Ohio | Department of Education

John Kasich, Governor
Stan W. Heffner, Superintendent of Public Instruction

Application for Sponsorship of an Existing Community School

Introduction

Thank you for your interest in applying to the Ohio Department of Education ("Department") for sponsorship of an existing community school. House Bill 153 enacted section 3314.029 of the Revised Code, which established the Ohio school sponsorship program. Beginning with the 2011-12 school-year, the Department may sponsor up to 15 existing community schools per year through the 2016-17 school-year. While the statute does not require a specific application form, this document outlines the information required to be in an application by the statute and provides guidance on the types of information and documentation that may be submitted in support of the requirements.

Submission

Methods of Submission:

Applications can be submitted in any of the following ways:

1. Personal Delivery. An application may be personally delivered to the Department at: 25 S. Front St., Columbus, OH 43215. Personnel will be in the lobby to accept personal delivery from 8:00-9:30 a.m. on September 29, 2011. Please bring one (1) paper copy and one (1) copy on compact disc.
2. By mail. An application may be mailed to: The Ohio Dept. of Education, Office of School Sponsorship, 25 S. Front St., MS 614, Columbus, OH 43215. Please send one (1) paper copy and one (1) copy on compact disc.
3. By e-mail. An application may be emailed to the following email addresses:
   schoolsponsorship@ode.state.oh.us
   mark.michael@ode.state.oh.us
   Please email to both addresses. Emails sent prior to 8:00 a.m. of September 29, 2011 will not be accepted.

The Department will begin accepting applications to count against the 2011-12 school-year cap on September 29, 2011 at 8:00 a.m. Applications received prior to that time will not be accepted. The applications will be time-stamped upon receipt. If sent via multiple methods, the earliest time stamp after 8:00 a.m. will determine the time it was received.

An applicant will be notified within 30 days of submission whether the application has been approved or whether any insufficiencies have been found in the application. If any insufficiencies have been found, the applicant will have 30 days in which to submit corrections. If the Department determines that the insufficiencies have not been corrected, it will deny the application. An applicant may appeal a denial of its application to the State Board of Education pursuant to Chapter 119 of the Revised Code. An

applicant may visit the Office of School Sponsorship's page on the Department's website to view the status of their application.

Please note: An approved application is not a contract pursuant to Section 3314.029(B) of the Revised Code. A contract will be required subsequent to approval for authorization of the community school.

Application

Please provide the following statements and descriptions. Supporting information and documentation will be reviewed when determining the sufficiency of the response to the corresponding statement or description. To facilitate review, please provide the statements, descriptions, supporting information and documents in the order and numbering sequence as found in this application. Below each statement or description suggested information and documentation is provided. **An applicant is not limited to the suggestions and should submit detailed responses that exhibit foresight, planning, and a program that has the highest academic and fiscal qualities.**

Eligibility: The Governing Authority of an existing community school may apply to the Department for sponsorship upon the expiration or termination of its contract with the school's current sponsor.

Suggested information and documentation:

- Documentation regarding the expiration of or termination of the community school's current contract, including the following:
  - The date of expiration or termination;
  - A copy of the school's current contract and all attachments and addendums; and,
  - If applicable, copies of the notice of non-renewal or termination, governing authority resolutions, official notices, responses, minutes of governing authority meetings, communications from any sponsor official and/or operator related to the non-renewal or termination.
- Copies of each and every notice of intent to put on probation/suspension, notice of probation/suspension, corrective action plans, and all related communications related thereto between the sponsor and the community school governing authority, administrators and/or operators.

(a) Provide evidence that the applicant will be able to comply with division (C) of Section 3314.029 of the Revised Code. Pursuant to that section, the Department may require a community school to post and file with the state superintendent of public instruction a bond or guarantee payable to the state in an amount that will fully cover any monies owed by the community school to the state in the event the school closes. An application requires evidence of only the applicant's ability to comply with the requirement.

Suggested information and documentation:

- A notarized commitment by a reputable bonding or guarantee company to issue the bond or guarantee.
- A notarized statement by the school's fiscal officer as to the school's ability to provide the bond or guarantee.

(b) A statement indicating that the applicant agrees to comply with all applicable provisions of Chapter 3314. Of the Revised Code, including the requirement to be established in accordance with division (A)(1) of section 3314.03 of the Revised Code.

Suggested information and documentation:

- Incorporation documents.
- IRS 501(C)(3) or public benefit corporation status.
- By-laws and policies.

(c) A statement attesting that no unresolved finding of recovery has been issued by the auditor of state against any person, group of individuals, or entity that is a party to the application and that no person who is party to the application has been a member of the governing authority of any community school that has permanently closed and against which an unresolved finding of recovery has been issued by the auditor of state. In the case of an existing school, a party to the application includes each individual member of the governing authority.

Suggested information and documentation:

- A notarized statement from each person, group of individuals, entity, and/or individual governing authority member that is a party to this application that meets the requirements of this section.

