



Transfer Application

Ohio Council of Community
Schools

Contract Effective Date: July 1, 2018

OVERVIEW OF COUNCIL SPONSORSHIP

Dear Prospective Partner:

Thank you for your interest in transferring sponsorship to the Ohio Council of Community Schools (Council). The Council seeks to develop long-lasting partnerships with governing authorities who share our high standards for quality. The Council traces its history as one of two original sponsors borne out of Ohio's community school law.

Our chartering priority is to develop a robust portfolio of innovative, high-performing schools throughout the state. We envision partnerships with organizations that effectively implement a variety of academic programs critical for meeting the unique needs of a variety of students.

The Council strives to be a leader in the national charter school movement, sponsoring 47 schools across Ohio. Additionally, the Council seeks opportunities to work with partners offering unique choices to students and families. This is why the Council is a proud sponsor of schools implementing a range of educational programs, including those with an emphasis on fitness, environmental studies, college preparatory academics, and project-based learning. The models are implemented through traditional bricks-and-mortar facilities, four statewide virtual schools, and dropout recovery and prevention programs intended to reach Ohio's most at-risk youth.

As the Council's lead contact for contract applications, please feel free to contact me through email at jason@ohioschools.org or by phone at (614) 545-8592. Thank you in advance for your time and interest in Council sponsorship. We look forward learning more about your proposed school!

Best regards,

Jason Wall
Vice President of Policy

Ohio Council of Community Schools
3131 Executive Parkway, Suite 306
Toledo, OH 43606

OVERVIEW OF TRANSFER APPLICATION PROCESS

Applicants seeking to transfer and secure a charter contract from the Council must go through our transfer application review process and submit the requested documents for each step. Throughout the process, the Council will communicate important information to the lead contact. Please promptly notify the Council if there are any changes to the lead contact.

The application steps for sponsorship are listed briefly below:

Deadline	FY2018 Deliverables and Deadlines	
<p>Step One</p> <p>Complete and Submit Intent to Transfer Application</p>	<p>December 1, 2017</p>	<p>Submit Transfer School Application</p> <p>Applicants interested in sponsorship must complete a Transfer School Application. Applicants that a demonstrated academic and financial capacity will be invited to continue the process.</p> <p><u>Please note, if your school has been non-renewed by your sponsor, the Council will NOT consider your application.</u></p>
<p>Step Two</p> <p>Governing Authority Meeting and School Site Visit</p>	<p>January 26, 2018</p>	<p>Governing Authority Meeting and School Site Visit</p> <p>Council staff members will visit and tour the school, interview selected staff, and attend at least one governing authority meeting.</p>
<p>Step Three</p> <p>Interviews: Transfer Applicant and Current Sponsor</p>	<p>February 16, 2018</p>	<p>Interviews: Transfer Applicant and Current Sponsor</p> <p>Following the review of the application, the governing authority, school leadership, corporate management, and other key stakeholders will participate in an applicant interview with Council staff members. Additionally, Council staff will meet with the current sponsor to review information and discuss past performance.</p>
<p>Step Four</p> <p>Contract Negotiation and Execution</p>	<p>April 13, 2018</p>	<p>Contract Negotiation and Execution</p> <p>Deadline for completing charter contract negotiations and executing the contract.</p>

Please note, any information submitted through the application may constitute a public record, subject to disclosure under the Ohio Public Records Act.

TRANSFER SCHOOL APPLICATION

Basic Information

Community School Information

School Name:

School Leader:

Address:

Year Opened:

Grades Served:

Website:

Current Contract Term:

Contract Status: Non-Renewed Terminated Not Yet Determined

Governing Authority Chairman Information

Name:

Phone:

Email:

Transfer Application Contact Information

Name:

Phone:

Email:

Current Sponsor Information

Sponsor Name:

Contact Name:

Phone:

Email:

Management Company Information

Company Name:

Contact Name:

Phone:

Email:

Term of Agreement:

Website:

Academic and School Information

We will be reviewing the school's performance and growth trends via publicly accessible interactive local report cards. If you have other academic data you would like to share with us, including your own trend analyses (NWEA, STAR, Scantron, etc.), please feel free to attach them in addition to the items required below.

A. Mission

Describe your school's mission. What makes the mission unique for the target community and how will the mission be measured?

B. Vision

Describe your school's vision for students. What makes your school's vision statement unique?

C. Values

What are your school's values and how are they supported by the mission and vision?

Requested Attachments:

- Educational Plan
- Parent and Student Handbook
- Other Academic Data (optional)

Evaluation Criteria: *Reviewers will look for a clear and compelling mission statement that is aligned with the vision and how the mission and vision help support the core values. Reviewers will also look at the execution of the Educational Plan and how the mission, vision, and core values are integrated into the handbooks.*

Governance

A. Governing Authority

List governing authority members, including officers, committee memberships, and terms.

