



**OCCS**

**School Name**

# **Reauthorization Application**

**Current Contract Expires:  
June 30, 2024**

# Reauthorization Process and Application Table of Contents

Reauthorization Timeline	2
Reauthorization: Purpose, Directions, and Rating Standards	3
School Profile Summary	5
Results of the Reauthorization Review	6
Legal Compliance Data Dashboard	7
Organization and Operational Performance Data Dashboard	8
Financial Performance Data Dashboard	9
Academic Performance Data Dashboard	10
Reauthorization Narrative Responses	13

## Reauthorization Timeline

<b>Reauthorization Narrative Response Prompts</b>	The governing authority receives the Reauthorization Narrative Response prompts. Any responses are used to help inform decisions on reauthorization.	<b>September 15, 2023</b>
<b>Reauthorization Application – Data Dashboards</b>	Send the completed Reauthorization Application and Data Dashboards to schools with contracts expiring on June 30, 2024.  * Based on the release of audits, school compliance data, and other data points, the Reauthorization Application and Data Dashboards may be updated after this date. *	<b>October 20, 2023</b>
<b>Reauthorization Application and Narrative Responses</b>	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 the deadline, the Reauthorization Application will be scored “as is.”	<b>November 3, 2023</b>
<b>Informal Interviews</b> (if necessary)	An Informal Interview provides the governing authority an opportunity to clarify the information submitted with the Reauthorization Application.	<b>Week of November 6, 2023</b> (by appointment)
<b>OCCS Performance and Accountability Committee</b>	OCCS Staff presents a recommendation to the Performance and Accountability Committee of the OCCS Board of Trustees.	<b>Week of November 20, 2023</b>
<b>Reauthorization Determination</b>	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.	<b>December 7, 2023</b>
<b>Reauthorization Notice</b>	Within three business days of the reauthorization decision, the official written notice containing all necessary information will be sent.	<b>December 12, 2023</b>
<b>Charter Contract Negotiation or Appeal Process</b>	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.	<b>Ongoing</b> (To be completed by June 1, 2024)

*\*\* Timeline subject to change \*\**

# 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 implementing a successful educational program.
2. The school has the capacity to implement strategic plans for future success.
3. The school is compliant with rules, laws, and the charter contract.
4. The organization is effective and well governed and managed.
5. The school is financially viable.
6. The school is meeting conditions for 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 provide additional academic data, outline changes to the Educational Plan, or 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 available. 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, Contract Analyst. 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 five pages per prompt and no more than twenty 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 the date listed in the timeline. 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 business 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**

**Reauthorization Recommendations**

**Staff:**

**P&A Committee:**

**School Mission**

*The school's mission is to to inspire and empower students through an education experience tailored to each child's needs.*

**Relationship History with the Ohio Council of Community Schools**

<b>Initial Contract:</b>	July 1, 20XX – June 30, 20XX	(X years)
<b>Reauthorized Contract:</b>	July 1, 20XX – June 30, 20XX	(X 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)**

<b>Current:</b>	<b>SY 2021:</b>
<b>SY 2023:</b>	<b>SY 2020:</b>
<b>SY 2022:</b>	

**Program Overview**

**Management Company:**

**Legal Compliance:** Overall Result:

**Organization and Operational Performance:** Overall Result:

**Financial Performance:** Overall Result:

**Student and Academic Performance:** Overall Result:

# School Name

## Results of the Reauthorization Review

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> (Meets/Exceeds)	<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	
<b>Reauthorization Review Rubric</b>		<b>X of 4</b> (% of CPAs)

### CPA Annual Ratings

(Contract Term)

<u>CPA:</u>	<u>Legal Compliance</u>
SY 2022-2023	
SY 2021-2022	
SY 2020-2021	
SY 2019-2020	

**Overall Result:**

<u>CPA:</u>	<u>Financial Performance</u>
SY 2022-2023	
SY 2021-2022	
SY 2020-2021	
SY 2019-2020	

**Overall Result:**

<u>CPA:</u>	<u>Organization and Operational Performance</u>
SY 2022-2023	
SY 2021-2022	
SY 2020-2021	
SY 2019-2020	

**Overall Result:**

<u>CPA:</u>	<u>Student and Academic Performance</u>
SY 2022-2023	
SY 2021-2022	
SY 2020-2021	
SY 2019-2020	

**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 substantiated compliance rate of 96% as outlined by the Ohio Department of Education.
2. The school had a compliance rate of 96% for all applicable laws and rules as outlined by the Ohio Department of Education and the Council.
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 Special Education Performance Determination.
5. The school’s Emergency Management Plan is uploaded and marked compliant in the school’s OHID Account.

### Rating Scale – Legal Compliance

**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 for 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, as outlined in the first indicator, has a substantiated compliance rate of less than 92% as outlined by the Ohio Department of Education in any single year.

