



**MILWAUKEE  
PUBLIC SCHOOLS**

## Partnership School Renewal Process

The partnership renewal process is an important opportunity for partnership schools to demonstrate their success and their compliance with their current contract, and an opportunity to describe new initiatives that will generate the increased academic performance required during the next contract term.

Please read the information carefully in this packet and comply with all of the deadlines. Please contact Bridget Schock [schockbx@milwaukee.k12.wi.us](mailto:schockbx@milwaukee.k12.wi.us) with any questions regarding the renewal process.

### Important Information for all Partnership Renewal Applicants:

1. Establish who will be your applicant contact person.
  - Please email [schockbx@milwaukee.k12.wi.us](mailto:schockbx@milwaukee.k12.wi.us) by **September 8, 2017** with the name of your school's single point of contact for your renewal application.
2. File a Renewal Letter of Intent no later than **September 8, 2017**.
3. Use the partnership renewal application guidelines outlined in this packet.
  - Please note that things may have changed since your last partnership application and that a recommendation of a new contract will be a different agreement than the last contract.
4. Submit your application no later than **September 29, 2017**.
5. Attend the Partnership School Renewal Leaders Orientation.
6. Respond to the Partnership School Performance Summary after receipt of the data.
7. Complete the school demographic information included in this packet and submit to Contracted Schools at [schockbx@milwaukee.k12.wi.us](mailto:schockbx@milwaukee.k12.wi.us).
8. Plan for the full day site visit using the checklist provided on page 21 in this packet.
  - Ensure that all stakeholders are represented on the day of the visit.
  - Arrange for student and staff panel discussions.
9. The recommendation made by the Review Team will be taken to the Milwaukee Board of School Directors – Student Achievement and School Innovation (SASI) committee meeting.

Arrange for school representatives to attend the public hearing.



**Background**

MPS follows the principles and standards for contracting, performance evaluation and compliance monitoring. The evaluation and monitoring of schools is based on specific performance standards and compliance criteria in three broad areas: *Educational Performance, Financial Performance, and Organizational Performance.*

In the last year of the contract term, the Milwaukee Board of School Directors makes a decision about contract renewal based on whether the school has met the established educational, financial and organizational standards. District administrative staff in the Office of Contracted School Services is responsible for the ongoing oversight, performance evaluation, and compliance monitoring of schools. A MPS Contract Review Team is established to review, evaluate and make recommendations regarding renewal of a school contract.

**School Performance and Renewal Components**

Renewal decisions are based on a thorough analysis of a comprehensive body of objective evidence. Information and data from the following components are used in the renewal decision-making process:

- **Application for Renewal**
- **School Performance Summary**
  - Educational Performance Standards
  - Financial Performance Standards
  - Organizational Performance Standards
- **School Site Visit or School Presentations**

**Renewal Recommendation Process**

| Component  | Description   |
|--|---|
| Initial School Performance Summary   | <p>MPS administrative staff from the Office of Contracted School Services will complete an Initial School Performance Summary for each school that is in their last year of the contract term. See the separate document: <b>School Performance Summary</b> for information about performance standards.</p> <p>(This is an <i>initial</i> summary in that the overall performance ratings and renewal recommendation will be completed via consensus by the MPS Contract Review Team after the team’s review of the School Performance Summary, Application for Renewal, school presentations, and other school site visit information.)</p> |
| Schools receive Initial School Performance Summary and Application for Renewal | Provide the Initial School Performance Summary and Application for Renewal to each school that is in its last year of the contract term.  |
| School Response  | <p>Schools seeking contract renewal submit an application for contract renewal to the Office of Contracted Schools. See <i>instructions on submitting a School Application for Renewal.</i></p> <p>If applicable, schools may submit additional information and/or address issues /</p>   |

