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, three 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 sponsorship. We look forward learning more about your 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	Deliverables and Deadlines
		Sponsorship Begins Fall 2018
Step One Complete and Submit Intent to Transfer Application	January 12, 2018	**Submit Transfer School Application** 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. Please note, if your school has been non-renewed by your sponsor, the Council will NOT consider your application.
Step Two Governing Authority Meeting and School Site Visit	January 26, 2018	**Governing Authority Meeting and School Site Visit** Council staff members will visit and tour the school, interview selected staff, and attend at least one governing authority meeting.
Step Three Interviews: Transfer Applicant and Current Sponsor	February 16, 2018	**Interviews: Transfer Applicant and Current Sponsor** 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.
Step Four Contract Negotiation and Execution	April 13, 2018	**Contract Negotiation and Execution** Deadline for completing charter contract negotiations and executing the contract.

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 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 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.

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	

Is the Grand Total higher than 23?

____   Yes, recommend partnership to Committee

____   No, do not recommend partnership to Committee