet the standards for two consecutive years.

School Name
Reauthorization Narrative Responses

When addressing the prompts in this section, please limit the responses to no more than two pages per prompt and no more than fifteen pages total (including any attachments and supplemental information).

Any attachments and supplemental information should be referenced within each response and included as separate documents along with the completed Reauthorization Application.

Core Expectation: The school is implementing a successful educational program.
Supplemental data demonstrating the success of the school's educational program should be included in this response. The submission may include information on achievement, growth or comparative data, trend analysis, and other information the school feels is important but which may not be easily measured and yet indicates the educational program has been successful.

Core Expectation: The organization is effective, well managed, and well governed.
Describe how the school's administrators and governing authority manage, support and lead the operations of the school. Demonstrate how this work impacts the school's performance. Provide information about any external partnerships and how they benefit the school. Demonstrate strength in the school's leadership, operations and financial health.

Core Expectation: The school is meeting standards and conditions for success.
Describe steps your organization takes to set, achieve, and monitor various standards and agreed upon goals. Detail supplemental goals or other efforts in which the school is engaged and which align with the strategic vision of the school. Provide relevant results or information that demonstrates the school has met or exceeded the conditions for success. The school should also consider sharing efforts made to establish, manage, and monitor school improvement efforts.

Core Expectation: Looking forward, explain the school's capacity for future success.
Provide information on the ongoing strategic planning efforts in place at the school. Describe specific goals the governing authority would like to achieve during the term of a reauthorized charter contract. Outline steps that will be taken to support, monitor and manage the achievement of goals in a performance-based charter contract. Describe the greatest challenges the governing authority anticipates for the school during the next contract term. Share the governing authority's vision for its relationship with OCCS under a reauthorized charter contract.