

Miamisburg City Schools

Application for Charter School Sponsorship

**Existing School Seeking to Switch Sponsors
High Quality Schools Seeking to Replicate**

For Fall 2018 Opening

Thank you for your interest in charter school sponsorship with Miamisburg City Schools. Applicants seeking to transfer and secure sponsorship by Miamisburg City Schools must go through our transfer application review process and submit the requested documents. This application includes a guide designed to provide a structured means to provide the Miamisburg staff and any other application evaluators with the key academic, fiscal, operational, and governance plans for schools seeking sponsorship by Miamisburg City Schools.

This guide and our application (pdf) are included on our website so that prospective applicants and the public are able to view the content of our application. The rubric for application evaluation, used by our review team, is also available on our website.

APPLICATION SUBMISSION GUIDELINES

Submission of a completed transfer application with completed forms and attachments will allow us to closely examine the competencies and strengths of the school's education, governance, management, and financial structures.

Order. Completed applications must mirror the sequence of topics and attachments set forth in this application document:

- Application Transmittal Form
- Education Plan
- Financial Plan
- Organizational and Governance Plan
- Facilities Plan
- Blended Learning Plan
- Applicant Assurances
- Application Checklist

Format. Materials should adhere to the following format:

- School name in header or footer of each page
- Include table of contents (appendices/attachments should be included in the table)
- Page numbers of each page, including appendices/attachments
- Prepared on white, 8.5" x 11" paper
- One-inch margins on all sides
- No font smaller than 11-point
- Paragraph formatting may not be more compact than standard single space.

Submission. Applications should be submitted in the following manner:

- One (1) hardcopy of the application material with original signatures should be delivered or mailed to:

Miamisburg City Schools
Offices of the Board of Education
540 Park Ave
Miamisburg, OH 45342

- One (1) electronic version of the application in Microsoft Word, signature pages in PDF, and budget materials in Excel format, using the template provided, via email to:

David Vail, Superintendent at dvail@miamisburg.k12.oh.us

APPLICATION EVALUATION CRITERIA

Sponsorship applications are reviewed by a team of evaluators with experience and expertise in a variety of fields, including but not limited to curriculum and instruction, special student populations, law, governance, management, leadership, finance, school start-up, and policy. Evaluators will use the following ratings to rate the applicant responses to the application questions. Within each section, specific criteria define the expectations for an excellent response that 'Meets the Standard.

After a review of the application and submitted documents, applicants who are recommended to move forward by meeting the standard and invited to participate in an interview. Following the interview a formal review summary is provided to the applicant and to the MCS board with the team's recommendation. The following timeline details the process.

Rating Characteristics Meets the Standard

The response reflects a thorough understanding of key issues. It addresses the topic with specific and accurate information that shows thorough preparation; presents a clear, realistic picture of how the school expects to operate; and inspires confidence in the applicant's capacity to carry out the plan effectively.

Approaches the Standard:

The response meets the criteria in many respects, but lacks detail and/or requires additional information in one or more areas.

Partially Meets the Standard:

The response meets the criteria in some respects but has substantial gaps in a number of areas.

Does Not Meet the Standard:

The response is wholly undeveloped or significantly incomplete; demonstrates lack of preparation; or otherwise raises substantial concerns about the viability of the plan or the applicant's ability to carry it out.

TIMELINE

Application Timeline (Fall 2018 Opening)

Event	
Letter of Intent to Apply	September 1, 2017
Submission of sponsorship application to Miamisburg City Schools	November 1, 2017
Review of application by Miamisburg City Schools	November 2017
Applicant interviews	December 2017
Site visit to applicant's school(s)	December 2017 – January 2018
Notification to applicant of the decision on the application	By February 28, 2018
Sponsorship contract drafted and finalized with approval by MCS Board of Education. Applicant notified of approval.	March – April 2018
Final, fully executed contract documents sent to Ohio Department of Education.	April 15, 2018

Current Sponsor Relationship

Please note that the Miamisburg City School District will be contacting the current sponsor as a part of this application process.

