



## Instructions and Timeline for Application for Sponsorship

10/31/16	Deadline to submit Application for Sponsorship
11/01/16 – 12/31/16	Maysville Local Review and Interview Period
1/15/17	Deadline for Maysville to notify Founding Team of recommendation to Maysville board
2/15/17	Preliminary Agreement approved by Maysville and issued to School
2/28/17	Deadline to return signed Preliminary Agreement
3/15/17	Contract adopted by Maysville 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 Maysville 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 Maysville 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 Shawn Connors at [sconnors@laca.org](mailto:sconnors@laca.org) or by mail to:

Maysville Local Schools  
 Community Schools  
 3715 Panther Drive  
 Zanesville, OH 43701

### Review Period

The Maysville Renewal Review Team will be individualized to your school. The renewal team will include a core group of individuals from the Maysville Local School District– Director of Special Services, Superintendent, Curriculum Specialist Special Education Specialist, and Financial Oversight Specialist.



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Prior to reviewing applications, all reviewers will undergo training on how to review the renewal applications. Training will include review of the Maysville 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 Maysville 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, Maysville 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 Maysville 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. Maysville 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 Maysville chooses not to renew the contract, Maysville 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, Maysville will notify the school of the renewal decision and the approved maximum contract term length for the school no later than April 15, 2017. The Maysville Governing Board has determined that contracts will currently be renewed for a maximum of five years.



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### **Contract Negotiation and Attachments**

If the school's contract is renewed, Maysville will send the school a renewal contract packet no later than April 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 Maysville as soon as possible.

All contract attachment documents should be submitted to Maysville via email or mail no later than May 15, 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:

Maysville Local Schools  
Community Schools  
3715 Panther Drive  
Zanesville, OH 43701  
or [sconnors@laca.org](mailto:sconnors@laca.org)

The original signed contracts must be received by Maysville no later than June 15, 2017. The Maysville 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, Maysville will send a copy of the fully executed contract to the school and to ODE.