

ACNW Reauthorization Process – FY18

Reauthorization Evaluation Process & Timeline

The Audubon Center of the North Woods (ACNW) will conduct a thorough evaluation of the school’s performance as it relates to a potentially renewed charter contract. ACNW will review the school’s academic, environmental education, financial, and operations performance throughout the course of the current contract, and learn more about the school’s future direction through the school’s application for reauthorization. Some of the key activities and timelines are included in the table below.

Date	Activity	Additional Information
By July 31	Introductory Email	ACNW sends an email to the school outlining the reauthorization process, including the school’s specific requirements for its reauthorization application.
August-September	Board Presentation	ACNW attends a school board meeting to present the reauthorization process.
By November 1	Reauthorization Application Due	School must submit completed reauthorization application to ACNW.
November-December	Reauthorization Site Visit	ACNW sends an evaluation team for a full day reauthorization site visit.
By January 16	Preliminary Reauthorization Evaluation Report	ACNW sends preliminary reauthorization evaluation to school for review and comment.
By January 29	Reauthorization Evaluation Report Comments Due	School submits any comments to ACNW regarding reauthorization evaluation.
By February 6	FINAL Reauthorization Evaluation Report	ACNW Charter School Division staff completes final reauthorization evaluation and recommendation and forwards to Charter School Committee.
Early February	Charter School Committee	ACNW Charter School Committee reviews reauthorization evaluation report and makes recommendation to ACNW Board.
Late February	Reauthorization Decision	ACNW Board of Directors takes action on school’s charter renewal.
By March 1	Reauthorization Decision Communicated	ACNW communicates the reauthorization decision in writing to school board.

Establishing a New Charter Contract

Should the ACNW Board of Directors decide to renew the school's charter contract, ACNW staff will work with the school board and leadership to establish a new contract. **This contract must be fully executed no later than July 1, 2018.**

Elements of the Contract

The ACNW contract has two sections:

1. *Contract Template* – This is template language and terms that establish the relationship between authorizer and school. ACNW urges the school to have its attorney review and ask any clarifying questions. Terms in this template, however, are not negotiable.
2. *Exhibits* – Additional information that is required as part of the contract. The school will provide information for many of the exhibits, and all goals are negotiated between the school and ACNW.

Contracting Guidance

In order to finalize a new contract, ACNW will provide guidance to help the school develop contractual goals and non-goal exhibits for inclusion in the charter contract. Some of the key activities and timelines are included in the table below.

Date	Activity	Additional Information
March-April	Board Presentation	ACNW presents contracting process to school board. ACNW provides school templates for contract and exhibits.
March-April	Technical Assistance on Contract Exhibits and Performance Goals	ACNW provides ongoing technical assistance to schools in order to establish clear and meaningful academic, academic-related, and environmental education performance goals. ACNW also provides review and comment on non-goal exhibits as necessary.
By May 1	Exhibit Drafts Due	School submits exhibits to ACNW for review and finalization.
By May 15	Proposed Contract Finalized	ACNW finalizes exhibits and submits proposed contract to school board.
May-June	School Board Reviews and Approves Contract	The board must resolve to review, approve, and sign the new contract to execute the agreement. All board members must complete and sign an assurance form to be included in the final contract.
By June 30	Contract Finalized	ACNW countersigns the contract. Within 10 business days of execution. ACNW submits final copies to the school board and MDE.