1. Explain the school's reason for changing authorizer. Indicate if the school has been non-renewed for cause by the current sponsor. *NOTE: Miamisburg City School District will not consider sponsorship of a school that has been non-renewed for cause by its current sponsor.*
2. Provide copies of any disciplinary actions from the past three years, including corrective action plans, probation notices, and intent to suspend/suspension notices.
3. Provide copies of any sponsor compliance or academic evaluations of the school from the past three years.

Charter School Operators/Replicators (if applicable)

This section applies only to those school attempting to replicate an existing school or open an additional school within an educational management organization network.

Describe the capacity of the replicator to operate a new school successfully while maintaining quality in existing schools. Provide a business plan and growth plan of the replicator.

Provide documentation on the educational, organizational, and financial performance of all existing schools for the past three years. Include the most recent financial audits.

Explain any never-opened, terminated, or non-renewed schools.

APPLICATION TRANSMITTAL FORM

Name of proposed charter school:	
Name of non-profit corporation (school board):	
Chairperson of the non-profit board:	
Counsel of the non-profit board:	
Mailing address:	
Indicate the charter type (new school or existing school changing sponsors):	
Indicate the charter model (E-school, drop-out recovery, special needs, Montessori, etc.):	
Name of contact person designated by non-profit board:	
Title/relationship to board:	
Mailing address:	
Telephone:	
Email:	

Education Management Organization information

Name of education management organization (if any):	
Management company contact name:	
Management company contact telephone:	
Management company contact email:	
School leader name (if selected):	
Telephone:	
Email:	

Projected Enrollment

	Year 1	Year 2	Year 3	Year 4	Year 5
K					
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
Total					

Facility

School address:	
If you have not yet selected a facility please describe plans to do so:	

Disclosures

Do you have or have you had a relationship with other sponsors, community schools or their affiliates? If YES, please list the school(s) or entities and identify the basis of the relationship (e.g., contractor, employee of operator, treasurer, board member, etc.) **Yes/No**

Sponsor, Community School or Affiliate:	Relationship

Has any member of the governing authority or development team, including a management company or treasurer/fiscal officer, been involved with an entity that was involved in a bankruptcy, closed for financial reasons, had a finding for recovery, or designated as un-auditable? If YES, please list the school(s) or entities and identify the basis of the relationship (e.g., contractor, employee of operator, treasurer, board member, etc.). **Yes/No**

School or Entity:	Relationship:

I certify that all information contained herein is complete and accurate. I understand that any misrepresentation could result in disqualification from the application process or termination of the sponsorship contract, if executed.

I understand that incomplete applications and those submitted after the published deadline will not be considered. The person named as the contact person designated by the non-profit board is authorized to serve as the primary contact for this application on behalf of the non-profit board.

I have read, understood, and comply with the above statement.

Name and title

Date

Resources and References

Below are useful links and directions to various informational resources for new community school applicants:

The Ohio Department of Education (ODE) – ODE provides much information on their website about the state requirements for all community schools. A useful place to start is their [Guidance Documents](#) regarding community schools and [Community School Funding](#) information:

[Developing A Community School](#)

[Blended Learning](#)

[Community School Payment Simulator](#)

Section 1: Education Plan

1.1 Mission, Vision, and Educational Philosophy – ATTACHMENT 1

Provide the school's mission and vision for how the school operates and describe the actions the school has taken to fulfill this mission over the last three years.

Describe the educational philosophy of the school and explain how the educational philosophy aligns with the school's mission.

Reviewers will be looking for:

- *A mission that is concise and provides a compelling statement of what the school hopes to achieve, for whom, and to what degree.*
- *An educational philosophy that demonstrates a commitment to educational excellence and is founded on an understanding of effective, research-based educational practices.*

1.2 Geographic Boundaries – ATTACHMENT 2

Pursuant to 3314.03(A)(19), please describe which of the following options under which the school operates:

- (a) Prohibits the enrollment of students who reside outside the district in which the school is located; or,
- (b) permits the enrollment of students who reside in districts adjacent to the district in which the school is located; or,
- (c) permits the enrollment of students who reside in any other district in the state.

1.3 Curriculum and Instruction – ATTACHMENT 3

Provide a description of the curriculum used by the school, including measurable objectives and subject area content and skills for each grade level.

Explain how the chosen curriculum aligns with the Ohio content standards.