|   |   |
|---|---|
|   | concerns from the Initial School Performance Summary.   |
| School Contract Review Team Session                                   | The MPS School Contract Review Team convenes. This will be an orientation session for team members on the performance evaluation and contract renewal process. At this session, team members will be provided with the Initial School Performance Summary and completed Application for Renewal for the schools seeking contract renewal. School performance data will be presented and discussed.  |
| School Contract Review Team – <i>Individual Reviews</i>               | <p><b>Individual Reviews:</b> Each MPS School Contract Review Team member individually reviews the Initial School Performance Summary and completed Application for Renewal for the schools seeking contract renewal. Team members are asked to complete the following prior to the school presentation or site visit and team discussion:</p> <ul style="list-style-type: none"> <li>• Overall performance ratings for the individual performance measures and the section ratings on the School Performance Summary</li> <li>• Examples of strengths and weaknesses to support the ratings</li> <li>• Comments/feedback regarding the Application for Renewal</li> <li>• Comments/questions in preparation for school presentation or site visit</li> </ul>   |
| Schools Prepare for Site Visit or School Presentation                 | <p><b>Schools prepare for presentation or school site visit by the MPS School Contract Review Team.</b></p> <ul style="list-style-type: none"> <li>• During the presentation or site visit, schools have the opportunity to present information included in their Application for Renewal – focusing on <b>Educational, Financial, and Organizational Performance Standards</b>.</li> <li>• Schools may also present supplementary information or, if applicable, address any issues / concerns raised.</li> <li>• In addition to the school leader, schools can involve representatives of School Governance Board, students, parents, and teachers.</li> <li>• Schools can share samples of student work</li> <li>• Schools should be prepared to have Review Team members visit classrooms.</li> </ul>   |
| <b>At-Risk</b> School Site Visits by MPS School Contract Review Team  | <p>A half-day school site visit will be scheduled for each school seeking contract renewal. The school site visit will be structured as follows:</p> <ul style="list-style-type: none"> <li>• MPS School Contract Review Team meets to discuss the School Performance Summary and completed Application for Renewal.</li> <li>• School presentation on information included in its Application for Renewal – focusing on Educational, Financial, and Organizational Performance Standards. Schools may also provide supplementary information or, if applicable, address any issues / concerns raised.</li> <li>• Review team members visit classrooms and view samples of student work.</li> <li>• <b>Team Reviews and Recommendations:</b> MPS School Contract Review Team meets to review and discuss information from the Initial School Performance Summary, individual team member reviews, completed Application for Renewal, and the school site visit. At this session, the School Performance Summary will be finalized. Overall school performance ratings and renewal recommendation will be made via collaboration and consensus.</li> <li>• Review Team meets with school leader to present finalized school performance ratings and renewal recommendation.</li> </ul> |
| <b>Behavioral Reassignment and Other Programs</b> School Presentation | <p>A two-hour school presentation will be scheduled for each school seeking contract renewal. The school presentation will be structured as follows:</p> <ul style="list-style-type: none"> <li>• MPS School Contract Review Team meets to discuss the School Performance Summary and completed Application for Renewal.</li> <li>• School presentation on information included in its Application for Renewal – focusing on Educational, Financial, and Organizational Performance Standards. Schools may also provide supplementary information or, if applicable, address any issues / concerns raised.</li> <li>• School highlights success stories and provide samples of student work and accomplishments.</li> </ul>   |

|  |  |
|--|--|
|  | <ul style="list-style-type: none"> <li>• <b>Team Reviews and Recommendations:</b> MPS School Contract Review Team meets to review and discuss information from the Initial School Performance Summary, individual team member reviews, completed Application for Renewal, and the school presentation or site visit. At this session, the School Performance Summary will be finalized. Overall school performance ratings and renewal recommendation will be made via collaboration and consensus.</li> <li>• Review Team meets with school leader to present finalized school performance ratings and renewal recommendation.</li> </ul> |
| School Performance Summary provided to Schools                           | The finalized School Performance Summary is sent to the schools.   |
| Recommendations and Board Item Prepared                                  | MPS administrative staff from the Office of Contracted School Services submits recommendations to the Superintendent of Schools and prepare the recommendations for submittal to the Milwaukee Board of School Directors for action.   |
| Recommendations to and Action by the Milwaukee Board of School Directors | Recommendations are submitted to the Milwaukee Board of School Directors' Committee on Student Achievement and School Innovation (SASI) for consideration at its meeting in May. There is opportunity for public comment at the School Board's SASI Committee meeting. The Committee's recommendation is submitted to the full Board for final action.   |



In the last year of the contract term, schools submit an application for contract renewal. In this application, schools provide a clear, concise, and compelling rationale for contract renewal. It should demonstrate through evidence that the school has increased student achievement or has shown improvement and that it is financially and organizationally sound. The application should describe the school's strengths and successes and outline plans for continued success in the future.

