



The Community School Evaluation & Renewal Process

The Educational Resource Consultants of Ohio, Inc. is committed to exemplary performance as a community school authorizer (*or sponsor*). Toward that goal, ERCO has progressively aligned its principles, processes, and standards with those of the National Association of Charter School Authorizers (NACSA), the leading authority in the field of authorizing.

The foundation of the ERCO renewal process is evaluation of school performance within a performance framework. The following framework is adapted from NACSA models to align with Ohio community school law, policy and accountability systems.

Renewal Process Timeline	
October of Fiscal year	Distribution of Renewal Application and Performance Report/Renewal Evaluation Rubric via email to governing boards & administrators of schools with contract terms ending June 30.
November of Fiscal year	Distribution of Performance Reports via email to governing boards and administrators. Reminder of Renewal Application due date. <i>(Report will coincide with the above during the next renewal cycle.)</i>
November of Fiscal year	Renewal Application and all supplementary materials due <i>(Receipt to be confirmed via email within 2 business days)</i> Review of Application materials and Performance Evaluation
December of Fiscal year	Advisory Board Meeting – Recommendation of renewal or non-renewal to Executive Board
December/January of Fiscal year	Formal notice to governing boards of renewal or non-renewal
January 15, of Fiscal year	(Annual) Statutory deadline for sponsor notice of non-renewal or termination
June 15, of Fiscal year	Target date for Submission of signed, executed performance contracts to ODE

A Strong Renewal Process:

- Protects student rights, school autonomy and public interest
- Holds to rigorous academic, financial and organizational performance standards
- Is fair, transparent, data-based and comprehensive

Dimensions of Performance

The most heavily weighted dimension in all of ERCO's renewal decisions is academic performance, with particular emphasis on student growth. However, additional dimensions of performance, such as financial stability, can also substantially impact or compromise academic performance. In its renewal process, ERCO evaluates four distinct dimensions of performance, while taking into account supplemental information provided in Renewal Application Narrative Responses:

- **Academic Performance:** Student outcomes and implementation of the school's educational plan
- **Financial Performance:** Fiscal management practices which support student outcomes
- **Operational Performance:** Effective management of the learning/working environment
- **Governance:** Effective oversight and direction of academic, financial and operational performance

Assessment Tools

Comprehensive school performance evaluation provides accountability, identifies avenues for improvement and defines areas of need in which schools may benefit from targeted technical assistance.

For each dimension, ERCO has developed:

- **Performance indicators**
- **Measures**
- **Metrics**
- **Targets**
- **Ratings**
- **A performance framework assigning weight to each dimension.**

*“ A quality authorizer
designs and implements
a transparent and rigorous
process that uses
comprehensive and reliable
data to inform merit-based
renewal decisions.”*

*“Principles & Standards
of Quality Authorizing”
~ NACSA*

Component	Definition	Example
Dimension ↓	One of four: academic, financial, operational or governance	Academic Performance
Indicator ↓	The elements of performance within a performance dimension	Student achievement
Measure ↓	Data source(s) or means by which the indicator is evaluated	Ohio State Standardized test results
Metric(s) ↓	Method of quantifying the measure	Achievement grade on the school's Ohio Local Report Card grade <i>(or measures reported where component grade is not assigned)</i>
Target(s) ↓	Threshold(s) signifying success in meeting the standard for a specific measure	Local Report Card grade of "C" for student achievement <i>(or measures reported where component grade is not assigned)</i>
Rating ↓	Assignment of performance into one of four rating categories, based on how the school performs against framework targets	The rating is "Meets Expectations" if the school meets the target <i>(achievement grade of "C" from above)</i>
Value ↓	Assignment of a numerical value to ratings for each indicator	Exceeds Expectations = 4 points Meets Expectations = 3 points Approaches Expectations = 2 points Does Not Meet Expectations = 1 point
Dimension Score ↓	An average score for each performance dimension is calculated. Each dimension rating is reported.	Exceeds Expectations = 3.50-4.00 Meets Expectations = 2.50-3.49 Approaches Expectations = 2.00-2.49 Does Not Meet Expectations = 1.00-1.99
Overall Performance Rating	Overall performance is calculated using the dimension weights shown <i>(right)</i> and reported as an overall rating on the 4-level scale <i>(above right)</i> .	Academic 30% Education 20% Finance 30% Operations 10% Governance 10%

