

## ACNW Contracting Process – FY17

Given the ACNW Board of Directors' decision to renew the school's 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, 2017.**

### 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.

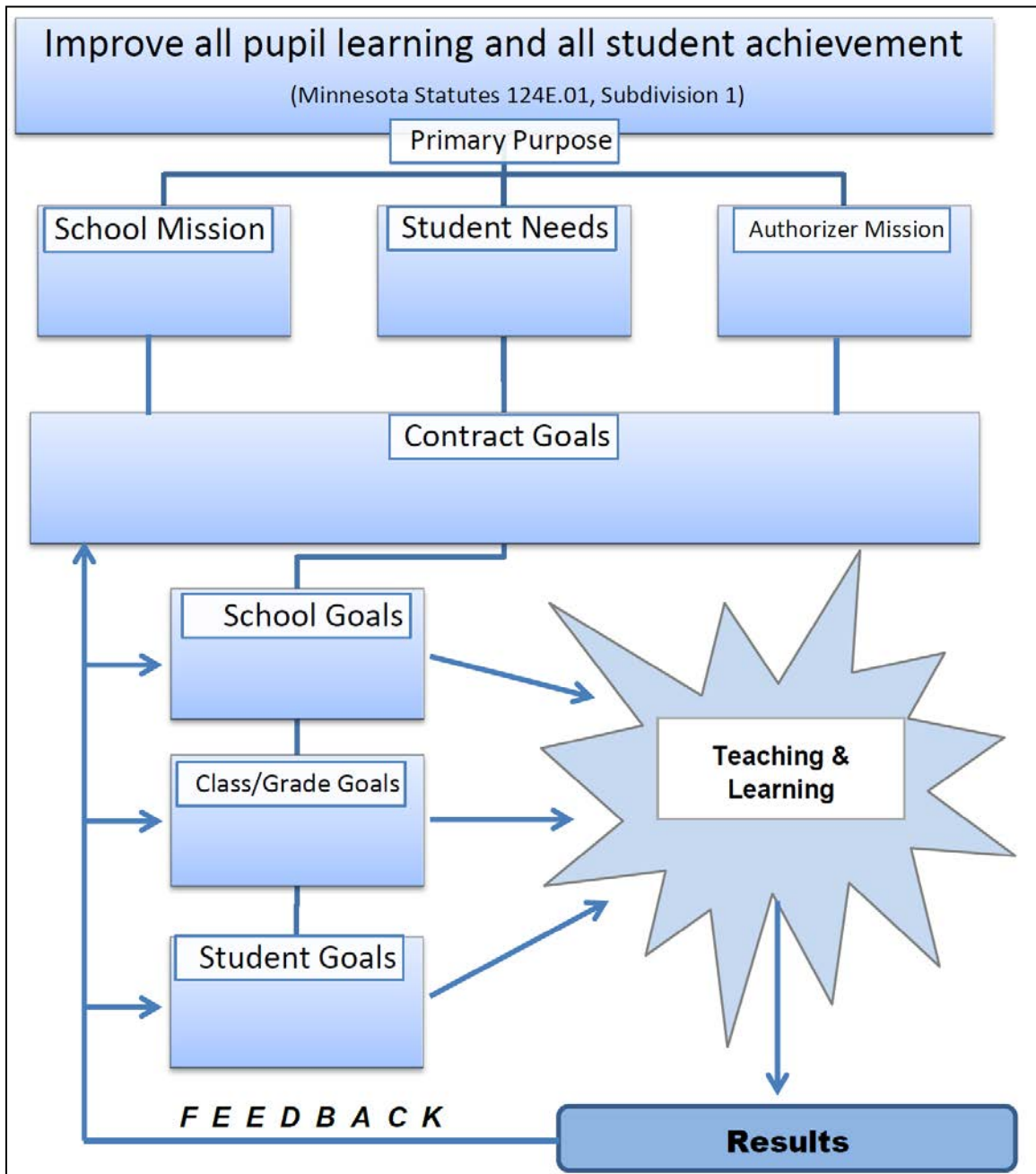
### Tasks and Timeline

The charter school board must approve the entire contract (including exhibits) no later than its June 2016 meeting so that the contract can be fully executed no later than July 1, 2016. The following tasks and timeline will ensure that this target is met.