Discuss the specific instructional strategies employed to ensure successful implementation of the curriculum, such as classroom based or independent study, class size, class structure, and teaching methods. In addition, describe how the program meets the needs of the at-risk students served.

Provide evidence that the chosen curriculum is research-based and has been effective with the student population you have served for the last three years.

Describe the process the school follows to evaluate, review and revise its curriculum.

Include in Attachments: For core subjects, include sample lessons from two different grade levels that illustrate strategies for implementation of the curriculum consistent with the mission and educational philosophy of the school.

1.4 Target Population – ATTACHMENT 4

Describe the population of the school and how the proposed mission, curriculum, teaching methods and services align with the educational needs of that population. Discuss the leadership team’s experience serving similar student populations.

1.5 School Calendar and Daily Schedule – ATTACHMENT 5

Provide the school’s calendar (sample below) showing the number of days the school will be in session showing daily hours of operation and allocation of time for core instruction, supplemental instruction, extra-curricular activities, and after-school activities, as applicable.

First day of school	
School day start/end time	
Hours in school day	
Number of instructional minutes (core instruction) per day	
Number of instructional school days per year	
Number of supplemental instruction hours per day	
Time devoted to staff development during school year (indicate days or hours)	
Time devoted to staff development prior to school opening (indicate days or hours)	

1.6 Special Student Populations – ATTACHMENT 6

Describe the school’s plans for identifying and successfully serving/monitoring the following students in order to comply with applicable laws and regulations: students with disabilities, students with Limited English Proficiency (LEP), homeless students, gifted and talented students. Explain specifically:

- how these students are identified,
- how the school develops plans for their education,
- how their progress is monitored,
- how the school has budgeted and staffed to meet those responsibilities, and
- how professional development is provided to staff serving these populations.

Explain how the school’s curriculum and approach to instruction are designed or adapted to serve those students.

Reviewers will be looking for:

- *A plan that reflects an understanding of the services and costs associated with providing high quality support for all students; and exhibits knowledge of the school’s obligations under state and federal law when serving special education, limited English proficient, gifted and homeless students.*

1.7 School-Specific Goals and Objectives – ATTACHMENT 7

Provide existing academic performance goals and key non-academic goals and explain the actions the school has taken to achieve these goals. Explain how these performance standards align with the school’s mission and proposed educational program. These well-developed goals will be SMART (i.e., specific, measurable, ambitious, attainable, relevant, time-bound).

Provide the school’s policy for reporting performance goals to parents and the public.

Reviewers will be looking for goals that:

- *Are clear, measurable and data-driven and consistent with the school’s mission and program;*

1.8. Academic Assessment – ATTACHMENT 8

All Ohio public charter schools must participate in all state mandated assessments and are subject to all federal accountability measures. Indicate any additional assessments the school administers.

List the assessment tools that are used to determine and report student progress. Explain how the school evaluates progress of individual students, cohorts over time, and the school as a whole. Indicate the person(s), position(s) and/or entities that are responsible and involved in the in collection and analysis of assessment data. Provide academic performance data for the past three years, including local report card data and data from any additional assessment tools utilized by the school.

Describe the school’s policies and criteria for promotion and retention of students.

Reviewers will be looking for an assessment plan that:

- *Meets state requirements;*
- *Offers multiple measures of student outcomes reported in terms of absolute scores, one-year student gains/losses and year-to-year student gains/losses;*
- *Will facilitate decision-making about adjustments to the education program.*

1.9 School Climate and Discipline – ATTACHMENT 9

Describe the strategies the school employs to develop and sustain a safe and orderly school climate that supports fulfillment of the educational goals and incorporates research-based discipline practices such as positive behavior interventions.

Explain the school’s student behavior philosophy. Include the discipline policy or code of conduct for both the general student population and for students with special needs.

Include in Attachments: The full discipline policy should be included with procedures and policies for implementing alternative instruction. The policy should address the consequences (or range of consequences); due process procedures; identify the individuals responsible for carrying out the discipline policy, restraint and seclusion policy; and, escalation process.

Indicate how the school staff has been educated about, and trained to implement the policy.

1.10 Prior Success in Raising Student Achievement – ATTACHMENT 10

Describe the prior success in improving student academic outcomes, including supporting data.