The application should address the following elements. Responses should be descriptive, in narrative form, and provide examples for clarity. Response should be written in the order listed below.

*Page Limit: The application should not exceed 15 pages (not counting the cover sheet).*

*Font and Type: A minimum of 12-point font should be used and, if possible, use Times New Roman font.*

**I. Partnership Renewal Cover Sheet (Attached)**

**II. Response to Current School Performance**

**Educational Performance**

1. Provide a description of how the school has been faithful in implementing its educational program outlined in the program description.
2. Explain how the school has met goals and measurable objectives during the term of this contract. Highlight growth in student achievement.

**Financial Performance**

3. Explain how the school has met its financial performance goals. Describe how the school is financially sound.

**Organizational Performance**

4. Illustrate how the school has a well-functioning organizational structure. Include pertinent information about parental involvement, staffing, health and safety, school enrollment and discipline policies, and school facilities.
5. Provide evidence that parents and students are satisfied with the school.
6. Demonstrate that the school has an active and effective school governance structure. Provide examples and explain.

**II. Plans for Continued Success**

**Educational Performance**

1. What is school's proposed enrollment and grade levels for the term of the contract?
2. Describe any changes to the school's educational program for the term of the contract.
3. Outline the school's goals and measurable objectives for the term of the contract.

**Financial Performance**

4. Explain the school's financial plans and forecast.

**Organizational Performance**

5. Illustrate plans for strengthening parental and community involvement in the school's educational mission.
6. Describe any changes to the school's governance structure.



## **Partnership Renewal Letter of Intent**

Please indicate your school's intent to engage in the partnership renewal process. If your school chooses to engage in the process, please complete the letter of intent to the Department of Contracted School Services (CSS) by **September 8, 2017**.

If your school chooses not to engage in the process, please provide a statement regarding reason(s) for non-renewal on school letterhead which includes the School Governing Body agenda and list of participants involved in the decision making process. Return all items along with this letter of intent to CSS by **September 8, 2017**.

On school letterhead, please include the following information:

- Date
- Intent to renew with rationale
- Renewal contact person
- School Leader signature
- School Governing Body President signature



Name of School: \_\_\_\_\_

Date: \_\_\_\_\_

Contracted FTE Maximum: \_\_\_\_\_

Grade Levels: \_\_\_\_\_

September Enrollment Count: \_\_\_\_\_

January Enrollment Count: \_\_\_\_\_

**Introduction**

The contract may be renewed for subsequent years, based upon MPS' assessment of the outcome of the contract review. MPS follows the principles and standards for contracting based on a review and evaluation of a school's performance in three broad areas: **Academic Performance, Financial Performance, and Organizational Performance.**

**Performance Ratings**

Each of the three performance areas as well as each of the individual performance standards will be given a rating of either:

Ratings

|                         |                                  |
|-------------------------|----------------------------------|
| <b>Met the Standard</b> | <b>Did Not Meet the Standard</b> |
|-------------------------|----------------------------------|

The overall rating for each section and the renewal recommendation is completed via collaboration and consensus by the MPS Contract Review Team after the review of the School Performance Summary and school presentation.

## Academic Performance

### Academic Performance Standards:

1. The school must show improvement or maintain satisfactory status on the Alternate Accountability Performance Measures.
2. At least 60% of the pupils in grades 6-8 shall have received a passing grade in at least four of the core academic courses of English, math, reading, science, and social studies.
3. Achieve an average daily pupil attendance rate of pupils in the Educational Program that is at least 70%.
4. At least 60% of students registered for at least 40 days will demonstrate improved attendance compared to their prior school. The student's prior school is defined as the last school they were registered at for 40 or more days. (\*)
5. At least 50% of students who take the district math assessment two consecutive times at the school during the school year will either meet or exceed the district average growth for students at their grade level or reduce the gap between their scores and the proficiency benchmark by 5%
6. At least 50% of students who take the district reading assessment two consecutive times at the school during the school year will either meet or exceed the district average growth for students at their grade level or reduce the gap between their scores and the proficiency benchmark by 5%.
7. The school's overall suspension rate shall be equal to or less than the district's average for equivalent grade bands.
8. At least 60% of students registered for at least 40 days will demonstrate a decreased rate of suspensions as compared to their previous school. The student's prior school is defined as the last school they were registered at for 40 or more days. (\*)
9. Achieve 100% completion of Individualized Student Learning Plans for regular education students enrolled and registered at least 15 days.
10. At least 60% of all students registered for at least 40 days will demonstrate achievement of at least one of their Individualized Student Learning Plan behavior goals. (\*)

