



## MEMORANDUM

TO: Charter Schools Seeking Assignment of Contract  
FROM: Thomas B. Fordham Foundation  
DATE: March 10, 2016  
RE: Charter Assignment Process  
Action item: **Please Review**

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### Introduction

The purpose of this memo is to provide information on the Thomas B Fordham Foundation's charter assignment process, for existing charter schools seeking Fordham sponsorship.

### Factors Considered

Assignment of a school's sponsorship contract (i.e. charter) is based on several factors, including but not limited to the following.

- 1) **Past performance:** academic performance of the school over time.
- 2) **Site Visits:** staff from the Thomas B. Fordham Foundation will visit the applicants existing schools.
- 3) **Compliance Information:** staff from the Fordham Foundation will examine public information relevant to compliance, and seek input from references that have worked with the organization seeking assignment.
- 4) **Finance:** staff from the Thomas B Fordham Foundation will assess the fiscal health of the school.
- 5) **Governance and Operations:** The Thomas /b /Fordham /foundation will assess the fiscal health of the school.
- 6) **Application:** all schools seeking assignment must complete the Fordham Foundation's application for new start-up schools via Fordham's online application management system, Epicenter. Epicenter access may be obtained by contacting Theda Sampson at [tsampson@edexcellence.net](mailto:tsampson@edexcellence.net).

### Process

The above information is reviewed by Fordham Foundation staff. Staff then makes a recommendation regarding whether to approve the assignment on to a committee of the Fordham Foundation's board. The committee discusses the merits of the recommendation, and makes recommendation to the Fordham Foundation's board of directors. If the Fordham Foundation's board of directors approves the assignment, the parties work together to execute the assignment.

### Timing

Assignments of contract are evaluated at any time. Timelines specific to each school's needs are developed by Fordham and the applicant.

### **Questions**

Please contact Theda Sampson, at [tsampson@edexcellence.net](mailto:tsampson@edexcellence.net) or 937-227-3368, with questions or requests for additional information.