Reviewers will be looking for a data that:

- *Supports a success in improving student outcomes*

Section 2: Financial Plan

2.1 Budget – ATTACHMENT 11

Provide a projected budget (in Excel format) and financial plan for the next five years that aligns with the educational plan, enrollment and staffing of the school. Define and give support for assumptions behind revenue and expenditure projections, and detail your contingency plans in the event of a budget shortfall.

The application should include:

- Budget Form 1: Current board approved Five-Year Forecast with Assumptions
- Budget Form 2: Current board approved annual budget

If you anticipate major renovations or the purchase of a facility, indicate how such will be funded and name potential partners. Your budget should take facilities maintenance, repair and/or renovations into account.

Reviewers will be looking for a budget that:

- *Demonstrates an understanding of state and federal charter school funding;*
- *Makes the most of limited funds;*
- *Is aligned to the school's planned programs and approaches (provides realistic estimates of revenues and costs);*
- *Contains contingency plans in the event a major funding source does not materialize.*

2.2 Financial Management – ATTACHMENT 12

Provide the qualifications and experience of the school's fiscal officer.

Provide the following financial records:

- State audits for the past three years, as well as any independent audit(s) conducted by the school.
- Financial statements for the past year, including financial summary reports and statement of any existing unpaid debts.

Identify any vendors that are/will be used to support finance operations.

List any open lawsuits or other threatened liabilities against the school.

Include in Attachment: If using an education management entity, please provide the three most recent years of the entity's audited financial statements.

Reviewers will be looking for:

- *A financial management plan that provides adequate financial controls (including annual audits) and generally accepted government accounting principles; and*
- *Demonstrates knowledge of charter school funding in Ohio.*

2.3 Transportation, Food Service and Health Services – ATTACHMENT 13

State whether the school provides transportation for students. If so, describe the transportation plan for all students, including those with special needs, and explain budget revenue and expenditure assumptions.

Describe the school's plan for providing food service.

Indicate any types of health services that are provided.

Explain any other partnerships or contractual relationships central to the school's operations or mission.

2.4 Insurance – ATTACHMENT 14

Provide a letter that describes the current level of insurance coverage.

Reviewers will be looking for:

- *Evidence the school is able to obtain adequate insurance; and*
- *A risk management approach that will protect the short-term and long-term viability of the school.*

2.5 Safety and Security – ATTACHMENT 15

Describe the technology and processes you employ to ensure the ongoing safety and security of students and staff in your building?

Describe your process to document all fire, tornado, and lockdown procedures as per ORC.

Provide an occupancy permit, proof of ownership or lease, health and safety inspections as required by ORC, where applicable.

2.6 Opening Plan – ATTACHMENT 16

Provide an opening plan for 2018-19 (timeline) that documents key tasks to be completed between approval of the application and opening of the school year, including but not limited to activities associated with finance, leadership, facilities, state obligations, students, parents and community.

Section 3: Organizational and Governance Plan:

3.1 Governing Body – ATTACHMENT 17

Describe the governing board entity and its role. Provide the governing board's view of the relationship between itself and the school leader and management entity (if applicable).

Provide a copy of the current year's governing board's meeting schedule.

Discuss any training the board plans to obtain. Include a timetable, topics to be addressed and requirements for participation.

Include the Board articles of incorporation, by-laws and confirmation of tax status from the Internal Revenue Service.

3.2 Governing Board Composition – ATTACHMENT 18

List the members of the governing board including their names and current employment. (See format below.) Set forth board members' experience or qualifications and relevant affiliations for serving on the board including, but not limited to, their relationship to the community in which the school is located and their membership on any other boards.

Describe the plans to recruit, train and retain new board members.

Include in Attachment: For each proposed governing board member, the application should include a resume.

Reviewers will be looking for a governing authority that:

- *Understands its role as the governing entity;*
- *Can manage public funds effectively and responsibly;*
- *Includes members who possess skills and experience in areas such as education, management, finance and law; and*
- *Has broad, diverse representation from the local community.*

Member 1	
Position	
Name	
Mailing Address	
Phone (day)	
Phone (evening)	
Fax	
Email	
Relevant experiences or qualifications	
Membership on other boards	

3.3 Management and Operations – **ATTACHMENT 19**

Describe the organizational structure of the school and its day-to-day operation.

