

NEW PHILADELPHIA CITY SCHOOL DISTRICT

Transfer (Existing) School Application

Please respond to every question. Failure to respond to every question will result in your application being disqualified. Applicants are urged to review the rubric associated with this Application. The Rubric contains prescriptive criteria for evaluating the application and is available on the District's website.

Name of School: _____

School Mailing Address: _____

Lead Contact Name: _____

Background: _____

Mailing Address: _____

E-mail: _____

Telephone Number: _____

Current Sponsor: _____

Person of Contact: _____

Title: _____

Telephone Number: _____

E-mail: _____

Mailing Address: _____

I certify that the information contained in this Application is true and accurate. I further understand that the District may independently review information to certify its accuracy.

Name: _____

Date: _____

FOR DISTRICT USE ONLY

DATE OF SUBMISSION: _____

WAS APPLICATION SUBMITTED PROPERLY? _____

Application Questions

Please respond to every question. Failure to respond to every question will result in your application being disqualified. Applicants are urged to review the rubric associated with this Application. The Rubric contains prescriptive criteria for evaluating the application and is available on the District's website.

A. Mission

1. Mission and Vision Statement

- Attach your School's Mission and Vision statement as (Label as Exhibit "A1").
- Explain how your School's Mission and Vision Statement are aligned with the District's sponsoring mission and vision.

B. Governance

1. Governing Authority

- Identify how your Governing Authority is selected, how many members it has, and how often it meets.
- Explain how your Governing Authority will comply with O.R.C. §3314.02.
- If adopted, attach your School's Code of Regulations (Label as Exhibit "B1").

2. Governing Authority Conflict of Interest Policy and Training

- Attach your Conflict of Interest policy (Label as Exhibit B2-I).
- Explain and/or attach all documentation regarding your policy and/or procedure for training of Governing Authority members (Label as Exhibit B2-II).

3. Governing Authority Membership

- Identify and explain why the Governing Authority members were chosen.
- Provide evidence of the Governing Authority members' expertise (Resume, Biography, etc.).
- Provide evidence that the Governing Authority members are eligible to serve pursuant to the requirements of O.R.C. §3314.02.

4. Corporate Formation Documentation

- Attach the School's Articles of Incorporation (Label as Exhibit "B3-I").
- Attach the School's Long Form Certificate¹ (Label as Exhibit "B3-II").
- If obtained, attach documentation demonstrating the School has obtained 501(C)(3) status (Label as Exhibit "B3-III").
- If necessary, explain why the Articles have been cancelled or were not provided.

¹ A long form report may be obtained from the Secretary of State's website:
<https://www.sos.state.oh.us/SOS/Businesses/RecordsReports.aspx>

5. Meeting Minutes
 - Attach the last three (3) academic years of the School’s meeting minutes (Label as Exhibit B-4).
 - Explain how the meeting minutes comply with Ohio’s Sunshine Law and reflect oversight appropriate for a community school.

C. Educational Plan

1. School Information and Student Demographics
 - Describe your School’s target population, geographic boundaries for enrollment, ages/grades of students, and whether the District will be a “niche’ community school.
 - If completed, explain and provide market research regarding student demographics (Label all Exhibits C1).
2. Curriculum
 - Explain and/or attach the School’s curriculum (Label all Exhibits C2).
3. Targeted Assistance for At-Risk Students
 - Explain and/or attach how the School will address the needs for at-risk students. (Label all Exhibits C3).
4. Blended Learning Program
 - If applicable, describe and/or attach the School’s blended learning program (Label all Exhibits C4).
5. E-School Supplemental Plan
 - If applicable, describe and/or attach the School’s plan for a compliant e-school program. (Label all Exhibits C5).
6. Academic Goals and Performance Standards
 - Describe and/or attach the School’s academic goals and performance standards (Label all Exhibits C6).
7. Academic Data
 - Attach the School’s state issued report cards for the last three (3) years (Label all Exhibits C7-I).
 - Attach all documentation related to your academic performance measures and/or goals (Label all Exhibits C7-II).
8. Attendance
 - Attach documentation demonstrating your School’s attendance for the last three (3) academic years (Label all Exhibits C8).
 - If necessary, explain the School’s past attendance rate.

