



Educational Service Center of Lake Erie West Community Schools Center

Instructions and Timeline for Application for Sponsorship

10/31/16	Deadline to submit Application for Sponsorship
11/01/16 – 12/31/16	ESCLEW Review and Interview Period
1/15/17	Deadline for ESCLEW to notify Founding Team of recommendation to ESCLEW board
2/15/17	Preliminary Agreement approved by ESCLEW and issued to School
2/28/17	Deadline to return signed Preliminary Agreement
3/15/17	Contract adopted by ESCLEW Board; Contract template provided to School
4/30/17	Deadline for Contract to be negotiated, approved and signed by School Governing Authority, and for the School to provide all necessary documentation
6/15/17	Deadline for Contract to be signed by ESCLEW and distributed to ODE
Summer 2017	Site visit/sponsor assurances due at least ten business days before school opens
9/30/17	Deadline for school to open, unless drop-out recovery school

Renewal Performance Report and Renewal Packet

The renewal packet provided by ESCLEW will include the following:

- Renewal Performance Report – Assesses school’s academic, financial, and operational performance over past three years, as well as performance on contract goals
- Performance Accountability Framework, including current contract goals (Attachment 11.6)
- Education Plan (Attachment 6.3)
- Corrective Action Plan (CAP), if applicable
- Renewal Evaluation Rubric

Renewal Application

Please answer all questions thoroughly and provide any requested or additional supporting materials. Once completed, please submit your application and all supporting materials either electronically to Kathy Sickles at ksickles@eslakeeriewest.org or by mail to:

Educational Service Center of Lake Erie West
Community Schools Center
4955 Seaman Rd.
Oregon, OH 43616

Review Period

The ESCLEW Renewal Review Team will be individualized to your school. The renewal team will include a core group of individuals from the ESCLEW Community Schools Center – Director, Academic Services Team Leader, Operations Team Leader, Special Education Specialist, and Financial Oversight Specialist. In addition, the team will include the school’s assigned Regional Technical Assistance Educator. Finally, we will incorporate an external reviewers.



Educational Service Center of Lake Erie West Community Schools Center

Prior to reviewing applications, all reviewers will undergo training on how to review the renewal applications. Training will include review of the ESCLEW Community Schools Center vision, mission, and strategic goals. In addition, we will go over all documents related to renewal, particularly the evaluation rubric and performance accountability framework. All trainers will also sign a Conflict of Interest Disclosure Form. Any reviewer found to have a real or perceived conflict will be excused from renewal review to ensure impartiality in review.

The cumulative performance report, along with the answers and documentation provided with the renewal application, provide the basis for decision-making on the renewal process. Schools must present a comprehensive and strong evidence-based case for renewal, and ESCLEW will place particular importance on the school's academic performance and improvement in student achievement. Schools must also demonstrate that they are financially sound and organizationally viable.

Low ratings in a particular area or composite score in a section of the evaluation rubric may result in a CAP for the 2017-18 school year, even if the school is renewed. If a CAP is required, ESCLEW will provide the school with a template that outlines specific areas of concern and recommendations for action. The initial draft of this CAP will be due back to ESCLEW no later than June 30, 2017.

The review team will evaluate and discuss the data and each reviewer will complete an evaluation rubric. The combined scores and comments will be provided to the school in the final evaluation rubric. If the review team needs additional information to make a determination, we will contact the school during the review period.

Renewal Decision and Contract Term Length

The score of the evaluation rubric and the academic performance of the school are the primary guiding factors in the renewal decision. ESCLEW may choose not to renew this Contract at its Expiration Date for (1) failure to meet student performance requirements stated in this Contract; (2) failure to meet generally accepted standards of fiscal management; (3) violation of any provision of this Contract or applicable state or federal law; or (4) other good cause.

If ESCLEW chooses not to renew the contract, ESCLEW will notify the School of the proposed non-renewal no later than January 15, 2017. The notice will include the reasons for the proposed action in detail, the effective date of the non-renewal, and a statement that the School may, within fourteen (14) days of receiving the notice, request in writing an informal hearing before the Sponsor. The informal hearing shall be held within fourteen (14) days of the receipt of a request for the hearing. Within fourteen (14) days after the informal hearing, the Sponsor shall issue a written decision either affirming or rescinding the decision not to renew this Contract.

If a school is recommended for renewal, ESCLEW will notify the school of the renewal decision and the approved maximum contract term length for the school no later than January 15, 2017. The ESCLEW Governing Board has determined that contracts will currently be renewed for a maximum of five years.



Educational Service Center of Lake Erie West Community Schools Center

Contract Negotiation and Attachments

If the school's contract is renewed, ESCLEW will send the school a renewal contract packet no later than February 28, 2017. This packet will include the restated contract template, attachment cover pages, and an explanation of changes made, typically statutory and best practices updates.

The school governing authority, school leader, operator (management company), if applicable, and school's attorney should review the contract to ensure accuracy of all terms. If the school finds any errors or if the school wishes to negotiate any contract term, the designated contact should discuss these proposed changes with ESCLEW as soon as possible.

All contract attachment documents should be submitted to ESCLEW via Epicenter no later than April 30, 2017. The attachments will be reviewed for accuracy, completeness, and appropriateness. If any adjustments are required, the school will be notified with specific instructions in a timely manner.

Contract Approval and Execution

After all contract terms are finalized, the contract must be approved by the Governing Authority no later than June 15, 2017. The school should prepare a resolution for the Governing Authority president to sign once the contract is approved. It is best to have a separate resolution signed that day, rather than having approval merely reflected in the minutes. This is because we need to include the resolution as a part of the contract, and we prefer not to include un-approved draft minutes.

Once the Governing Authority has approved the contract resolution, the Governing Authority President should sign and date the contract. Then, the original signed contract should be sent to:

- Educational Service Center of Lake Erie West
- Community Schools Center
- 4955 Seaman Rd.
- Oregon, OH 43616

The original signed contracts must be received by ESCLEW no later than June 15, 2017. The ESCLEW Superintendent will sign the completed contracts prior to June 30, 2017. The renewal contract will go into effect on July 1, 2017. No later than July 10, 2017, ESCLEW will send a copy of the fully executed contract to the school and to ODE. The contract will also be available on Epicenter for the school's reference.