1. ACNW Charter School Division (CSD) staff will present to the school board and leadership at a board meeting following the ACNW reauthorization decision.
2. ACNW CSD staff will follow up with the school board's designated individual (by phone or in person) to review and refine academic goals that were submitted as part of the reauthorization application. The school is strongly encouraged to engage teaching staff in the refining of the goals which must be reviewed and approved by the school's board.
3. ACNW's Environmental Education Evaluator (Erin Anderson) will follow up with the school board's designated individual (by phone or in person) to review and refine environmental education goals. School leadership is strongly encouraged to engage teaching staff in the refining of the goals which must be reviewed and approved by the school's board.
4. ACNW will provide any additional feedback as necessary until the goals reach a final form acceptable to ACNW and the school.
5. The school must submit final versions of the academic goals and environmental education goals by **Monday, May 1, 2017** to ACNW.
6. Non-goal exhibits are also due to ACNW by **Monday, May 1, 2017**.
7. ACNW will review and provide prompt feedback to the school on goals and exhibits along with any guidance to help finalize all documents by May 15.
8. ACNW suggests that the board receive and review the finalized goals and proposed contract at least 10 days prior to its May or June board meeting to allow time for additional feedback if necessary. *Any changes must be submitted to ACNW for approval prior to approval by the school board.*
9. The school board will approve the goals and entire contract at its May or June board meeting.
10. This contract will be fully executed no later than July 1, 2017.

## Contracting and School Goals

All goals at your school should be aligned to your contractual goals. These are the most important goals at your school; the school is held accountable to performance on these goals, and they cannot be changed without approval from both ACNW and the school board.



## Contract Exhibit Summary

Exhibit	Process for Finalization
<b>A – MDE Approval</b>	ACNW to provide.
<b>B – Articles of Incorporation</b>	ACNW to provide; school provides amended articles if necessary.
<b>C – Bylaws</b>	ACNW to provide; school provides updated bylaws if necessary.
<b>D – Description of Educational Program</b>	ACNW to provide template for school to complete.
<b>E – Description of Additional Programs</b>	ACNW to provide template for school to complete.
<b>F – Implementation of Statutory Purposes</b>	ACNW to provide template for school to complete.
<b>G – Academic &amp; Academic-Related Goals</b>	ACNW and school to review, refine, and agree upon.
<b>H – Environmental Education Goals</b>	ACNW and school to review, refine, and agree upon
<b>I – Admissions Policies &amp; Procedures</b>	School to provide. This should include your school’s enrollment and lottery policies and procedures, as well as a policy for the early admission to kindergarten for children not yet 5 years old by September 1, if applicable.
<b>J – Governance, Management, and Administration Plan</b>	ACNW to provide. School to review.
<b>K – Financial Management Plan</b>	ACNW to provide. School to review.
<b>L – Statement of Assurances Signed By All Board Members</b>	ACNW to provide; each school board member must sign and return to ACNW after school board approval of contract.
<b>M – Charter School Closure Checklist &amp; Plan</b>	ACNW to provide.
<b>N – Provisions for Service Provider</b>	ACNW to provide.
<b>O – Performance Evaluation</b>	ACNW to provide.
<b>P – Ongoing Evaluation Criteria, Processes, &amp; Procedures</b>	ACNW to provide.
<b>Q – Possible Range of Interventions</b>	ACNW to provide.
<b>R – Financial Statement Template and Guidance</b>	ACNW to provide.
<b>S – Benchmarked School Improvement Plan</b>	ACNW to provide template for school to complete and ACNW to agree upon.