(d) A statement that the school will be nonsectarian in its programs, admission policies, employment practices, and all other operations, and will not be operated by a sectarian school or religious institution.

Suggested information and documentation:

- A statement meets the requirements of this section.
- A statement that identifies whether or not any party to this application is either associated with a religious institution or is a religious institution.

(e) A statement of whether the school is a conversion school or a new start-up school. If it is a converted public school or service center building, the statement shall include a specification of any duties or responsibilities of an employer that the board of education or service center governing board that the current sponsor delegated to the governing authority of the community school with respect to all or any specified group of employees.

Suggested information and documentation:

- The required statement and supporting documentation including collective bargaining agreements, if any.
- Applicants shall identify any persons currently providing administrative or instructional services at the school who are considered employees of the current sponsor or operator.

(f) A statement that the school's teachers will be licensed in the manner prescribed by division (A)(10) of section 3314.03 of the Revised Code.

Suggested information and documentation:

- Information and documentation detailing the manner in which the school will ensure compliance with the requirements of this statement.

(g) A statement that the school will comply with all of the provisions of law enumerated in divisions (A)(11)(d) and (e) of section 3314.03 of the Revised Code and of division (A)(11)(h) of that section, if applicable.

Suggested information and documentation:

- A statement that meets the requirements of this section and that acknowledges that each governing authority member, in addition to the requirements of the statutes, will comply with all opinions related to ethics and compatibility issued by either the Ohio Ethics Commission or Ohio Attorney General's Office.

(h) A statement that the school's graduation and curriculum requirements will comply with division (A)(11)(f) of section 3314.03 of the Revised Code.

Suggested information and documentation:

- A statement that meets the requirements of this section.
- The school's current graduation and curriculum requirements.

(i) A description of each of the following:

i. The school's mission and educational program, the characteristics of the students the school is expected to attract, the ages and grade levels of students, and the focus of the curriculum.

Suggested information and documentation:

- A mission statement that is concise and provides a compelling statement of what the school hopes to achieve.
- An educational program that addresses enrollment, age range, target student population, draw area, and unique programmatic components.
- A curriculum that:
  - Is consistent with the mission of the school.
  - Demonstrates the capacity to lead to the accomplishment of the school's goals.
  - Offers learning objectives, content, and skills appropriate for the anticipated student populations.
  - Is aligned with Ohio standards and prepares students for state assessments.

- A description of how the school will identify students, develop and monitor educational plans, and how services will be provided for students with disabilities, that are gifted, or are limited English proficient. The description should evidence:
    - 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, and gifted students.

ii. The school's governing authority, which shall be in compliance with division (E) of section 3314.02 of the Revised Code.

Suggested information and documentation:

- Evidence that governing authority will have the following characteristics: members with varied professional backgrounds; no conflicts of interest with employees; contractors or the school's management company; a commitment to the academic success of the school; and, a commitment to exercise responsible and transparent oversight of public funds.

iii. The school's admission and dismissal policies, which shall be in compliance with divisions (A)(5) and (6) of section 3314.03 of the Revised Code.

Suggested information and documentation:

- The school's intended admission and dismissal policies.

iv. The school's business plan, including a five-year financial forecast.

Suggested information and documentation:

- A description of the school's financial management plan and budget that demonstrates the following:
    - Adequate financial controls (including annual audits and generally accepted government accounting principles);
    - An understanding of community school funding;
    - Fiscal responsibility; and,
    - Realistic estimates and projections.

v. The school's academic goals to be achieved and the method of measurement that will be used to determine progress toward those goals, which shall include the statewide achievement assessments.

Suggested information and documentation:

- Academic goals that show the following:

- A genuine commitment to accountability for results that are clear, measurable, and data driven.
- An assessment plan that: meets state requirements; offers multiple measures of student outcomes reported in terms of absolute scores, within-year student gains/losses, and year-to-year student gains/losses; furthers the school's mission and education program; and, will facilitate decision-making about adjustments to be made in the education program as it is implemented.

vi. The facilities to be used by the school and their locations.

Suggested information and documentation:

- Information on the facilities and location that the school intends to utilize, including the district in which the school is to be located.

vii. A description of the learning opportunities that will be offered to students including both classroom-based and nonclassroom-based learning opportunities that are in compliance with criteria for student participation established by the department under division (L)(2) of section 3314.08 of the Revised Code.

Suggested information and documentation:

- A description of the intended learning opportunities and supporting documentation showing how those opportunities will meet these requirements.

Signature:

As the authorized representative of the applicant, I hereby certify that the information submitted in this application for sponsorship of _____ community school, is true and accurate to the best of my knowledge and belief.

_____

Signature

Name _____

Title _____

Address: _____

_____

Relationship to School _____

Sworn to and signed in my presence this _____ day of _____, 2010 at _____ County, Ohio.

_____

Notary Public

Seal