



MILWAUKEE
PUBLIC SCHOOLS

Partnership School Contract Renewal Procedures - Behavior Reassignment (BR)

Milwaukee Public Schools
Office of School Administration
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OVERVIEW AND BACKGROUND

The Department of Contracted School Services is responsible for the ongoing oversight, performance evaluation, and compliance monitoring of partnership schools.

The partnership renewal process is an important opportunity for schools to demonstrate success and accountability to the terms of the contract, and an opportunity to describe new initiatives that will generate positive student outcomes.

MPS follows the principles and standards for contracting based on a review and evaluation of a school's performance in three broad areas: **Academic , Financial, and Organizational Performance**. Individual performance standards will be identified as meeting or not meeting the standard and a final overall percentage of standards met and not met in each given category over the contract term will be identified.

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
 - **Academic Performance**
 - **Financial Performance**
 - **Organizational Performance**
- School Site Visit and discussion on current status of goals and previous year's feedback
- Student Focus Groups

Following a review and analysis of this information, the Team will recommend one of the following renewal terms (full-term, non-renewal / revocation) and a renewed contract will be drafted and presented to the Student Achievement and School Innovation (SASI) committee meeting.

CONTRACT RENEWAL CRITERIA	
Renewal Terms	CRITERIA
Full-term Renewal Term of one year	To be eligible, schools must be in the last year of the contract term and have achieved the following: <ul style="list-style-type: none"> ● There is a strong and compelling record of evidence that the school met the performance standards in the areas of Academic Performance, Financial Performance, and Organizational Performance. <p><u>Guidelines for Recommending One-Year Renewal:</u></p> <ul style="list-style-type: none"> ● The Team determines that a school primarily merits <i>Met the Standard</i> ratings in the performance areas. ● A school that receives mixed ratings may be recommended for a full one-year renewal term if sufficient additional evidence obtained from the school's Application for Renewal and School Site Visit make this a credible recommendation.

<p>Non-Renewal / Revocation</p>	<p>To be considered for non-renewal or revocation, the school does not apply for renewal or the school's academic, financial, and/or organizational performance results do not meet the 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"> • School receives a <i>Did Not Meet the Standard</i> in all three areas of performance. • A school that receives mixed ratings may be recommended for non-renewal/ renovation if evidence obtained from the school's Performance Summary, Application for Renewal, and School Site Visit make this a credible recommendation.
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RENEWAL RECOMMENDATION PROCESS AND APPROXIMATE TIMELINE

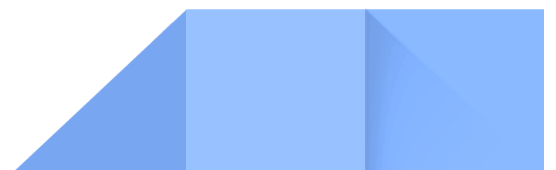
Component	Timeline (Approximate)	Description
Partnership School (BR) Leader Orientation and Renewal Procedures Provided to Schools	January	Partnership schools (BR) in the last year of the contract term receive the partnership school renewal procedures and timeline to submit the required information. School Leaders are invited to attend an information session regarding the partnership school renewal process.
Applicant Contact Person	January	Partnership Schools establish who the primary contact will be throughout the process.
Letter of Intent	January	Partnership Schools submit a letter of intent to engage in the partnership renewal process. <i>See the section for instructions on submitting a Letter of Intent.</i>
Preliminary Partnership School Performance Summary	January	The Department of Contracted School Services, in collaboration with MPS Departments, completes a Preliminary Partnership School Performance Summary for each partnership school that is in the last year of the contract term. <i>See the Partnership School Performance Summary for information about performance standards.</i>
Schools receive Student Demographic Snapshot and Preliminary Partnership School Performance Summary	January	Partnership schools receive the Student Demographic Snapshot and the Preliminary Partnership School Performance Summary. Partnership Schools are expected to complete the School Profile and Enrollment portion of the Demographic Snapshot and respond to each unmet performance standard in the Preliminary Performance Summary. <i>See sample Demographic Snapshot and Preliminary Performance Summary.</i>
Partnership School Program Description		Partnership Schools submit a DRAFT of the 2024-25 School Program Description. <i>See sample Partnership School Program Description.</i>
Partnership School	January	MPS Partnership School Contract Review Team members

Contract Review Team		review the Initial Partnership School Performance Summary, Student Demographic Snapshot, Program Description and Feedback Discussion form. Team members will come prepared with questions and comments on the day of the site visit.
Partnership Schools Prepare for Site Visit	January	Partnership schools prepare for a school site visit by the MPS Partnership School Contract Review Team. <ul style="list-style-type: none"> • Prepared to discuss the feedback and action steps provided from previous renewal. • Establish focus groups for team members to meet with on the day of the site visit.
School Site Visits by MPS Partnership School Contract Review Team	January	In January, a half-day school site visit will be scheduled for each partnership school seeking contract renewal. See <i>sample Site Visit Agenda</i> .
Recommendations and Board Item Prepared	February - March	The Department of Contracted School Services submits recommendations to the Superintendent of Schools and prepares the recommendation for submission to the Milwaukee Board of School Directors for action. See <i>sample Contract Review Team Recommendation Form</i> .
Recommendations to and Action by the Milwaukee Board of School Directors	March	Recommendations, along with a renewed contract, are submitted to the Milwaukee Board of School Directors' Committee on Student Achievement and School Innovation (SASI) for consideration at its meeting in March. There is an opportunity for public comment at the School Board's SASI Committee meeting. The Committee's recommendation and renewed contract are submitted to the full Board for final action.

