

Issue Date: December 17, 2024

Protocol for Reviewing Independent School Applications for Renewal

Purpose

The Purpose of this document is to outline the process for reviewing independent school applications for renewal.

Standard Operating Procedure: Independent School Renewal Protocol

Procedure	Supporting Resources	Person Responsible
<p>Standard Application Review, Visit, Report, and Recommendation:</p> <p>2224.1.2</p> <p>Submitted application is reviewed approx. two weeks after receipt.</p> <p>Omissions or additional information needed requested; expected submission from the school is within two weeks.</p> <p>Onsite visit scheduled for a mutually convenient date.</p>	Independent School Team Members	Primary Team Member: Pat Pallas-Gray Supporting Team Member: J. Deborah Ormsbee



<p>Standard Application Review, Visit, Report, and Recommendation: 2224.1.2</p> <p>Submitted application is reviewed approximately two weeks after receipt.</p> <p>Omissions or additional information needed requested; expected submission from the school is within two weeks.</p> <p>Onsite visit scheduled for a mutually convenient date.</p>	<p>Possible participation from designated special education liaison if applicable to school program model.</p>	<p>Independent School Team Members: Pat Pallas-Gray & J. Deborah Ormsbee</p> <p>Secondary support: Special Education Liaison, if applicable.</p>
<p>Post Site Review Process</p> <p>Upon completion of the onsite visit, draft report prepared by the Independent School Team outlining findings; report to be completed within ten days of the visit.</p> <p>After final Agency of Education vetting, the onsite renewal report is forwarded to the Head of School/Principal for review and comments on the accuracy of the report.</p>	<p>Independent School Team Special Education independent school liaison, if applicable.</p> <p>Division Directors/Supervisors for Independent School Team</p>	<p>Independent School Team Member J. Deborah Ormsbee writes first draft and integrates special ed liaison notes, if applicable to school program model.</p> <p>First draft of report vetted by the Independent School Team and Independent School Team Supervisors.</p> <p>The report is forwarded to General Counsel and the Secretary's Office for vetting.</p> <p>Head of School/Principal submit comments to Pat Pallas-Gray on Independent School Team.</p>

<p>Independent School Response</p> <p>Upon receipt of the school's response to the onsite visiting report, the Agency of Education Secretary makes the final recommendation regarding approval.</p> <p>A Green sheet is prepared to provide the Secretary's independent school reapproval recommendation to the Independent School Subcommittee and the State Board of Education.</p>	<p>Independent School Team</p>	<p>Primary Team Member: Pat Pallas-Gray</p> <p>Supporting Team Member: J. Deborah Ormsbee</p>
<p>Agency of Education & SBE Subcommittee Collaboration</p> <p>The Green sheet, visiting team's report, and the school's response is sent to the State Board of Education's Independent School Subcommittee for review, and consideration of recommendation for reapproval.</p>	<p>To be determined at the discretion of the State Board of Education's Subcommittee members.</p>	<p>Pat Pallas-Gray forwards the information to the Chair of the State Board of Education's Independent School Subcommittee.</p>
<p>SBE Subcommittee</p> <p>State Board of Education Independent School Subcommittee works with Administrative Services</p>	<p>Appropriate Agency of Education staff attend scheduled Subcommittee meeting to discuss report.</p>	<p>The SBE Independent School Subcommittee determines if renewal is supported as recommended by the</p>

<p>Coordinators in the Secretary’s Office to schedule monthly meetings and to contact the Head of School/Principal, who are required to attend the review meeting to answer any Subcommittee member’s questions.</p>		<p>Secretary and meeting w/the school’s administrator.</p>
<p>State Board of Education Meeting & Review of Renewal Report</p> <p>State Board of Education Independent School Subcommittee presents the school to the full State Board of Education at the next available meeting and shares its renewal recommendation.</p> <p>The full State Board of Education will hear the Subcommittee’s renewal recommendation; and have a chance to direct questions to the school’s administrator.</p> <p>The State Board of Education makes the final decision regarding approval.</p>	<p>The Agency of Education’s Independent School Team, Special Education Liaison, if applicable, and the Independent School’s leadership all must be present at the State Board of Education’s meeting.</p>	