

## Osprey Wilds Contracting Process – FY21

Given the Osprey Wilds Board of Directors' decision to renew the school's contract, Osprey Wilds staff will work with the school board and leadership to establish a new contract. **This contract must be fully executed no later than June 30, 2021.**

### Elements of the Contract

The Osprey Wilds contract has two sections:

1. *Contract Template* – This is template language and terms that establish the relationship between authorizer and school. Osprey Wilds 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 academic and school improvement goals are negotiated between the school and Osprey Wilds.

### Tasks and Timeline

The charter school board must approve the entire contract (including exhibits) no later than its June 2021 meeting (and ideally at the May meeting) so that the contract can be fully executed no later than June 30, 2021. The following tasks and timeline will ensure this target is met.

1. Osprey Wilds Charter School Division (CSD) staff will present to the school board and leadership at a board meeting following the Osprey Wilds renewal decision.
2. Osprey Wilds 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 renewal application. Osprey Wilds strongly encourages the school to engage teaching staff in refining the goals which must be reviewed and approved by the school's board.
3. Osprey Wilds will provide any additional feedback as necessary until the goals reach a final form acceptable to Osprey Wilds and the school.
4. The school must submit final versions of the academic goals by **Monday, May 15, 2021** to Osprey Wilds.
5. Non-goal exhibits are also due to Osprey Wilds by **Monday, May 15, 2021**.
6. Osprey Wilds will review and provide prompt feedback to the school on goals and exhibits along with any guidance to help finalize all documents by April 5, 2021.
7. Osprey Wilds suggests the board receive and review the finalized goals and proposed contract at least ten days prior to its May board meeting to allow time for additional questions and feedback if necessary. ***Any changes must be submitted to Osprey Wilds for approval prior to approval by the school board.***
8. The school board will approve the goals and entire contract at its May board meeting.
9. This contract will be fully executed no later than June 30, 2021.

### 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 Osprey Wilds and the school board.

## Contract Exhibit Summary

Exhibit	Process for Finalization
<b>A – MDE Approval</b>	Osprey Wilds to provide.
<b>B – Articles of Incorporation</b>	Osprey Wilds to provide; school provides amended articles if necessary.
<b>C – Bylaws</b>	Osprey Wilds to provide; school provides updated bylaws or revises if necessary.
<b>D – Description of Educational Program</b>	Osprey Wilds to provide template and current contractual exhibit. The school must update the exhibit for the next contract term.
<b>E – Description of Additional Programs</b>	Osprey Wilds to provide template and current contractual exhibit. The school must update the exhibit for the next contract term.
<b>F – Implementation of Statutory Purposes</b>	Osprey Wilds to provide template and current contractual exhibit. The school must update the exhibit for the next contract term.
<b>G – Academic &amp; Academic-Related Goals</b>	Osprey Wilds and school to review, refine, and agree upon.
<b>H – Environmental Education Goals</b>	Osprey Wilds to provide. School to review. (Osprey Wilds and school to review, refine, and agree upon implementation plan.)
<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>	Osprey Wilds to provide. School to review.
<b>K – Financial Management Plan</b>	Osprey Wilds to provide. School to review.
<b>L – Statement of Assurances Signed By All Board Members</b>	Osprey Wilds to provide; each school board member must sign and return to Osprey Wilds after school board approval of contract.
<b>M – Charter School Closure Checklist &amp; Plan</b>	Osprey Wilds to provide.
<b>N – Provisions for Service Provider</b>	Osprey Wilds to provide.
<b>O – Performance Evaluation</b>	Osprey Wilds to provide.
<b>P – Ongoing Evaluation Criteria, Processes, &amp; Procedures</b>	Osprey Wilds to provide.
<b>Q – Possible Range of Interventions</b>	Osprey Wilds to provide.
<b>R – Financial Statement Template and Guidance</b>	Osprey Wilds to provide.
<b>S – Benchmarked School Improvement Plan</b>	Osprey Wilds to provide template for school to complete and Osprey Wilds to agree upon.