*Please note that the timeline is subject to change

PARTNERSHIP SCHOOL RENEWAL LEADERS ORIENTATION

Attend the BR Partnership School Renewal Leaders Orientation on **January 3, 2024**. This meeting will be held virtually and the School Leader will be provided all of the necessary information on the Contract Renewal Process for the 2023-24 school year.



PARTNERSHIP SCHOOL APPLICANT CONTACT PERSON

Email the name of the school's single point of contact for the renewal application to Lisa Haar at haarlx@milwaukee.k12.wi.us by **January 8, 2024**. Include the name of the primary contact, an email address and the best phone number for the primary contact.

PARTNERSHIP SCHOOL RENEWAL LETTER OF INTENT

Indicate your school's intent to engage in the partnership renewal process. If the school chooses to engage in the process, submit the letter of intent to Lisa Haar at haarlx@milwaukee.k12.wi.us by **January 8, 2024**. On school letterhead, include the following information:

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

If the school chooses not to engage in the process, 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 Lisa Haar at haarlx@milwaukee.k12.wi.us by **January 8, 2024**.

STUDENT DEMOGRAPHIC SNAPSHOT

Complete the **School Profile** and **Enrollment information** sections of the Student Demographic Snapshot. Verify the student demographic data that has been entered into the bottom portion of the Student Demographic Snapshot.

Submit the completed form (**word document**) to Lisa Haar at haarlx@milwaukee.k12.wi.us by **January 12, 2024**.

STUDENT DEMOGRAPHIC SNAPSHOT (SAMPLE)

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 on the No Show List			
Number of students that who have left the school during the current year			
DEMOGRAPHIC AND SUBGROUP INFORMATION FOR CURRENTLY ENROLLED STUDENTS			
Subgroup Population	Number of students	Percent of entire student body	District average (%)
Black or African-American			
Asian			
Hispanic			
White			
Multiple			
American Indian or Alaska Native			
Native Hawaiian or Other Pacific Islander			
Students with Disabilities			
English Language Learners			
Economically Disadvantaged			

PARTNERSHIP SCHOOL PERFORMANCE SUMMARY

Review the data from the term of the contract and provide a response to any unmet measures in academic, financial, and organizational performance. For each “no” indicated, provide a response to plans on meeting that contract measure by the end of the school year.

Submit your completed form (**word document**) to Lisa Haar at haarlx@milwaukee.k12.wi.us by **January 12, 2024**.

PARTNERSHIP SCHOOL PERFORMANCE SUMMARY (SAMPLE)

SCHOOL NAME ADDRESS			
PARTNERSHIP SCHOOL		CONTRACT TERM	
SCHOOL TYPE		YEAR ESTABLISHED	
GRADE LEVELS		DATE	

CONTRACT MAX FTE		SEPTEMBER ENROLLMENT COUNT	
JANUARY ENROLLMENT COUNT		TOTAL STUDENTS SERVED	
PROPOSED SEATS		PROPOSED GRADES	

INTRODUCTION

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**. The performance summary is *one* of the review and evaluation components used as the basis for partnership renewal recommendations. Individual performance standards will be identified as meeting or not meeting the standard and a final overall percentage of standards met and not met for each year in each given category over the contract term will be identified.

ACADEMIC PERFORMANCE STANDARDS		
a	Alternate Accountability	The school must show improvement or maintain satisfactory status on the Alternate Accountability Performance Measures.
b	Middle School Passing Grades	At least 60% of the pupils registered for at least 40 days in grades 6-8 shall have received a passing grade (passing grade is equivalent to at least a basic) in at least four of the core academic courses of English, math, reading, science, and social studies.
c	Daily Attendance Rate	Achieve an average daily pupil attendance rate for pupils in the Educational Program that is at least 70%.
d	Improved Attendance	At least 60% of students registered for at least 40 days will demonstrate an average improved attendance 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.
e	Universal Screener Assessment - Mathematics	At least 60% of students registered for at least 40 days will demonstrate an improved percentile rank score on the universal screener assessment in math from entry to exit.
f	Universal Screener Assessment - Reading	At least 60% of students registered for at least 40 days will demonstrate an improved percentile rank score on the universal screener assessment in reading from entry to exit.
g	Suspension Rate	The school's overall suspension rate shall be equal to or less than the district's average for equivalent grade bands.
h	Decreased Suspension Rate	At least 60% of students registered for at least 40 days will demonstrate an average decreased rate of suspensions 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.

i	Completion of Student Learning Plans	Achieve 100% completion of Individualized Student Learning Plans for regular education students enrolled and registered at least 15 days.
j	Student Learning Plans - Behavior Achievement	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.