### Legal Compliance Rating and Indicators (Percentage and Met or Not Met)

	<b>CPA Annual Rating</b>	<b>1. ODE Substantiated Compliance</b>	<b>2. Additional Compliance Requirements</b>
<b>SY 2022-2023</b>	_____	_____	_____
<b>SY 2021-2022</b>	_____	_____	_____
<b>SY 2020-2021</b>	_____	_____	_____
<b>SY 2019-2020</b>	_____	_____	_____
	<b>3. Annual Report</b>	<b>4. LEA Special Ed Perf Determination</b>	<b>5. School Safety Plan</b>
<b>SY 2022-2023</b>	_____	_____	_____
<b>SY 2021-2022</b>	_____	_____	_____
<b>SY 2020-2021</b>	_____	_____	_____
<b>SY 2019-2020</b>	_____	_____	_____



# 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 in executing its governance duties using the following indicators:

1. The governing authority met for the contractually required number of meetings.
2. The governing authority was not out of compliance with regard to the required number of approved members for more than 60 cumulative days throughout the year.
3. The governing authority members completed all trainings as required by the Ohio Revised Code and ODE.
4. The governing authority members filed annual conflicts of interest statements.
5. The governing authority and/or school met at least one of the following governance goals:
  - a) **School Goal:**
  - b) **School Goal:**

### Rating Scale – Organization and Operational Performance

**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.

### Organization and Operational Performance Rating and Indicators (Met or Not Met)

	CPA Annual Rating	1. Required Number of Meetings	2. Required Number of Members
<b>SY 2022-2023</b>	_____	_____	_____
<b>SY 2021-2022</b>	_____	_____	_____
<b>SY 2020-2021</b>	_____	_____	_____
<b>SY 2019-2020</b>	_____	_____	_____
	3. Required Trainings	4. Conflicts of Interest Statements	5. Mission-Specific and Gov Auth Goals
<b>SY 2022-2023</b>	_____	_____	_____
<b>SY 2021-2022</b>	_____	_____	_____
<b>SY 2020-2021</b>	_____	_____	_____
<b>SY 2019-2020</b>	_____	_____	_____

# 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 information to determine if the school met the standards for the following financial viability indicators:

1. The school’s annual total margin is greater than or equal to -2.5%.
2. The school’s current assets to current 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 annual budget is in alignment with the annual total margin standard and includes reasonable assumptions that align with trend data.
5. No audit will contain:
  - A “Qualified” Opinion;
  - The same finding for two consecutive years; or,
  - 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.

### Rating Scale – Financial Performance

**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.

### Financial Performance Rating and Indicators (Met or Not Met)

	CPA Annual Rating	1. Aggregated Total Margin	2. Assets to Liabilities or Cash on Hand
<b>SY 2022-2023</b>	_____	_____	_____
<b>SY 2021-2022</b>	_____	_____	_____
<b>SY 2020-2021</b>	_____	_____	_____
<b>SY 2019-2020</b>	_____	_____	_____
	<b>3. Enrollment Trend</b>	<b>4. Five-Year Forecasts</b>	<b>5. Annual Audit</b>
<b>SY 2022-2023</b>	_____	_____	_____
<b>SY 2021-2022</b>	_____	_____	_____
<b>SY 2020-2021</b>	_____	_____	_____
<b>SY 2019-2020</b>	_____	_____	_____

# School Name

## Student and Academic Performance Data Dashboard

The Academic Performance section determines how well the school is educating its students. Based on all measures and components on the Local Report Card, the academic performance is measured using the following indicators:

1. Based on the school’s Local Report Card, the school met at least one of the following:
  - a) Receives at least a two-star rating in “Overall Star Rating”;
  - b) Receives at least a three-star rating in at least half of all applicable component measures of student performance receiving a star rating; or,
  - c) When comparing all measures of student performance receiving a star rating, the school was not outperformed by a majority of the individual members of the school’s Comparison Group.

Note: For 1(b) and 1(c), the calculations will include a maximum of six rated areas and will exclude the Overall Star Rating. The school will be considered to be outperformed by an individual member of the Comparison Group if the member outperforms the school in a majority of the star-rated components given to both entities. In determining whether the school was outperformed in any of the star-rated components where the school and an individual member of the Comparison Group both receive one star, the school will only be deemed as to have been outperformed in that area if the member of the Comparison Group exceeds the school’s performance by more than five percentage points.

2. The school does not meet the criteria in Section 3314.35 or Section 3314.351 (or successor) of the Ohio Revised Code for potential closure due to operation of law for academic underperformance.

### Rating Scale – Student and Academic Performance

**Exceeds Standards:** The school receives this rating if it meets the criteria in both indicators AND the “Overall Star Rating” is at least four stars or is at least three stars for the two most recent school years.

**Meets Standards:** The school receives this rating if it meets the criteria in both 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.

