

# Audubon Center of the North Woods

## Application for Charter School Reauthorization Guide

### Introduction

The Audubon Center of the North Woods (ACNW) will consider applications for charter school contract reauthorization by its authorized schools in the final year of the school's current charter contract. This is required for a school to continue to be authorized by ACNW. In order to make informed decisions about contract reauthorization, ACNW evaluates the school's mission fulfillment and performance in the areas of academics, finances, operations, and environmental education during the term of the school's current contract. In addition, ACNW evaluates the school's strategic direction and proposed performance outcomes as outlined in this application.

### Introductory Email

By July 31 of a school's renewal year, ACNW will send an email to the school leader and board chair introducing them to the reauthorization process. The email will contain the application template, including the school's specific requirements for the application, and the reauthorization timeline.

### Application Requirements

Please type your answers into this application template. Make sure to enter your school name and submission date on the cover page. Directly address each question below that is required for your reauthorization application as indicated by ACNW's introductory email. Responses should be concise and comprehensive. The answers provided will be evaluated on substance, quality, and clarity -- not quantity. This application is used to inform ACNW's reauthorization site visit and overall school evaluation.

### Submission of Application

An email containing an electronic version of the application must be **received** by ACNW by the designated deadline. Applicants must send an electronic copy of the application including all attachments via e-mail to [admin@auduboncharterschools.org](mailto:admin@auduboncharterschools.org).

### Page Limits

Total page limit is 35 pages. Page limits do not apply to attachments. Please limit attachments to those that are requested.

### Required Attachments

- Organizational chart
- Four-year financial plan

### Optional Attachments

- Strategic plan

### Application Deadline

- November 1

*(If the deadline falls on a weekend or non-business day, the deadline moves to the following business day)*

**INSERT YOUR SCHOOL NAME HERE**  
**Application for Charter School Reauthorization**

**Submitted on: ENTER DATE OF SUBMISSION HERE**  
**Prepared by: Enter Names of Key Drafters**



Board members present at the meeting at which this application was approved must sign below (add additional lines as necessary).

*By our signatures below, we affirm that this application was approved by majority vote of the board in public session on **Enter Date of Board Approval**.*

\_\_\_\_\_  
Board Member Signature

Submit to [admin@auduboncharterschools.org](mailto:admin@auduboncharterschools.org) by the deadline of November 15. If the deadline falls on a weekend or non-business day, the deadline moves to the following business day.

*By approval and submission of this application, the school agrees to the terms of the base charter contract (no exhibits) without modification. The base charter contract is available on the [ACNW website](#).*

\_\_\_\_\_  
**Board Chair Signature**

\_\_\_\_\_  
**School Leader Signature**

## **PART A: CONTRACT FULFILLMENT**

### **Mission, Vision & Statutory Purposes**

State your mission, vision, and statutory purposes as outlined in your charter contract with ACNW. Describe the school's progress in fulfilling its mission, vision, and statutory purposes.

Summarize the school's instructional program and curriculum, highlighting unique elements at the elementary, middle, and high school levels (as appropriate). Explain the breadth and depth of the curriculum and its alignment to state standards and school mission.

Describe how instructional leadership and staffing is organized to fulfill the school mission. *Include an organizational chart as an attachment.*

Describe the school's process for assessing and evaluating student learning and growth.

Describe the school's process to review and evaluate the effectiveness of instruction and curriculum. What is the process for making changes if ineffectiveness is identified?

Describe your practices and programming for remediation and acceleration.

Describe the structures and practices in place to serve English Learners.

Describe the school's special education program and practices, including the Child Find process.

### **Academic Performance**

*In this section, you may provide graphs and/or charts to supplement your narrative.*

Reflect on your school's academic performance in relation to the goals outlined in the current contract. Highlight successes and challenges and describe how the school will address challenges.

Reflect on other aspects of the school's academic performance (not directly related to contractual goals) that you would like ACNW to consider. Highlight successes and challenges and describe how the school will address challenges.

Provide and reflect on additional information regarding academic-related indicators your school would like ACNW to consider. (This could include social and emotional development, attendance and retention, student engagement, student discipline, and others as appropriate.) Highlight successes and challenges and describe how the school will address challenges.

### **Environmental Education Performance**

Reflect on your school's environmental education performance in relation to the goals outlined in the current contract. Highlight successes and challenges and describe how the school will address challenges.

