

Application for Renewal



Part A: Existing documentary evidence

It is the school's responsibility to ensure that the following documents are available to the Sponsor via Epicenter at the time of application for renewal:

- 1) The original charter contract and any addendums
- 2) Annual reports for each year of the contract term. The Annual Reports contain an objective assessment of the academic performance, organizational, contractual and governance responsibilities, and financial compliance following Appendix G.
- 3) Appendix D.s
- 4) Site Visit reports
- 5) the Renewal Site Visit report
- 6) Status reports on corrective action plans or other required interventions, if applicable
- 7) Annual Audits from the Auditor of the State
- 8) Annual financial statements that disclose the costs of administration, instruction and other spending categories. Financial statements must be understandable to the general public.
- 9) Any other reports or reviews from External Evaluators, the Ohio Department of Education, etc.

Part B: Narrative

Section 1 – Academic Performance. Referencing items from the documentary evidence (Part A.), such as Local Report Cards – including results from the most recently completed school year - Annual Reports, Appendix D.s, etc., report on the academic performance of your school during each year of the contract term. Specifically address whether your school has met or has progressed toward meeting the academic performance framework as stated in the charter contract/Appendix G. Provide evidence of progress for any areas in which the school has not previously met or is not currently meeting performance standards or expectations.

School response for Part B, Section 1:

[Click here to enter text.](#)

subsection a – If your school has **not** maintained a C or better letter grade for Achievement and Progress in each of the last two years, provide a narrative that addresses the improvement actions undertaken and the results of those actions. The purpose of the narrative is to demonstrate substantial progress toward attaining and maintaining a C or higher letter grade in both Achievement and Progress.

School response for Part B, Section 1, subsection a:

Click here to enter text.

subsection b - All schools will report on their performance in relation to comparison schools (selected by RAA based on similar demographics, grade bands and proximity of location to the applicant) using results contained in local report card data for each year over the term of the contract.

School response for Part B, Section 1, subsection b:

School response:

Click here to enter text.

subsection c - All schools will report on their performance in relation to school/mission specific goals found in the negotiated performance framework. Performance reports related to school/mission specific goals should be supported by raw data and provided in an attachment. The school should report on the performance in each year of the contract term. Schools that have **not** met their school specific goals in each year of the contract term should provide a narrative that addresses the improvement actions and the results of those actions. The purpose of the narrative is to demonstrate substantial progress toward meeting the school specific goals and maintaining that performance level.

School response for Part B, Section 1, subsection c:

Click here to enter text.

Section 2 – Governance and Operational Responsibilities. Referencing items from the documentary evidence (Annual Reports, Compliance reports, etc) report on whether your school has met or has progressed toward meeting the governance/operations performance framework as stated in the charter contract/Appendix G. Provide evidence of progress for any areas in which the school has not previously met or is not currently meeting performance standards or expectations.

School response for Part B, Section 2:

Click here to enter text.

- **subsection a** – provide evidence that the governing authority fully implements the school’s bylaws or code of regulations, and describe its recruitment, retention, and succession plan.

School response for Part B, Section 2, subsection a:

[Click here to enter text.](#)

- **subsection b** - describe the Organizational Structure and provide a current Organization Chart as **Attachment Organization Chart**. Describe how the governing authority meaningfully evaluates the school administrator and management company, if applicable?

School response for Part B, Section 2, subsection b:

[Click here to enter text.](#)

- **subsection c** - provide evidence that the school has been faithful to the terms of its contract. Describe any material modifications to the governance/operational plan occurring over the course of the contract term and describe the impact on the school's performance and how the changes furthered the school's vision, mission and organization.

School response for Part B, Section 2, subsection c:

[Click here to enter text.](#)

- subsection d - provide evidence of current compliance in areas for which the school was found previously to be non-compliant. Specifically address any of the following that may have occurred over the contract term:
 - any time when membership on the governing body fell below the requirements in their by-laws or the statutory minimum of 5 members. Identify the amount of time vacancies were open and the activities undertaken to correct the situation.
 - identify any board members that did not complete required annual training as required by law and/or the contract or complete Conflict of Interest statements in any of the years of the contract term, why that occurred, and what the school did to rectify the situation.
 - If there were any other governance requirements the school was unable to meet, provide a narrative describing the improvement actions the school implemented to move toward full compliance with governance responsibilities.

School response for Part B, Section 2, subsection d:

[Click here to enter text.](#)

Section 3 – Financial Compliance Referencing items from the documentary evidence, report on the financial stewardship your school has implemented each year of the contract term, including whether your school has met or has progressed toward meeting the finance performance framework standards as stated in the charter contract/Appendix G. Provide evidence of progress for any areas in which the school has not previously met or is not currently meeting performance standards or expectations.

School response for Part B, Section 3:

[Click here to enter text.](#)

subsection a – Provide evidence that your school is current in meeting its liabilities, including but not limited to payroll, taxes, debt service payments, and employee benefits.

School response for Part B, Section 3, subsection a:

[Click here to enter text.](#)

subsection b – Discuss any material modifications to the financial plan occurring over the course of the contract term and describe the impact on the school’s financial performance and how the changes furthered the school’s vision, mission and financial position.

School response for Part B, Section 3, subsection b:

[Click here to enter text.](#)

subsection c –Detail any audits and explain any compliance findings for each year over the term of the contract.

For each year in which the school had significant deficiency, material weakness, or repeat findings identified in the external audit, the school **must** provide a narrative explaining the improvement actions made to meet financial compliance requirements and the effectiveness of those actions in improving financial compliance. Success should be identified by specific changes in practice and changes in the audit findings in subsequent years. The purpose of the narrative is to demonstrate substantial progress toward achieving and maintaining financial compliance. Implementation of the described improvement actions should be verifiable.

School response for Part B, Section 3, subsection c:

[Click here to enter text.](#)

subsection d - For schools that have earned a D or lower letter grade in Achievement and/or Value Added, address how the school has prioritized resources toward proven

programs and methods linked to improved student achievement until the school earns a grade of C or better for two consecutive years.

School response for Part B, Section 3, subsection d:

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subsection e - provide a financial statement that discloses the costs of administration, instruction and other spending categories for the charter school as Attachment Part C: Financial Statement.

School response for Part B, Section 3, subsection e:

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Part C: Future Plans

This section provides the school an opportunity to describe plans for the next contract term.

Detail what the governing authority intends to accomplish, including significant changes to the essential terms that would require modification of a material provision in the school's current contract or are likely to impact the school's academics, governance/operations, and financial sustainability. (RAA reserves the right to request additional information so that it may sufficiently assess the impact and planning for such changes.)

School response for Part C, Section 1:

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subsection a.- provide a five-year projected budget for the next contract term using the form and format described by the Ohio Department of Education. An Excel spreadsheet with the required formatting can be found at: <http://education.ohio.gov/Topics/Finance-and-Funding/School-Payment-Reports/State-Funding-For-Schools/Community-School-Funding/Five-Year-Forecasts>

School response for Part C, Section 1, subsection a:

Click here to enter text.

subsection b.-provide a budget narrative clarifying the assumptions on which the school bases its key revenue and expenditure projections. In addition, the budget and narrative must 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., changes in staffing, increased/decreased enrollment, facilities, etc.).

School response for Part C, Section 1, subsection b:

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The **signature page** must be signed by both the Governing Authority Chair/President and the School Leader/Administrator.