### Student and Academic Performance Rating and Indicators (Met or Not Met)

	CPA Annual Rating	1. Local Report Card Data			2. Not on Closure Watch List
		1.A.	1.B.	1.C.	
<b>SY 2022-2023</b>	_____	_____	_____	_____	_____
<b>SY 2021-2022</b>	_____	_____	_____	_____	_____
<b>SY 2020-2021</b>	_____	_____	_____	_____	_____
<b>SY 2019-2020</b>	_____	_____	_____	_____	_____

The school's Comparison Group is comprised of the local district, a local district school, and two nearby community schools. As of July 1, 2022, the effective date of the P&A Plan, the Comparison Group includes the following:

District:	_____	Comp School 2:	_____
IRN:	_____	IRN:	_____
Comp School 1:	_____	Comp School 3:	_____
IRN:	_____	IRN:	_____

**Local Report Card: School and Component Ratings (Rating and Percentage)**

<b>SY 2022-2023</b>	<b>School</b>	<b>District</b>	<b>CS1</b>	<b>CS2</b>	<b>CS3</b>
<u>Overall Star Rating</u>		_____	_____	_____	_____
<u>Achievement</u>		_____	_____	_____	_____
Performance Index %		_____	_____	_____	_____
<u>Progress</u>		_____	_____	_____	_____
<u>Gap Closing</u>		_____	_____	_____	_____
Annual Perf Goals %		_____	_____	_____	_____
<u>Early Literacy</u>		_____	_____	_____	_____
Weighted Comp %		_____	_____	_____	_____
<u>Graduation</u>		_____	_____	_____	_____
Weighted Comp %		_____	_____	_____	_____
<u>CCWM Readiness</u>		_____	_____	_____	_____
% of Students Ready		_____	_____	_____	_____

Until June 30, 2022, the Comparison Group included the following:

District:	_____	Comm. School 1:	_____
IRN:	_____	IRN:	_____
Dist. School 1:	_____	Comm. School 2:	_____
IRN:	_____	IRN:	_____
Dist. School 2:	_____	Comm. School 3:	_____
IRN:	_____	IRN:	_____

**Local Report Card: School, Component, and Measure Rating (Rating and Percentage)**

<b>SY 2021-2022</b>	<b>School</b>	<b>District</b>	<b>DS1</b>	<b>DS2</b>	<b>CS1</b>	<b>CS2</b>	<b>CS3</b>
<u>Overall Star Rating</u>		_____	_____	_____	_____	_____	_____
<u>Achievement</u>		_____	_____	_____	_____	_____	_____
Perf Index %		_____	_____	_____	_____	_____	_____
<u>Progress</u>		_____	_____	_____	_____	_____	_____
<u>Gap Closing</u>		_____	_____	_____	_____	_____	_____
Annual Perf Goals		_____	_____	_____	_____	_____	_____
<u>Early Literacy</u>		_____	_____	_____	_____	_____	_____
Weighted Comp %		_____	_____	_____	_____	_____	_____
<u>Graduation</u>		_____	_____	_____	_____	_____	_____
Weighted Comp %		_____	_____	_____	_____	_____	_____
<u>CCWM Readiness</u>		_____	_____	_____	_____	_____	_____
% Students Ready		_____	_____	_____	_____	_____	_____

<b>SY 2020-2021</b>	<b>School</b>	<b>District</b>	<b>DS1</b>	<b>DS2</b>	<b>CS1</b>	<b>CS2</b>	<b>CS3</b>
<u>School Grade</u>							
<u>Achievement</u>							
Perf Index							
Indicators Met							
<u>Progress</u>							
Overall							
Gifted							
Lowest 20%							
Students w Dis							
<u>Gap Closing</u>							
AMOs							
<u>K-3 Literacy</u>							
Imp At-Risk K-3							
<u>Graduation Rate</u>							
Four-Year Grad							
Five-Year Grad							
<u>Prep for Success</u>							

<b>SY 2019-2020</b>	<b>School</b>	<b>District</b>	<b>DS1</b>	<b>DS2</b>	<b>CS1</b>	<b>CS2</b>	<b>CS3</b>
<u>School Grade</u>							
<u>Achievement</u>							
Perf Index							
Indicators Met							
<u>Progress</u>							
Overall							
Gifted							
Lowest 20%							
Students w Dis							
<u>Gap Closing</u>							
AMOs							
<u>K-3 Literacy</u>							
Imp At-Risk K-3							
<u>Graduation Rate</u>							
Four-Year Grad							
Five-Year Grad							
<u>Prep for Success</u>							

# School Name

## Optional Narratives for Reauthorization Application

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

When addressing the prompts in this section, please limit the responses to no more than five pages per prompt and no more than twenty 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 1:** With regard to the school's academic outcomes over the term of the contract, OCCS realizes that the school's Local Report Card results show most of the picture but may not always show the entire picture of what is happening in a school.

Describe how the school's educational program is showing positive academic outcomes for students. The submission may include supplemental data demonstrating the success of the program, 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 2:** If the contract is reauthorized, OCCS expects the governing authority, school, and management partners to be looking forward and focusing on constant improvement.

In terms of academics and the overall educational program, describe the changes being considered to the school's Educational Plan (Attachment 04). The submission should include any changes to curricular elements, instructional practices, assessments, support teams, etc.

**Core Expectations 3-6:** In reviewing the governing authority and school's data, any deficiency or area of non-compliance may be addressed or explained in this section.