\*Cut changes to 60% from 70% as a challenging yet achievable goal given post hoc analysis

### Objective Measures for Academic Performance

|                         |                                  |
|-------------------------|----------------------------------|
| <b>Met the Standard</b> | <b>Did Not Meet the Standard</b> |
|-------------------------|----------------------------------|

| Standard  | Year 1<br>2015-2016 | Year 2<br>2016-2017 | Year 3<br>2017-2018 |
|---|---------------------|---------------------|---------------------|
| 1. The school must show improvement or maintain satisfactory status on the Alternate Accountability Performance Measures.                               |                     |                     |                     |
| 2. 60% of the pupils in grades 6-8 received a passing grade in at least four of the core courses of English, math, reading, science, and social studies |                     |                     |                     |

|  |                                       |                                       |                                       |
|--|---------------------------------------|---------------------------------------|---------------------------------------|
| 3. Met an average daily pupil attendance rate of at least 70%  |                                       |                                       |                                       |
| 4. 60% of students registered for at least 40 days demonstrated improved attendance compared to their prior school (*)   |                                       |                                       |                                       |
| 5. At least 50% of students who take the district math assessment two consecutive times at the school during the school year will either meet or exceed the district average growth for students at their grade level or reduce the gap between their scores and the proficiency benchmark by 5%     |                                       |                                       |                                       |
| 6. At least 50% of students who take the district reading assessment two consecutive times at the school during the school year will either meet or exceed the district average growth for students at their grade level or reduce the gap between their scores and the proficiency benchmark by 5%. |                                       |                                       |                                       |
| 7. School's overall suspension rate was equal or less than the district's average  |                                       |                                       |                                       |
| 8. 60% of students registered for at least 40 days demonstrated a decreased rate of suspensions as compared to their previous school (*)   |                                       |                                       |                                       |
| 9. Achieved 100% completion of Individualized Student Learning Plans for regular education students enrolled and registered at least 15 days   |                                       |                                       |                                       |
| 10. 60% of students registered for at least 40 days demonstrated achievement of at least one of their Individualized Student Learning Plan behavior goals (*)  |                                       |                                       |                                       |
| <b>Percentage of Standards Met by Year</b>   | <b>% MET</b><br><b>% DID NOT MEET</b> | <b>% MET</b><br><b>% DID NOT MEET</b> | <b>% MET</b><br><b>% DID NOT MEET</b> |

**School's Comments to Academic Performance Measures:**

*(Schools may respond to performance measures, submit additional information, and/or address areas of strength and/or challenge identified in the Academic Performance section. Additionally, schools should include statements and evidence reflecting areas of improvement related to Academic Performance.)*

**Financial Performance**

**Financial Performance Standards:**

1. Financial Audit – Contractor provides an annual financial audit. There are no material, unresolved, and/or repeat findings.
2. Budget Accounts – Contractor expends and accounts for funds in a manner consistent with the provisions of the contract. Expenditures in any category of the school's annual budget did not deviate by more than 10%, unless mutually agreed upon between MPS and Contractor.
3. Financial Accounting – Contractor expends and accounts for funds in accordance with the federal guidelines set forth in Office of Management and Budget OMB Circular(s) A21, A87, or A122.
4. Financial Records and Reporting – Contractor maintains school's financial records that are consistent with the provisions of the contract.

**Objective Measures for Financial Performance**

|                         |                                  |
|-------------------------|----------------------------------|
| <b>Met the Standard</b> | <b>Did Not Meet the Standard</b> |
|-------------------------|----------------------------------|

| <b>Standard</b>                            | <b>Year 1<br/>2015-2016</b> | <b>Year 2<br/>2016-2017</b> | <b>Year 3<br/>2017-2018</b> |
|--|-----------------------------|-----------------------------|-----------------------------|
| 1. Financial Audit                         |                             |                             |                             |
| 2. Budget Accounts                         |                             |                             |                             |
| 3. Financial Accounting                    |                             |                             |                             |
| 4. Financial Records                       |                             |                             |                             |
| <b>Percentage of Standards Met by Year</b> | % MET<br>% DID NOT MEET     | % MET<br>% DID NOT MEET     | % MET<br>% DID NOT MEET     |