D. Staffing Plan

1. Organizational Structure
 - Attach the School's organizational chart and/or job descriptions (Label all Exhibits D1).
 - Explain the organizational chart and procedure for resolving conflicts of interest.
2. Administration
 - Identify the School's Head Administrator and Fiscal Officer.
 - Provide the Head Administrator's job description (Label as Exhibit D2-I).
 - Provide the Head Administrator's resume and/or biography (Label as Exhibit D2-II).
 - Provide the Fiscal Officer's job description (Label as Exhibit D2-III).
 - Provide the Fiscal Officer's resume and/or biography (Label as Exhibit D2-IV).
3. School Staff and Professional Development
 - Identify and explain all qualifications and attributes for teachers.
 - Identify and explain how your School will conduct evaluations and professional development.
 - Identify, explain and/or attach a plan for teacher retention (Label as Exhibit D3.)

E. Financial Records and Data

1. [SKIP – This question does not apply to this application]
2. Five Year Forecast
 - Attach and explain your School's Five year Forecast (Label as Exhibit E1).
3. Facility
 - Specify the facilities that your School will use and explain how and why the facilities were selected.
 - Attach your School's lease and/or deed for the facilities (Label as Exhibit E2)
4. Audits
 - Include the last three (3) years of financial audits for your School. (Label as Exhibit E3-I).
 - As determined necessary, explain issues that were cited in the audits and attach and describe corrective action. (Label as Exhibit E3-II).
5. Cash Flow
 - Attach documentation reflecting the School's cash flow for the last three (3) years. (Label as Exhibit E4).

F. Capacity to Execute Plan

1. Understanding of Compliance Requirements
 - Explain your School's duties and understanding of the laws the School must comply with (Label as Exhibit F1).
2. Compliance reports
 - Attach the last three Compliance Reports issued by your sponsor (Label all Exhibits F2-I).²
 - If necessary, explain any corrective action taken by the School in response to said reports (Label as Exhibit F2-II).
3. Existing Deficiencies & Corrective Action
 - Attach your current Sponsor Contract (Label as Exhibit F3-1).
 - For the existing school that is being replicated, attach all documentation it has ever received and/or responded to regarding a deficiency. A deficiency is defined as the state of falling short or demonstrating inadequate performance in the contract, academic, financial and/or organizational/operational areas. It includes corrective action plans, probation, and suspension. (Label as Exhibit F3-II).
 - If necessary, attach all corrective action taken by your School in response to corrective action plans, probation, and suspension. (Label as Exhibit F3-III)

G. Market Research

1. Market Research (**only complete if your School has conducted market research*)
 - Attach and/or explain all market research conducted for your School and data gathered and analyzed to determine the demand or need for a new school in the proposed area or community. Market research should address: (1) an analysis of student and student subgroups(s) academic needs to be served by the proposed community school which are not met by existing schools in the area or community; (2) demonstrated demand for the proposed community school; and (3) evidence of data collection and analysis including, but not limited to the following areas: real estate market, availability of transportation, enrollment fluctuation in surrounding schools, job growth, number and age range of students in the surrounding area of the proposed facility, and crime rates. (Label as Exhibit G1).
2. Student Recruitment
 - Attach all documentation regarding and/or explain your School's plans for recruitment and enrollment (Label all Exhibits G2).

² These Compliance Reports were issued pursuant to the evaluation of your Sponsor

H. Management Structure

1. Management Overview

**Only complete if your School is/will be operated by a management company or operator, as defined by the Revised Code.*

- Specify the name and background of the management company or operator that will operate your School.
- If available, attach the applicable management / operator agreement (Label all exhibits H1).
- If the lease is with your operator, attach a copy of the lease and any appraisals regarding the FMV of the lease. (Label all exhibits H2).
- Explain and/or attach the School's process for evaluating the management company.
- Attach evidence of the operator's experience in operating schools in Ohio. (Label all exhibits H3).