



# 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. 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, three statewide virtual schools, and dropout recovery and prevention programs intended to reach Ohio's most at-risk youth.

Our application and contracting processes are firmly rooted in the Principles and Standards for Quality Charter School Authorizing established by the National Association of Charter School Authorizers (NACSA), and you will find them to be rigorous, clear, transparent, and student-focused. As a charter authorizer, we cultivate relationships with sponsored schools based on a balance of autonomy and accountability. We provide meaningful technical assistance to our sponsored schools to help them provide a high-quality education to the students they serve.

If you have further questions, please visit our website at [www.ohioschools.org](http://www.ohioschools.org), or contact our Vice President of Policy, Jason Wall, at (614) 545-8592 or [jason@ohioschools.org](mailto:jason@ohioschools.org).

Yours in education choice,

Lenny Schafer, M.Ed., PCC-S  
Executive Director

# DETAILED TIMELINE AND DESCRIPTION APPLICATION PROCESS

Applicants seeking to transfer sponsorship to 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 governing authority or designee.

The application steps for sponsorship are listed briefly below:

| Deadline  | Deliverables and Deadlines<br>(Sponsorship Begins Fall 2018) |   |
|---|--|---|
| <b>Step One:</b><br>Submit Transfer School Application                | January 15, 2018   | <p>Applicants interested in sponsorship must complete a Transfer School Application. If an applicant that demonstrate academic, organizational, governance, and financial capacity will be invited to continue the process.</p> <p>Upon submission, the Council’s Contracting Team will review the application and decide if the applicant is invited to continue the process. In the case of a rejected application, the Council will provide the applicant with a written explanation by February 15, 2018.</p> <p><u>Please note, if your school has been non-renewed by your sponsor, the Council will NOT consider your application.</u></p> |
| <b>Step Two:</b><br>Governing Authority Meeting and School Site Visit | March 2018   | <p>Council staff members will visit and tour the school, interview selected staff, and attend at least one governing authority meeting.</p>   |
| <b>Step Three:</b><br>Interviews: Applicant and Current Sponsor       | March 2018   | <p>Following the review of the application and visits, the Council’s Contracting Team will conduct an applicant interview, which will include governing authority members, school leaders, corporate management, and other key stakeholders.</p> <p>Additionally, Council staff will meet with the current sponsor to review information and discuss past performance.</p>  |
| <b>Step Four:</b><br>Contract Negotiation and Execution               | June 2018  | <p>If the visits and interviews are satisfactory, the governing authority and Council will each adopt a resolution and authorize the negotiation and execution of a charter contract.</p> <p>The deadline for completing charter contract negotiations and executing the contract is June 15, 2018.</p>   |

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

# TRANSFER APPLICATION OVERVIEW

## Instructions

1. Please review the list of required information and documents.
2. To determine what constitutes a compelling, high-quality application, consult the Evaluation Rubric (page 9).
3. If you have any questions about the Transfer Application, please feel free to contact Jason Wall.
4. Complete the Transfer Application by the deadline listed above and send an electronic copy to Jason Wall (jason@ohioschools.org).

## Contents of the Transfer Application

- Cover page, including name and location of the proposed school.
- Overview of the school, its operations, and an executive summary of the application (not to exceed two pages)
- A narrative, not to exceed ten pages (attachments are not included in the page limit).
- Attachments, which provide additional information to support the narrative. All attachments should be numbered and clearly referenced in the narrative.

## Transfer Application Scoring

Applications must receive at least 75% of possible points to continue to the interview. Please refer to the scoring rubric on pages 9-10.

# 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. Academic Outcomes**

Provide evidence that the academic program is a success for the students enrolled at the school.

Show how the school is meeting the established mission-related goals.

### **B. Mission**

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

### **C. Vision**

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

### **D. Values**

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

### **Requested Attachments:**

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

*Evaluation Criteria: Reviewers will look for a track record of success in academic achievement. Reviewers will also 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. Additionally, reviewers will 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 for deficiencies or noncompliance? If yes, please explain and note how it was remedied.

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

### **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:

- Compliance Reports
- Management Company Contract

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

Who is your fiscal officer?

For the last two years, please submit annual budgets, five-year forecasts, all monthly and year-end financial statements, and audit reports.

### Requested Attachments:

- Budget
- Five-Year Forecast
- Financial Audits
- Financial Statements (last two years)

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. Academic Outcomes \_\_\_\_\_
- B. Mission \_\_\_\_\_
- C. Vision \_\_\_\_\_
- D. Core Values \_\_\_\_\_

### Governance

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

### Organizational Capacity

- A. Operations \_\_\_\_\_
- B. Staff and Student Retention \_\_\_\_\_

### Financial Information

- A. Viability \_\_\_\_\_

|                    |
|--------------------|
| <b>GRAND TOTAL</b> |
|--------------------|

Did the application receive at least 75% of possible points?

\_\_\_\_\_ Yes, continue to interview and possible  
\_\_\_\_\_ recommendation to Committee

\_\_\_\_\_ No, do not continue or recommend partnership