**District's Comments to Financial Performance Measures:**

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**School's Comments to Financial Performance Measures:**

*(Schools may respond to performance measures, submit additional information, and/or address areas of strength and/or challenge identified in the Financial Performance section. Additionally, schools should include statements and evidence reflecting areas of improvement related to Financial Performance.)*

**Organizational Performance**

**Organizational Performance Standards:**

1. Educational Program – Contractor operates the Educational Program consistent with the description contained in Appendix B and equips all classrooms with all materials, equipment and supplies required to implement the Educational Program.
2. School Governance – Contractor submits governance council information.
3. Parental Involvement – Contractor employs methods to ensure opportunities for parental involvement in the Educational Program.
4. Title I Requirements – Contractor complies with all of the rules and regulations applicable to Title I funding requirements consistent with federal law and the provisions of the contract.
5. Employee Qualifications and Human Resources Provisions – Contractor complies with all state statutes and provisions of the contract relative to the qualifications and hiring of individuals employed in the school. This includes, but is not limited to, ensuring that all instructional staff hold a current and appropriate license or permit issued by the Wisconsin Department of Public Instruction and background screening for both employees and volunteers.
6. Health and Safety – Contractor complies with all Board policies and all local, state and federal laws, codes, rules and regulations that apply to public schools pertaining to immunization requirements and health and safety.

7. Special Education Compliance – Contractor complies with all of the requirements of the Individuals with Disabilities in Education Act (IDEA) and Section 504 of the Rehabilitation Act of 1973. School provides a free appropriate public education (FAPE) to children with disabilities, including, but not limited to, identifying, evaluating, planning educational programs, and implementing placements in accordance with those Acts.
8. Nutrition Services – Contractor complies with all guidelines and standards for meal service.
9. Financial and Compliance Audit – Contractor complies with the provisions of the contract. There are no major or minor issues of noncompliance or repeat findings.

**Objective Measures for Organizational Performance:**

|                         |                                  |
|-------------------------|----------------------------------|
| <b>Met the Standard</b> | <b>Did Not Meet the Standard</b> |
|-------------------------|----------------------------------|

| <b>Standard</b>   | <b>Year 1<br/>2015-2016</b> | <b>Year 2<br/>2016-2017</b> | <b>Year 3<br/>2017-2018</b> |
|---|-----------------------------|-----------------------------|-----------------------------|
| 1. Educational Program                                    |                             |                             |                             |
| 2. School Governance                                      |                             |                             |                             |
| 3. Parental Involvement                                   |                             |                             |                             |
| 4. Title I Requirements                                   |                             |                             |                             |
| 5. Employee Qualifications and Human Resources Provisions |                             |                             |                             |
| 6. Health and Safety                                      |                             |                             |                             |
| 7. Special Education Compliance                           |                             |                             |                             |
| 8. Nutrition Services                                     |                             |                             |                             |
| 9. Financial and Compliance Audit                         |                             |                             |                             |
| <b>Percentage of Standards Met by Year</b>                | % MET<br>% DID NOT MEET     | % MET<br>% DID NOT MEET     | % MET<br>% DID NOT MEET     |

**District's Comments to Organizational Performance Measures:**

## School's Comments to Organizational Performance

### Measures:

*(Schools may respond to performance measures, submit additional information, and/or address areas of strength and/or challenge identified in the Organizational Performance section. Additionally, schools should include statements and evidence reflecting areas of improvement related to Organizational Performance.)*

## Exhibits

The following exhibits may be attached as documented evidence of performance ratings:

1. Pupil Academic Achievement Report (PAAR)
2. Audit Reports
3. School Profile Detail
4. MPS Financial and Organizational Information