Describe the governing authority's committee structure.

Who has the governing authority retained as legal counsel?

Requested Attachments:

- Code of Regulations or Bylaws
- Governing Authority Resumes

Evaluation Criteria: *Reviewers will look for a Code of Regulations which describes a governance structure that is distinct from the management of the school. Reviewers will also look for the use of a committee structure to help facilitate the work of the governing authority.*

B. Sponsor Discipline

Were you ever on corrective action, probation, or have operations suspended (or threatened) by your sponsor? Yes No

Evaluation Criteria: *Reviewers will look at the number and types of incidents.*

C. Sponsor Expectations

What are your expectations of an authorizer? (Please limit to 250 words.)

Why have you selected the Council as a possible new authorizer? (Please limit to 250 words.)

Evaluation Criteria: *Reviewers will determine how the governing authority's expectations align with the Council's expectations and approach.*

Organizational Capacity

A. Operations

Describe the organizational structure of the school and provide the organizational chart. Describe the roles and responsibilities of the school leader and other key personnel. If applicable, describe what role your management company plays in the ongoing support of the school.

Requested Attachments:

- Contract with the management company (if relevant)

Evaluation Criteria: *Reviewers will look for a school that operates effectively and efficiently. Additionally, reviewers will determine capacity and support capabilities of the school staff.*

B. Staff and Student Retention

Summarize the recruitment process and marketing plan. What are the student and staff retention rates for the school?

What are the frequency and results of parent satisfaction surveys? Include an example.

Evaluation Criteria: *Reviewers will look for trends in retention rates and how the recruitment, enrollment, and marketing plans are implemented. Additionally, reviewers will be mindful of parent satisfaction results and any changes to operations due to parent/family feedback.*

Financial Information

A. Viability

Please list full-time equivalency (FTE) figures for the past 5 years.

Who is your fiscal officer?

Requested Attachments:

- Budget
- Five-year Forecast
- Financial Audit
- Financial Statements (last three months)

Evaluation Criteria: Reviewers will look for a budget and five-year forecast that utilizes reasonable enrollment numbers and state per-pupil allocation, strategies to ensure the school's financial viability, and detail regarding supplemental revenue. Reviewers will also look for effective and responsible use of funds through the budget, audit, and financial statements.

TRANSFER SCHOOL APPLICATION EVALUATION RUBRIC

Responses provided by the applicant, along with the corresponding documentation or attachments, are evaluated by the Contracting Team according to the scoring rubric outlined below. The Contracting Team will issue a score for each of the eligible sections based on the quality of the information provided by the applicant. The scores from each section will be weighted equally; however, any application where an entire section “Falls Far Below Standards” or any application receiving two or more “Falls Far Below Standards” in any two criteria will be rejected.

The scoring rubric is as follows:

Exceeds Standards (3 Points): Meeting the targets for this rating category implies that the application exceeds expectations and has clearly demonstrated the capacity for developing and operating a successful community school. Schools repeatedly receiving this rating warrant consideration for the Contracting Team to encourage approval of the application. Schools repeatedly receiving this rating have clearly outlined expectations of the component questions and have exceeded review criteria established for the standard.

Meets Standards (2 Points): The targets for this rating category set the minimum expectations for a community school that is likely to be successful. Schools repeatedly earning this rating or higher are likely to perform well and are on solid ground for the Contracting Team to consider approval of the application. Schools repeatedly receiving this rating or higher have outlined expectations of the component questions and have met review criteria established for the standard.

Does Not Meet Standards (1 Point): Schools in this rating category have failed to adequately address the component questions and/or meet the established review criteria. Schools repeatedly achieving this rating are more likely to fail to meet minimum expectations for performance. Schools that fall into this category have failed to meet the component questions sufficiently and will not be approved.

Falls Far Below Standards (0 Points): Schools that fall into this rating category are evaluated as highly likely to perform well below the sponsor’s expectations and will not be approved. Schools that fall into this category have not addressed the component questions sufficiently and have significantly failed to meet minimum expectations set by the review criteria.



TRANSFER SCHOOL APPLICATION SCORING SUMMARY

School Name

Academic and School Information

- A. Mission
- B. Vision
- C. Values

Governance

- A. Governing Authority
- B. Sponsor Discipline
- C. Sponsor Expectations

Organizational Capacity

- A. Operations
- B. Staff and Student Retention

Financial Information

- A. Viability

GRAND TOTAL	
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Is the Grand Total higher than 23? Yes No

Yes, recommend partnership to Committee

No, do not recommend partnership to Committee