STANDARD		2021-22	2022-23	2023-24 (YTD)
a	Alternate Accountability			
b	Middle School Passing Grades			
c	Daily Attendance Rate			
d	Improved Attendance			
e	Mathematics Improvement			
f	Reading Improvement			
g	Suspension Rate	School = District =	School = District =	School = District =
h	Decreased Suspension Rate			
i	Student Learning Plans			
j	Student Learning Plan Achievement			
Percentage of Standards Met by Year		% MET % DID NOT MEET	% MET % DID NOT MEET	% MET % DID NOT MEET

SCHOOL'S COMMENTS TO ACADEMIC PERFORMANCE STANDARDS

(Schools may respond to performance standards, 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 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.

STANDARD		2021-22	2022-23
1	Financial Audit		
2	Budget Accounts		
3	Financial Accounting		
4	Financial Records and Reporting		
Percentage of Standards Met by Year		% MET % DID NOT MEET	% MET % DID NOT MEET

DISTRICT'S COMMENTS TO FINANCIAL PERFORMANCE STANDARDS

SCHOOL'S COMMENTS TO FINANCIAL PERFORMANCE STANDARDS

(Schools may respond to performance standards, 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 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 Education 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.

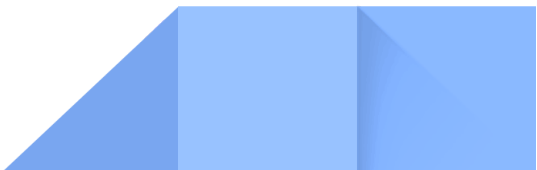
5	Employee Qualifications and Human Resources Provisions	Contractor complies with all state statutes and provisions of the contract relative to the qualifications and hiring of individuals employed in the school. This includes, but is not limited to, ensuring that all instructional staff hold a current 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.

STANDARD		2021-22	2022-23	2023-24 (YTD)
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			
Percentage of Standards Met by Year		% MET % DID NOT MEET	% MET % DID NOT MEET	% MET % DID NOT MEET

DISTRICT’S COMMENTS TO ORGANIZATIONAL PERFORMANCE STANDARDS

SCHOOL’S COMMENTS TO ORGANIZATIONAL PERFORMANCE STANDARDS

(Schools may respond to performance standards, 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).



PARTNERSHIP SCHOOL PROGRAM DESCRIPTION

Partnership School will submit a draft of the 2024-25 School Program Description. This draft can be revised following the school site visit and feedback that is provided to the school.

Submit your completed form (**word document**) to Lisa Haar at haarlx@milwaukee.k12.wi.us by **January 12, 2024**.

PARTNERSHIP SCHOOL PROGRAM DESCRIPTION (SAMPLE)

SCHOOL NAME ADDRESS PHONE NUMBER			
SCHOOL LEADER		GRADES SERVED	
YEAR ESTABLISHED		CONTRACT MAXIMUM	
TRANSPORTATION		PROJECTED FTE PUPILS	
SCHOOL START / END DATES (insert school calendar)		SCHOOL HOURS	

SCHOOL NAME PROGRAM DESCRIPTION	
MISSION	
VISION	
HISTORY	
ACADEMIC PROGRAMMING / SUPPORTS	
ENROLLMENT PROCESS	
COURSE OFFERINGS	
CAREER AND POST-SECONDARY EXPLORATION OFFERINGS	
BEHAVIORAL SUPPORTS	
ATTENDANCE SUPPORTS	
EXTRA-CURRICULAR	

PARTNERSHIP SCHOOL SITE VISIT

In preparation for the Partnership School Site Visit, schools must prepare to respond to the implementation of the school's identified goals during the time of the current contract and the feedback that was provided from the previous year's contract renewal.

PARTNERSHIP SCHOOL SITE VISIT AGENDA (SAMPLE)

TIME	ACTIVITY	PARTICIPANTS
8:30 am - 9:30 am	Discussion on School Data, Progress and Plans for 2024-25	Review Team and School Team
9:30 am - 10:15 am	Classrooms Observations	Review Team and School Team
10:15 am - 11:00 am	Student Focus Groups	Review Team
11:00 am - 11:30 am	Debrief, Feedback and Next Steps with School Team	Review Team and School Team

REVIEW TEAM MEMBER RENEWAL FEEDBACK AND RECOMMENDATION FORM (SAMPLE)

SCHOOL NAME	
DATE OF SITE VISIT	
CONTRACT TERM	
YEAR ESTABLISHED	
MISSION	

RENEWAL RECOMMENDATION	
<input type="checkbox"/> Full-Term Renewal (1-year)	<input type="checkbox"/> Non-Renewal / Revocation

PARTNERSHIP SCHOOL HIGHLIGHTS
PARTNERSHIP SCHOOL OPPORTUNITIES