

Instructions & Timeline Renewal of Community School Sponsorship Contract Expiring June 30, 2025

Deadline	Responsibility	Items to be Completed
09/30/2024	School	Application for Renewal of Community School Sponsorship is submitted
10/01/2024 – 12/31/2024	BGSU	Review period and decision-making; high-stakes review completed
01/15/2025	BGSU	School is notified of recommendation to the BGSU Dean of EDHD and Provost
02/28/2025	School	School is sent a contract renewal packet for completion
04/30/2025	School	Contract negotiations are finalized and all contract attachments are submitted
05/31/2025	School	School governing authority approves and signs the sponsorship contract and the original, signed contract is returned to the BGSU
06/30/2025	BGSU	Contract is signed by the BGSU Provost and executed
09/30/2025	BGSU	School year begins or contract is void <i>*Exception for dropout prevention and recovery programs</i>

Sponsoring Priorities

Sponsorship encompasses a great deal of legal responsibility, and the College of Education & Human Development at Bowling Green State University takes our responsibilities seriously. At the core, it upholds its mission of providing the resources necessary to promote and sponsor an exceptional charter school environment throughout the state of Ohio.

Adhering to the *Principles and Standards for Quality Charter School Authorizing* as established by the National Association of Charter School Authorizers (NACSA), BGSU utilizes the principles and standards as the foundation of its strategic plan for quality school sponsoring.

Principles:

- Maintain High Standards
- Uphold School Autonomy
- Protect Student and Public Interest

Standards:

- Agency Commitment & Capacity
- Application Process & Decision-Making
- Performance Contracting
- On-Going Oversight and Evaluation
- Revocation and Renewal Decision-Making

In accordance with the sponsoring priorities, principles, and standards, this application includes prescriptive requirements and evaluation criteria. In order to preserve the highest standard of quality sponsorship, the school must provide sound evidence of meeting each selection criteria. Only schools that earn **at least 75%** of possible points will be considered for renewal.

There are significant consequences for poor performance in academics, finance, operations, and governance. If a school does not perform well, it may be closed automatically by law or by the sponsor and could be subject to civil liability. It is imperative the school demonstrates its strong educational, operational, and financial performance before BGSU would agree to renew sponsorship of the community school.

Step One: Application for Sponsorship

To begin the process of renewing the community school sponsorship contract, follow the timeline and application instructions. Resources are also available on the BGSU website and from state and local organizations dedicated to community (charter) school development. Contact April Samberg, BGSU Community School Liaison, at 419-372-5318 to indicate interest and discuss any initial questions.

All essay portion questions must be answered within the provided template. Any supplementary materials must be clearly labeled as separate attachments. Should a certain criterion not apply, a response stating why it is not applicable is required. No question should be left unanswered. The essay portion accounts for 33% of the final evaluation rubric score. The application must be submitted into Epicenter no later than **September 30, 2024**.

Step Two: Review Period and Decision-Making

As part of the application process, BGSU will complete a high stakes review. This is a rigorous evaluation of the school's academic, financial, organizational, operational, and compliance performance, which aligns to the performance framework of the contract (Attachment 11.6) over the entire contract term. The high stakes review results account for 67% of the final evaluation rubric score.

The BGSU Application Review Team includes a core group of individuals from BGSU College of Education & Human Development as well as external reviewers with expertise and sponsoring experience to make informed application decisions. Annually, and prior to reviewing applications, the Application Review Team is trained on the application process and materials; reviewer protocols; and the vision, mission, and strategic goals of community school sponsorship at BGSU. All reviewers sign a Conflict of Interest Disclosure form. Any reviewer found to have a real or perceived conflict of interest will be excused to ensure impartially in the review.

The rubric contains the application framework and evaluation criteria. The high stakes review, which accounts for 67% of scoring, along with the essay portion, which accounts for 33% of scoring, are the primary factors for renewal decision-making. Therefore, the school must present a comprehensive and evidence-based case for renewal.

After evaluating and discussing all the data, each reviewer will individually complete a rubric. The combined scores and comments will be provided to the school in the final evaluation rubric. Should the Application Review Team need additional information to make a determination, the school will be contacted during the review period.

Step Three: Renewal Decision and Contract Term Length

In order to guarantee the most comprehensive and appropriate decisions are rendered, BGSU only provides evidence-based recommendations to its Dean and Provost regarding applications for renewal of sponsorship. BGSU may choose not to renew a school’s contract at its expiration date for failure to meet student performance requirements stated in its contract; failure to meet generally accepted standards of fiscal management; violation of any provision of its contract or applicable state or federal law; or other good cause.

Should BGSU choose not to renew the contract, it will notify the school of the proposed non-renewal no later than **January 15, 2025**. The notice will include detailed reasons for the proposed action, the effective date of non-renewal, and a statement which 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 receipt of the request for the hearing. Within fourteen (14) days after the informal hearing, BGSU will issue a written decision either affirming or rescinding the determination to not renew the school’s sponsorship contract.

Should BGSU choose to renew the contract, it will notify the school of the decision and the approved maximum contract term length no later than **January 15, 2025**. BGSU currently offers sponsorship contracts for a maximum of five (5) years. The following table outlines the final evaluation rubric score and corresponding contract term length recommendations.

Final Evaluation Rubric Score	Recommended Contract Term Length
90.0% - 100%	Five (5) Year Recommendation
85.0% - 89.9%	Four (4) Year Recommendation
80.0% - 84.9%	Three (3) Year Recommendation
75.1% - 79.9%	Two (2) Year Recommendation
75.0%	One (1) Year Recommendation
74.9% or Lower	Not Recommended for Sponsorship

Step Four: Contract Negotiations and Attachments

BGSU will send the school a contract packet no later than **February 28, 2024**. This packet includes the restated contract template, attachment cover pages, and an explanation of changes made, typically statutory and best practices updates.

The school’s governing authority, leader, management company (if applicable), and attorney should review the contract to ensure accuracy of all terms. Should the school find any errors or wish to negotiate any contract term, it should discuss the proposed changes with BGSU as soon as possible.

All contract attachments must be received by BGSU no later than **April 30, 2025**. The attachments will be reviewed for accuracy, completeness, and appropriateness. Should any adjustments be required, the BGSU will notify the school in a timely manner and convey specific instructions for the adjustments.

Step Five: Contract Approval and Execution

After all contract terms are finalized, the contract must be approved by the school's governing authority. The school should prepare a resolution for the governing authority president to sign once the contract is approved. This signed resolution must be included in the contract, so it is best to have a separate resolution signed that day rather than having approval reflected in the unapproved, draft minutes.

Once the school's governing authority has approved the contract resolution, the governing authority president must sign and date the contract. Then, the original, signed contract must be delivered in person or sent via postal mail and received by BGSU no later than **May 31, 2025**.

All negotiations must be complete, and the contract must be signed by both parties prior to the expiration of the current contract. The BGSU Provost will only sign the contract once all requirements have been met. BGSU will send a copy of the fully executed contract to the school and the Ohio Department of Education. The contract will also be available for reference in Epicenter. The contract will go into effect on **July 1, 2025**.