Explain the management roles and responsibilities of key administrators with respect to:

- Instructional leadership
- Curriculum development and implementation
- Personnel decisions
- Budgeting
- Financial management
- Legal compliance
- Any special staffing needs.

Discuss how the school handles back office support, including state data entry.

Include in Attachments: Provide desired qualifications, credentials and resume of principal. Attach an organizational chart that clearly presents the school’s organizational structure, including lines of authority and reporting between the governing board, staff, any related bodies (such as advisory bodies or parent and teacher councils), and any external organizations that play a role in managing the school.

3.4 Staffing and Human Resources – **ATTACHMENT 20**

Specify plans for recruitment, selection, and evaluation for all staff – including leadership and operations positions – of the school. Include job descriptions for all staff members, employment benefits offered, and estimated salary ranges.

Describe how the staff is evaluated, including the criteria upon which the staff is evaluated, the frequency of evaluations and how feedback is provided to the staff.

Explain how the non-profit governing board and school administration handles unsatisfactory staff performance, as well as staff turnover and leadership succession.

Attach a copy of the school personnel policies or staff handbook.

Reviewers will be looking for a staffing plan that:

- *Is manageable and consistent with the school's mission and educational program;*
- *Will provide desirable working conditions and compensation packages that will attract and retain high quality staff;*
- *Demonstrates a clear understanding of staffing needs and requirements for special education; and*
- *Aligns with the budget.*

3.5 Professional Development – ATTACHMENT 21

Describe the professional development opportunities that are offered to teachers and staff.

Indicate the lead person responsible for developing, implementing and evaluating professional development plans.

Describe how the proposed professional development includes and supports both general and special education teachers.

Explain how the professional development program is aligned with the school's pedagogy and curriculum.

Articulate how the professional development program is evaluated to assess its effectiveness and success, and how the program is modified to support identified teacher needs.

Include in Attachments: Provide a schedule for professional development.

Reviewers will be looking for a professional development program that:

- *Is flexible and can adjust to focus on critical areas where staff is in need of additional and/or ongoing training;*
- *Provides ongoing training in core areas central to the philosophy, mission and instructional program of the school; and*
- *Demonstrates the school leadership continually examines professional development to ensure that sessions are effective and result in improved teacher and student outcomes.*

3.6 Student Recruitment and Enrollment – ATTACHMENT 22

Describe the plan for recruitment and enrollment of students. Explain how the school is publicized and marketed throughout the community to a broad cross-section of families and prospective students.

Describe the school's timelines for the school's recruitment, enrollment, and admission process (including lottery).

Include in Attachments: marketing research reports, documents related to student enrollment (e.g., enrollment forms) and the school's Enrollment Policy.

3.7 Community Partnerships – ATTACHMENT 23

List community partners and how they support the school.

Detail the school’s plans to develop additional community partners.

Reviewers will be looking for a plan that:

- *Shows how these partnerships contribute to the school’s fulfillment of its mission.*

3.8 Parent Engagement – ATTACHMENT 24

Explain how the school encourages family involvement to support student learning. Detail the means and frequency of communication with parents; the type and frequency of parent involvement opportunities; and the method and frequency by which the school gauges parent satisfaction.

Discuss policies, programs, and practices to ensure parental involvement and procedures to respond to parental complaints.

Reviewers will be looking for a parent engagement plan that:

- *Creates a welcoming environment to students’ families;*
- *Has evidence of a connection with families on a sustained and regular basis and welcomes their involvement frequently; and*
- *Is aligned to the mission of the school.*

Section 4: Facilities – ATTACHMENT 25

Describe the facility and its location, including the address, site plan, and floor plan (include the number and size of the classrooms, common areas, recreational space, any charter facilities, and any residential facilities that are used by the school). Indicate whether the property and/or facility is leased or purchased.

Please provide the following information:

- Current lease or purchase agreement for the school.
- Whether the owner is a party to this application
- Conflicts of interest
- A copy of the mortgage or deed.
- Whether it is a permanent or temporary site
- The entity or individual that will be the lessee
- Whether any party to the lease is a party to this application

Reviewers will be looking for a facility plan that:

- *Identifies a viable facility;*
- *Is based on sound financing options; and*
- *Avoids conflicts of interest.*

Section 5: Blended Learning – ATTACHMENT 26

If the School does not operate using the blended learning model as defined in ORC 3301.079, note in the message to reviewers “this section does not apply.”