Provide additional information regarding environmental education performance your school would like ACNW to consider.

### **Probationary Status**

Describe how the school fulfilled the terms of its probationary status as outlined in Exhibit S of the charter contract or the school's Performance Improvement Plan.

### **Financial Performance**

*In this section, you may provide graphs and/or charts to supplement your narrative.*

Reflect on any financial successes and challenges the school has experienced during the term of this contract.

Reflect on the school's short-term financial viability, highlighting any strengths and weaknesses.

Reflect on the school's long-term financial sustainability, highlighting any strengths and weaknesses. Please describe recent enrollment trends and future enrollment assumptions.

Describe how the organization provides quality financial oversight to ensure compliance, effective internal controls, and monitoring of public funds.

## **Operations Performance**

Describe how the board has provided oversight in the areas of academics, environmental education, finance, and operations, including legal compliance.

Discuss board-related successes and challenges during the current contract term. Areas you may want to consider as appropriate include:

- Membership and recruitment
- Training
- Meeting attendance
- Board self-evaluation
- Progress on particular board-level projects

Describe the process used by the board to evaluate school leadership.

Discuss management and operations successes and challenges during the current contract term. Areas you may want to consider as appropriate:

- School leadership
- Day-to-day operations including: transportation; facilities; food service; staffing (hiring, retention, professional development, evaluation); health and safety; community engagement
- State and federal compliance and reporting
- MDE compliance reviews

## **Student and Parent Satisfaction**

Describe how the school solicits feedback from parents and students regarding satisfaction with the school. Provide summary data and reflect on the feedback. How does the school use this information to inform ongoing school improvement?

## **Educational Service Provider or Charter Management Organization**

If the school works with an educational service provider (ESP) or charter management organization (CMO), describe the scope of the work of the ESP or CMO during the current contract period and how the school board has evaluated the performance of the ESP or CMO (see *Exhibit N - Provisions for Education Service or Management Contract* in the [contract exhibits templates](#) document).

## PART B: FUTURE STRATEGIC DIRECTION

***The school may include a strategic plan as an attachment to the application if one exists, but this is not required. Please answer the following questions:***

Describe any significant program changes that will be implemented during the term of the potential new contract. Please discuss how these changes will aid the school in fulfilling its mission, vision, and statutory purposes. (Significant changes include a revised mission and/or vision statement, changes in the statutory purposes, or implementation of a substantially different instructional program.)

Identify plans over the next contract term for enrollment, growth and/or relocation. These plans may include but are not limited to:

- Enrollment projections including demographics
- Plans for grade level or site expansion, including early learning programs
- Plans to add other additional programs, such as out-of-school time
- Plans to move to a new site

Provide information regarding the capacity of the current board of directors and school leadership to implement the school's mission and vision. Include evidence of skills and experience in relevant areas including: board governance, fiscal management, education, curriculum and instruction, school and non-profit management.

Describe any plans for changes to governance during the term of the potential new contract and the reasons for those changes. Your plans may include but are not limited to

- Board development goals
- Plans to increase or reduce the number of board members
- Plans to change board structure (e.g., change from/to teacher majority)

Describe any plans for changes to management during the term of the potential new contract and the reasons for those changes. Your plans may include but are not limited to

- Expected changes in key leaders
- Changes to management structure
- Significant changes in responsibilities

**Provide a four-year financial plan in a manner consistent with ACNW's [Financial Plan Template](#), starting with the current year. Please include as an attachment.**

If the school contracts with an ESP or CMO, please provide information about that organization consistent with *Exhibit N - Provisions for Education Service or Management Contract* (see in the [contract exhibits templates](#) document).

Discuss any potential challenges the school might face during the term of a new contract, and plans to remedy these challenges.

Describe your school's plans to strengthen its environmental education program and increase students' environmental literacy during the term of a new contract.



## **PART C: PROPOSED PERFORMANCE OUTCOMES**

*The purpose of the proposed outcomes in this application is to update ACNW of the school's strategic priorities, especially in areas in need of improvement. These outcomes will not necessarily become part of the next contract should one be granted, but will inform the contracting process as contractual outcomes are developed and refined. Please answer the following questions:*

Please provide proposed academic and academic-related outcomes for the potential renewed contract using the [Academic Performance Evaluation framework](#) as a guide.

Please provide proposed Environmental Education outcomes for the potential renewed contract using the [EE Performance Evaluation framework](#) as a guide.