**Partnership School Name**

Address

| School Profile   |                    |                                |                      |
|--|--------------------|--------------------------------|----------------------|
| Mission  |                    |                                |                      |
| School Leader  |                    |                                |                      |
| Year Opened  |                    |                                |                      |
| Grades Served  |                    |                                |                      |
| Enrollment Information   |                    |                                |                      |
| Maximum Authorized Enrollment  |                    |                                |                      |
| Total Number of Students Currently Enrolled  |                    |                                |                      |
| Average class size   |                    |                                |                      |
| Number of students who are currently on the waiting list   |                    |                                |                      |
| Number of students who left the school during the prior school year  |                    |                                |                      |
| Number of students that completed the prior school year but did not reenroll for the current school year (excluding graduates) |                    |                                |                      |
| Number of students who have left the school during the current school year   |                    |                                |                      |
| Demographic and Subgroup Information for Currently Enrolled Students   |                    |                                |                      |
| Subgroup Population  | Number of Students | Percent of entire student body | District Average (%) |
| African-American   |                    |                                |                      |
| Asian  |                    |                                |                      |
| Hispanic   |                    |                                |                      |
| White  |                    |                                |                      |
| Other  |                    |                                |                      |
| Students with Disabilities   |                    |                                |                      |
| English Language Learners  |                    |                                |                      |
| Economically Disadvantaged   |                    |                                |                      |



### **Approximately 4 weeks prior to the visit:**

- Identify Partnership School Board members, parents, teachers, community members, and Governance Council members who will participate in the team presentation
- Identify students who will participate in the student focus groups
- Inform the school community about the purpose of the site visit and the logistics for the day

### **Approximately 2 weeks prior to the visit:**

- Identify a secure, private space that can serve as a meeting room for the Review Team throughout the day
- Provide the Department of Contracted School Services with the logistics for parking and room for the day of the visit
- Provide the Department of Contracted School Services with the staff schedules
- Confirm the student focus group members and those that will be participating in the school team presentation
- Begin to collect lesson plans, student work samples, family/student/staff survey, Professional Development (PD) plan and calendar, Partnership School Board meeting minutes, and other artifacts that will assist the Review Team in the process

### **Approximately 1 week prior to the visit:**

- Speak with the Department of Contracted School Services to confirm the site visit logistics, please ask questions about the site visit at this time
- Send electronic copies of lesson plans, student work samples, family/student/staff survey, PD plan and calendar, Partnership School Board meeting minutes, and other artifacts that will assist the Review Team in the process

### **The day before the site visit:**

- Have copies prepared of lesson plans, student work samples, family/student/staff survey, PD plan and calendar, Partnership School Board meeting minutes, and other artifacts that will assist the Review Team in the process
- Determine which stakeholders should attend the Review Team's report out at the conclusion of the site visit and invite them to attend

### **During the Site Visit:**

- Greet Review Team at the door
- Ensure that the Review Team's meeting room remains private and all requested documents are provided and clearly labeled
- Be available to assist the Review Team with any additional information that might be needed



Partnership school renewal decisions are based on a thorough analysis of a comprehensive body of objective evidence. Information and data from the following components are used in the renewal decision-making process:

- Partnership School Performance Summary – Educational, Financial and Organizational Performance Standards
- Application for Renewal
- School Site Visit or Presentation

Overall school performance ratings and renewal recommendation will be made via collaboration and consensus. Following a review and analysis of this information, the MPS Partnership School Contract Review Team will recommend one of the following renewal options:

| <b>Renewal Options</b>   | <b>Eligibility</b>   |
|--|--|
| <p><b>Full-term Renewal</b></p> <p><b>Term of One year</b></p> | <p>To be eligible, schools must be in the last year of the contract term and have achieved the following:</p> <p>There is a strong and compelling record of evidence that the school met or exceeded the performance standards in the areas of Educational Performance, Financial Performance, and Organizational Performance.</p> <p><u>Guidelines for Recommending One-Year Renewal:</u></p> <ul style="list-style-type: none"> <li>• The Team determines that a school primarily merits <i>Met the Standard</i> ratings in the performance areas.</li> <li>• A school that receives mixed ratings may be recommended for a one-year renewal term if sufficient additional evidence obtained from the school's Application for Renewal and School Site Visit or Presentation make this a credible recommendation.</li> </ul> |
| <b>Renewal Options</b>   | <b>Eligibility</b>   |
| <p><b>Non-Renewal / Revocation</b></p>                         | <p>To be eligible for non-renewal or revocation, the school does not apply for renewal or the school's educational, financial, and/or organizational performance results do not meet defined standards and are deemed unsatisfactory. This would result in a recommendation for non-renewal/revocation.</p> <p><u>Guidelines for Recommending Non-Renewal / Revocation:</u></p> <ul style="list-style-type: none"> <li>• The school receives a <i>Did Not Meet the Standard</i> in all three areas of performance.</li> <li>• A school that receives mixed ratings may be recommended for non-renewal/revocation if evidence obtained from the school's Performance Summary, Application for Renewal, and School Site Visit or Presentation make this a credible recommendation.</li> </ul>                                    |