If the School does operate using the blended learning model as defined in ORC 3301.079, include all of the following information.

ORC 3301.079 is included as a resource on page 7.

(a) An indication of what blended learning model or models is used;

(b) A description of how student instructional needs are determined and documented;

(c) The method used for determining competency, granting credit, and promoting students to a higher grade level;

(d) The school's attendance requirements, including how the school documents participation in learning opportunities;

(e) A statement describing how student progress is monitored;

(f) A statement describing how private student data is protected;

(g) A description of the professional development activities that are offered to teachers.

Applicant Assurances

Please review the following list of assurances. By signing this document, I hereby acknowledge the following:

1. That no trustees, or individual(s) responsible for the operation of the community school under contract with the governing authority, owe the state any money or are in a dispute over whether the trustee or individual owes the state any money, concerning the operation of a community school that has closed;
2. That no trustee has been convicted of an offense that would disqualify a teacher from obtaining licensure in the state of Ohio;
3. That no present or former member, or immediate relative of a present or former member, of the governing authority of any community school established under Chapter 3314 of the Ohio Revised Code is an owner, employee, or consultant of any sponsor or operator of the proposed school, unless at least one year has elapsed since the conclusion of the person's membership;
4. That no member of the governing authority, the proposed school's development team, or the school leadership has been affiliated in any manner with a school that has closed pursuant to Ohio Revised Code section 3314.35;
5. That no member of the governing authority, the proposed school's development team, the school's leadership or the treasurer have been affiliated with a school that has been deemed "unauditable" by the Auditor of State;
6. That all governing authority members and the school leadership have completed an Ohio criminal background check, and a Federal Bureau of Investigation background check if the individual has been an Ohio resident fewer than five (5) years, and that no member of the governing authority or the school leadership has been convicted of or pleaded guilty to any of the offenses as set forth in Ohio Revised Code section 3319.39(B)(1)(a);
7. That the school will comply with Ohio's Public Records and Open Meetings Acts;
8. That the school will comply with Ohio's Ethics laws;
9. That the school shall not discriminate against any student, staff member, or volunteer on the basis of race, religion, gender, or national origin. Furthermore, with regard to students, the school admits students of any race, religion, gender, color, national and ethnic origin, and disability to all the rights, privileges, programs, and activities generally accorded or made available to students at the school;
10. That the school will enroll any eligible student who submits a timely application, unless the school receives a greater number of applications than there are spaces for students (in which

case the school shall hold a lottery), and each timely applicant will be given equal chance of admission;

11. That the school will adhere to all provisions of federal law relating to students with disabilities, including the IDEA, section 504 of the Rehabilitation Act of 1974, and Title II of the Americans with Disabilities Act of 1990, that are applicable to it;
12. That the school will be non-religious in its programs, admissions policies, governance, employment practices, and all other operations, and its curriculum will be completely secular;
13. That the school will adhere to all provisions of federal law relating to students who are Limited English Proficient (LEP), including Title VI of the Civil Rights Act of 1964 and the Equal Educational Opportunities Act of 1974, that are applicable to it;
14. That the school will follow any and all other federal, state, and local laws and regulations that pertain to the applicant or the operation of the community school;
15. That the governing authority have or will create, and will remain, a tax-exempt entity under 501(c)(3) of the Internal Revenue Code; and
16. That the school will be firmly committed to high expectations for all our students and accountability for academic results.

As developer for this community school application, I agree to and will comply with all of the above.

SIGNATURE

PRINTED NAME

TITLE

DATE

Application Checklist

- I have completed all portions of the Education, Business and Organizational plans.
- I have included all attachments.
- I have submitted all documents in word or excel format.
- I have completed and submitted the Assurances.

I certify that I have the authority to submit this application and that all information contained herein is complete and accurate. I acknowledge that any misrepresentation could result in disqualification from the application process or revocation after approval. I understand that incomplete applications and those submitted after the published deadline will not be considered.

The person named as the contact person for the application is so authorized to serve as the primary contact for this application on behalf of the organization.

SIGNATURE

PRINTED NAME

TITLE

DATE