Renewal Performance Report

Prior to renewal decisions, ERCO will provide annually to each school's governing authority an objective report of the school's academic, financial, organizational and governance performance in meeting its obligations under contract, policy, statute, and sponsor expectations. The report will include a summary of performance for the contract term with respect to its contracted goals and the ERCO Renewal Evaluation Rubric. Composite overall performance scores:

Below expectations	= 1.99 or below	= Strong likelihood of non-renewal
Approaches expectations	= 2.00-2.49	= Contingent renewal or Non-renewal
Meets expectations	= 2.50-3.49	= Renewal, contingencies possible
Exceeds expectations	= 3.50-4.00	= Renewal

Data Sources

Many performance dimensions and critical performance indicators are not directly measured by Ohio accountability systems or detailed on the Ohio Department of Education's annual Local Report Card. Performance on those dimensions is therefore based on reports and data ERCO collects continuously throughout the contract term in the course of monitoring and oversight. Evaluation will include but is not limited to the following data sources.

Academic performance: Local Report Card, academic/special education/other site visit reports, corrective action plan outcomes, other relevant compliance reports or data, if any.

Financial performance: ERCO monthly financial analysis reports, enrollment data, school monthly financial reports, vendor accounts status, corrective action plan execution and outcomes, and other relevant compliance reports or data, if any.

Operational performance: Site visit reports, corrective action plan execution and outcomes, and other relevant compliance reports or data, if any.

Governance performance: Submission of meeting minutes, documentation of board activity and meetings, compliance with statutory and contractual requirements (such as open meetings, public notice, prompt notification of schedule or roster changes, board training), reports received from governing board members, ERCO representative board meeting reports, and other relevant reports or data, if any.

Renewal Application

The renewal application is a formal request for renewal, and an opportunity for the governing authority, working in concert with school leadership, to:

- Submit comments and/or request corrections to the renewal performance report
- Provide evidence of performance in areas better suited to qualitative evidence
- Provide objective, verifiable, relevant and state or nationally normed comparative data showing academic success relative to peer schools
- Provide concise, detailed responses to performance-related questions
- Provide achievable, concrete, mission-driven, outcomes-oriented, and needs-based strategic plans for a new charter term

Renewal Application Review

On receipt, ERCO staff will review Renewal Applications, along with any supporting documentation submitted by the governing authority. ERCO staff may revise or supplement documentation and evidence if justified. The complete Renewal Application, Renewal Evaluation Report and all supporting materials will be distributed to ERCO Advisory Board members on or before December 15 of the fiscal year for review prior to the Renewal Meeting. ERCO staff will answer Advisory Board questions, if any, or offer clarification and comments during the Renewal Meeting.

Advisory Board Renewal Meeting

At the annual Advisory Board Renewal Meeting, board members consider each school's: Renewal Evaluation Report, Renewal Application, Supplemental Materials, and reports, from ERCO staff. Board members discuss each school with ERCO staff. The Overall Renewal Evaluation Score is calculated. The Advisory Board reviews each school's Overall Renewal Evaluation score, deliberates, and votes to recommend renewal or non-renewal. The Advisory Board may, at its discretion, recommend renewal contingent upon the school's contractual commitment to specific conditions.

Note: *In sponsorship decision-making, the governing authority of ERCO's parent organization utilizes and generally defers to the expertise of Advisory Board members, veteran educational leaders with a wealth of knowledge and experience in education, including the community school environment. Formal approval by the governing authority of ERCO's parent organization is, however, required prior to signing and execution of binding contracts.*

Notice of Renewal/Non-renewal recommendations

School governing authorities will be informally notified by phone of the Advisory Board's recommendation for renewal or non-renewal of sponsorship within two business days. Formal, written notice will be issued to the governing authority within twenty days.

Contract Renewal Negotiations

ERCO and the school governing authority [or designee(s)] begin discussing the format, content and targets of SMART (specific, measurable, achievable, relevant and time-bound) performance goals. Either party may suggest other provisions for inclusion in a contract for the term commencing July 1 of that fiscal year. Formal approval by the governing authority of ERCO's parent organization is required prior to execution of binding contracts.

Appeal of Non-Renewal

Within 14 days of notice of non-renewal, the governing authority may request, in writing, an informal hearing to appeal.

Renewal Process Implementation Team:

- J. Leonard Harding, Executive Director
- Aaron Kinebrew, Assistant Director
- James Wilson, Southwest Regional Consultant, Financial Consultant

Please call any of the above ERCO team members at 513-771-4006 with any questions.