# SAMPLE Review Team Member Comments and Renewal Recommendation

Name of Partnership School: \_\_\_\_\_ Date: \_\_\_\_\_

The renewal recommendation is based on a thorough review and analysis of information and data from the following:

- Partnership School Performance Summary
- Application for Renewal
- School Site Visit or Presentation

## Partnership School Performance Summary

**Educational Performance Rating:**

| Met the Standard | Did Not Meet the Standard |
|------------------|---------------------------|
|                  |                           |

**Financial Performance Rating:**

| Met the Standard | Did Not Meet the Standard |
|------------------|---------------------------|
|                  |                           |

**Organizational Performance Rating:**

| Met the Standard | Did Not Meet the Standard |
|------------------|---------------------------|
|                  |                           |

## Summary Comments:

*(Instructions: Provide summary comments and rationale for the performance ratings. Provide examples to support the ratings.)*

**Application for Renewal:**

| Met the Standard  | Did Not Meet the Standard   |
|---|---|
| <p>The Application for Renewal provides <i>clear, concise and compelling information</i> in the areas of Educational, Financial and Organizational Performance. The school has:</p> <ul style="list-style-type: none"> <li>- Included ample evidence of increased student achievement or shown continuous improvement;</li> <li>- Provided credible examples and documented evidence of its financial performance; and</li> <li>- Illustrated sufficiently and convincingly that it is organizationally sound.</li> <li>- The school's plans for continued success are clearly and effectively outlined with full details, descriptions, and explanations.</li> </ul> | <p>The Application for Renewal <i>does not provide clear, concise and compelling information</i> in the areas of Educational, Financial and Organizational Performance. The school did not satisfactorily address application components. Responses lack details. Descriptions and/or examples are underdeveloped.</p> <p>The school provided:</p> <ul style="list-style-type: none"> <li>- Insufficient evidence of increased student achievement or continuous improvement;</li> <li>- Unclear examples and evidence of its financial performance; and</li> <li>- Inadequate evidence that it is organizationally sound.</li> <li>- The school's plans for continued success are unclear and not fully described or developed.</li> </ul> |

| Met the Standard | Did Not Meet the Standard |
|------------------|---------------------------|
|                  |                           |

**Summary Comments on Application for Renewal:**

*(Instructions: Provide examples of strengths and weaknesses in the application for renewal.)*

**School Site Visit or Presentation:**

| Met the Standard  | Did Not Meet the Standard  |
|---|--|
| <p>Partnership school site visit or presentation provided excellent further evidence that the school is meeting performance standards.</p> <ul style="list-style-type: none"> <li>- School presentations clearly and effectively communicated information from its Application for Renewal.</li> <li>- School sufficiently addressed any issues/concerns raised by the MPS Partnership School Contract Review Team members.</li> <li>- School (if appropriate) provided sufficient supplementary information to further clarify performance results and ratings.</li> <li>- Samples of student work, classroom visits or other information reflect strongly and positively the school's teaching and learning practices.</li> </ul> | <p>Partnership school site visit or presentation did not provide compelling evidence that the school is meeting performance standards.</p> <ul style="list-style-type: none"> <li>- School presentations insufficiently communicated information from its Application for Renewal.</li> <li>- School did not adequately address issues/concerns raised by the MPS Partnership School Contract Review Team members.</li> <li>- School did not provide ample supplementary information to clarify performance results and ratings.</li> <li>- Samples of student work, and classroom visits or other information did not necessarily positively reflect the school's teaching and learning practices.</li> </ul> |

| Met the Standard | Did Not Meet the Standard |
|------------------|---------------------------|
|                  |                           |

**Summary Comments on School Site Visit:**  
*(Instructions: Provide comments regarding the school site visit.)*

**MPS Partnership School Review Team Member**

**Name:** \_\_\_\_\_

**Affiliation:** \_\_\_\_\_

**Date:** \_\_\_\_\_