

Miamisburg City Schools

Charter School Sponsorship Renewal Application

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 school sponsorship renewal by Miamisburg City Schools.

This guide and our application (pdf) are included on our website so that renewal applicants and the public are able to view the content of our application.

Table of Contents

Timeline	1
Format and Submission	2
Part 1. Enrollment & Demographics	3
Part 2. Academic Performance	3
Part 3. Financial Performance	3
Part 4. Organizational/Operational Performance	4
Part 5. Plans for Next Charter Contract Term	4
Part 6. Documents to be Submitted	5
Signature Page	6

Timeline

Submission of renewal application to Miamisburg City Schools	September 30
Review of application by Miamisburg City Schools review team	Oct 1-Nov 30
Interview, if applicable	Nov 1-15
MCS will supply the School with a cumulative report summarizing the results of the high stakes review. School may respond to the report within fifteen (15) days of receiving it.	Nov 30
MCS Review team makes a recommendation for renewal/non-renewal of the School's Successor Contract Renewal Request to the MCS Board of Education and notifies the School	Mid Dec
MCS Board of Education approves the School's Successor Contract Renewal or Non-Renewal	Mid Dec
If MCS non-renews the School's Successor Contract, they will notify the school in writing and provide reasons.	Mid Dec
Contract details worked out and contract finalized.	January
Both MCS Board of Education and School's Governing Board approve the contract.	February

FORMAT AND SUBMISSION

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
- The application must include the signature page and be signed by both the Governing Authority President and the School Director.

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, via email to:

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

The Sponsor Evaluation Committee will review the application and present a recommendation to the Sponsor Governing Board for renewal/non-renewal. Recommendations will be based upon all of the evidence regarding school performance, including, but not limited to the site visit reports, contract compliance and the information provided by the school in the renewal application.

The Sponsor Evaluation Committee will notify the school in writing of the renewal/non-renewal decision by mid-December.

RENEWAL APPLICATION

Part 1. ENROLLMENT AND DEMOGRAPHIC INFORMATION – ATTACHMENT 1

Provide the enrollment and demographic information for the current school year.

CURRENT YEAR ENROLLMENT & DEMOGRAPHIC INFORMATION	
Total # of Students Enrolled	
# of Students on Waiting List	
Gender:	
# Male	
# Female	
Ethnicity/Race:	
# White	
# Black	
# Hispanic	
# Asian	
# Other	
Special Populations	
# Students with Disabilities	
# English Language Learners	
# Homeless Students	
# Economically Disadvantaged Students	

Part 2. ACADEMIC PERFORMANCE – ATTACHMENT 2

- 2.1 Using the results in the Authorizer’s Annual Report and the local report card measures, explain whether or not the school has met state standards for academic performance. Include at least 3 years’ data.
- 2.2 If the School has had low scores and has not made progress in areas of the Local Report Card, explain/describe what actions the school will take/is taking to address these issues.
- 2.3 Provide any academic performance data, supplemental data, or contextual information or evidence that may not be captured in the Authorizer’s Annual Report. Include multiple assessment measures (e.g., End of Course Exams, NWEA MAP testing, ACT testing)

Part 3. FINANCIAL PERFORMANCE – ATTACHMENT 3

- 3.1 Provide evidence that the school is current in meeting its liabilities, including but not limited to payroll, taxes, debt service payments, and employee benefits.

- 3.2 Provide financial performance data, related evidence, supplemental data, or contextual information that may not be captured in the School Sponsorship's records. Submission should include, but are not limited to, updated financial records, review of recent financial audits, five year forecast.
- 3.3 Are audits conducted regularly? Submit the findings of 3 recent years' audits.
- 3.4 Describe the communication process between your treasurer, governing authority, school leadership and the sponsor.
- 3.5 If the school is on a Correction Action Plan for financial reasons, has the school followed through with all required steps? Have the cited issues been resolved? If not, explain/ describe the actions/technical assistance needed.

Part 4. ORGANIZATIONAL/OPERATIONAL PERFORMANCE – ATTACHMENT 4

- 4.1 Provide any organizational performance related evidence, supplemental data or contextual information that may not be captured in the Authorizer's Annual Report. Submissions should include evidence of current compliance of all laws and rules required of the school by the current ODE Sponsor Evaluation.
- 4.2 Are the school's operations being managed successfully? Why or why not?
- 4.3 Do you anticipate or plan any significant changes in leadership and/or staffing within the next three years? If so, please describe.
- 4.4 If the school is on a Correction Action Plan for non-academic reasons, has the school followed through with all required steps? Have the cited issues been resolved? If not, explain/ describe the actions/technical assistance needed.

Part 5. PLANS FOR NEXT CHARTER CONTRACT TERM – ATTACHMENT 5

The school should identify any anticipated changes to its educational program, governance model and/or financial outlook. Identify any proposed change that would require modification of a material provision in the school's contract or that are likely to impact the school's academic or organizational success or its financial sustainability. As a general rule, the school should identify any changes that are relevant or significant with respect to the school's renewal and continued authorization and operation as a public community school. Miamisburg City Schools reserves the right to request additional information so that it may sufficiently assess the impact and planning for such changes.

5.1 Educational Program:

Describe any significant changes to the essential terms of the school's educational program. Essential terms are those included, either directly or by incorporation, in the school's existing contract that relate to its educational program, including but not limited to the school's mission, course of study, instructional program, grade levels service, and if applicable, any mission-specific goals.

5.2 Financial Plans:

Provide a five-year projected budget for the next contract term. The budget narrative should make clear the assumptions on which the school bases its key revenue and expenditure projections. In addition, the budget and narrative should describe any anticipated changes to the school's financial position and clearly articulate the financial impact of any proposed modifications on other aspects of the school's education program and operations (e.g., new curriculum or instructional materials, modified staffing structure, decreased or increased enrollment).

5.3 Organizational Plans:

Describe any anticipated changes to the governance of the school, including but not limited to governing authority composition, committee structure, and/or amendments to the code of regulations.

Describe any anticipated changes to the school's leadership or staffing model and any proposed changes to the management of the school, including any changes to the school's relationship with a third-party operator, if one exists. Please note the following information: whether the school does or does not currently contract with an operator; whether the school intends to do so during the next contract term; whether the school currently contract with an operators but does not intend to continue to do so during the next term; or whether the school intends to make material modifications to its existing management agreement.

Describe the current status of the school facility and discuss any anticipated changes in facilities needs or location. Ensure that the budget narrative in section B explains how the school's facility plans are reflected in the budget.

Part 6. DOCUMENTS TO BE SUBMITTED

- 6.1 School Report Card for past 3 years
- 6.2 Financial Audits for past 3 years
- 6.3 Two most recent Site Visit Reports
- 6.4 Copies of any Corrective Action Plans, if applicable

SIGNATURE PAGE

For

Community School Renewal Application

Signature of Governing Authority Chair/President

Date

Signature of School Administrator

Date