

## **REAUTHORIZATION CHECKLIST**

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As your partner, the School/University Partnership Office team is committed to equipping you with tools and resources that simplify reporting processes, allowing you to concentrate on what matters most—achieving excellence in the classroom. Together, we share a vision of delivering high-quality educational opportunities for Michigan’s students. The reauthorization of your school’s contract marks an important milestone and offers a chance to reaffirm and strengthen our partnership.

### **Guiding Reauthorization Principles**

Pursuant to MCLA 380.502(4), our office is required to oversee each public school academy operating under a contract to ensure that our office can certify that the public school academy is in compliance with the statutes, rules, and terms of the contract. Reauthorization is the process that provides an opportunity for an authorizer to evaluate the performance of the charter public school against expectations required by applicable law and the charter contract to determine if a new charter contract will be offered. The evaluation of a charter public school focuses on answering the following questions (see [SVSU’s Reauthorization Process](#)):

- Is the charter public school achieving its academic goals as stated in the charter contract?
- Is the charter public school organizationally, educationally, and financially viable?
- Is the charter public school demonstrating good faith compliance in following the terms of its charter contract and applicable law?

### **Reauthorization Timeline**

- September/October – Educational Program Review Completed.
- February – SVSU Board of Control Committees review contract term recommendations. Recommendations will be shared with the academy board.
- May – SVSU Board of Control vote on reauthorization resolution. Academy contracts are submitted to academy for signature.
- June – Signed Contracts and Fiscal Agreements due to SVSU.
- June 30 – Completed Contracts are due to MDE.

## **STEP 1 – EDUCATIONAL PROGRAM REVIEW**

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The Saginaw Valley State University Educational Program Report (EPR) is a process that the School/University Partnership Office (SUPO) can use to understand and explain how well its charter schools are working to educate students. The EPR places a team of experienced educators in a school to collect and analyze data about school performance. The EPR is conducted over multiple days, with one or two days on-site and one day conducted virtually. The EPR is based on a transparent, research-based set of standards, Quality Criteria (QC), and the classroom observation tool. The classroom observation tool and QC are used to promote understanding and dialogue between the school and the site visit team.

## STEP 2 – SUBMISSION REQUIREMENTS

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The following information is due in Epicenter by February 1, unless indicated otherwise.

### General Reauthorization Submissions

- [Reauthorization Contact Form](#)
- [Reauthorization Assurances Form](#)

### Organizational Structure

- Articles of Incorporation (only if changed from last reauthorization)
- Bylaws (only if changed from last reauthorization)
- The academy board is required to comply with the [ESP Guidelines](#), which are incorporated into the contract through the Terms and Conditions.
  - Draft ESP Agreement (reviewed by the academy board) – **Due April 1**
  - [ESP Due Diligence Form](#) (completed by academy board) – **Due April 1**
  - [ESP Nondisapproval Checklist Form](#) (completed by academy board) – **Due April 1**
  - [ESP Attorney Opinion Letter](#) (reviewed by the academy board) – Due **June 1** to [supo@svsu.edu](mailto:supo@svsu.edu)
- Organizational Chart
- Current staffing agreement
- Job Descriptions/Staff Responsibilities, including requirements for certification, where called for by applicable law

### Educational Program/Curriculum

- Updated Educational Program document (must be approved by the academy board prior to submission) – **Due April 1**
- Link to curriculum documents (must include summary of courses/subjects required for each grade, pacing guides, curriculum maps, and/or concepts addressed. All high school curriculum must include physical educational and health)
- [MDE Curriculum Requirements Form](#)

### Physical Plant Description

- Updated lease agreement, if applicable. The academy board is required to comply with the [Real Property Lease Guidelines](#)
  - Draft Lease Agreement (reviewed by the academy board) – **Due April 1**
  - [Real Property Lease Due Diligence Form](#) (completed by academy board) – **Due April 1**
  - [Real Property Lease Nondisapproval Checklist Form](#) (completed by academy board) – **Due April 1**
  - [Real Property Lease Attorney Opinion Letter](#) (reviewed by the academy board) – **Due June 1** to [supo@svsu.edu](mailto:supo@svsu.edu)
  - [Church-State Lease Questionnaire](#) (if applicable) – **Due April 1**

### School Calendar/School Day Schedule – Due June 1 to [supo@svsu.edu](mailto:supo@svsu.edu)

- Next Year's School Calendar (including days and instructional hours)
- School Day Schedule
- Any waivers (seat time, early start, etc. if applicable)

**Age/Grade Range of Pupils**

- [Age and Grade Range of Pupils Form](#)
- Matriculation Agreement (if applicable)

**Methods of Pupil Assessment**

- [Methods of Pupil Assessment Form](#)

**STEP 3 – SCHOOL BOARD REVIEW**

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The contract Terms and Conditions will be provided to the academy board for review and board action. In addition, any changes in the Terms and Conditions will be highlighted. Signed Terms and Conditions are returned to [supo@svsu.edu](mailto:supo@svsu.edu).

**STEP 4 – CONTRACT FINALIZATION**

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The School/University Partnership Office will submit final Contracts to the Michigan Department of Education as per their guidelines. A link to the fully executed Contract will be shared with the board and made available on the School/University Partnership Office website.

The School/University Partnership Office is here to help clarify any part of the reauthorization process. If you have questions, please reach out to [supo@svsu.edu](mailto:supo@svsu.edu) or (989) 964-4623.