

## RENEWAL PROCEDURES AND GUIDANCE

The following renewal application process is based on The District's Renewal of Sponsored Schools Policy, SP10. Accordingly, all sponsored schools shall be required to apply through a renewal application. The process shall be followed unless it conflicts with the application renewal process specified sponsored school's sponsorship contract.

### Timeline

The District shall follow the timeline and process specified below unless different terms are specified in the Sponsor Contract.

1. The School shall be required to submit a renewal application by October 31<sup>st</sup> of the year prior to the School's sponsorship contract expiring.
2. The District shall conduct its evaluation of the application by completing the High Stakes Review by November 30<sup>th</sup> of the year prior to the School's sponsorship contract expiring.
3. If the District intends to non-renew a contract, it shall provide written notice of the intent to non-renew by January 15<sup>th</sup> of the renewal year. The District shall follow the non-renewal process specified in Policy SP10, Renewal of Sponsored School.
4. If the District intends to renew a contract, it shall negotiate the terms of renewal with the School and enter into a renewal agreement prior to June 30<sup>th</sup> of the renewal year.

### Renewal Application

The renewal application shall require the sponsored school to submit specific evidence. The evidence submitted shall be for multiple years: either each year of the sponsorship contract or, if the sponsorship contract is only one year, for the year preceding the sponsorship contract and the current year (collectively the "Applicable Years").

- For student achievement, sponsored schools shall submit report cards for the Applicable Years, data that permits the District to evaluate all non-report card-based measures (e.g. mission-specific measures, attendance, etc.), and data that permits the District to compare the sponsored school's performance to other schools.
- For financial performance, sponsored schools shall submit financial audits and other data for all Applicable Years that is required for the District to evaluate the sponsored schools Financial Performance.

- For operational performance, the sponsored school shall submit site visit reports, compliance reports, and other data for all Applicable Years is required for the District to evaluate the measures for the sponsored school's Operational Performance Framework.

The application also may permit the sponsored school to explain why it did or did not achieve its goals and/or performance standards

The application also shall require the sponsored school to identify any changes that it is proposing to make to its educational program, fiscal plans, and operational plans over the next term, if renewal is granted.

#### Criteria Used to Evaluate the Application

The evidence and data submitted in the application allows the renewal application to be evaluated based on the criteria specified in the Contract between the District and the School through the High Stakes Review. The High-Stakes Review, is a rigorous evaluation of the School's Academic, Financial, and Operational performance for each year of the entire contract term against the metrics. In the event that the Sponsor Contract is only for one year, the District shall also evaluate the year preceding the sponsorship contract so that there are multiple years being evaluated.