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Office of School Sponsorship

Renewal / Continued School Sponsorship Application
2023-2024

Ohio | Department of Education

2023-2024 Renewal School Application

> **This application is for schools that are currently sponsored by the Ohio Department of Education Office of School Sponsorship and are applying for renewal / continued sponsorship with the Department.**

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Introduction

The Ohio Department of Education's Office of Ohio School Sponsorship was created to perform the sponsorship activities for the Ohio Department of Education. The Ohio Department of Education adopted its strategic plan, *Each Child our Future,* to ensure that "in Ohio, each child is challenged, prepared and empowered." The Office of Ohio School Sponsorship seeks to ensure that all schools sponsored by the Department are aligned with the Department's strategic plan and the core principles of equity, partnerships, and quality schools.

The Office of Ohio School Sponsorship, as a statutorily created office, must follow the mandates of ORC 3314.029 including the requirements related to accepting applications and awarding contracts to schools. Applications that follow the Department's strategic plan, the Department's core principles, and the requirements of ORC 3314.029 are sponsoring priorities.

Any school that applies must agree to comply with the following requirements:
- The school must be e a nonprofit corporation or a public benefit corporation;
- The school governing authority must attest that it has no unresolved findings for recovery issued by the Ohio Auditor of State;
- The school must be non-sectarian in its programs, admission policies, employment practices, and all other operations;
- The school cannot be operated by a sectarian school or religious institution;
- The school's teachers must be properly licensed;
- The school must comply with all laws and rules applicable to community schools; and
- The school's graduation and curriculum requirements must comply with Ohio law.

As applicable, the school also must comply with the bond requirement set forth in ORC 3314.029(C) and post a bond or guarantee with the state superintendent of public instruction, if applicable.

It is important to note that meeting eligibility requirements and submitting an application does not guarantee approval of renewal. The Office of Ohio School Sponsorship follows a process and timeline provided by Section 3314.029 of the Ohio Revised Code. An application will be reviewed within 30 days of its submission. School Sponsorship will provide an initial response that either approves the application or notifies the applicant of any deficiencies. If deficiencies are noted, the applicant will have an additional 30 days to make corrections and submit additional documentation. The submission will be reviewed with a final decision being made upon completion of review.

Eligibility Terms

The Ohio Department of Education Office of School Sponsorship (ODE OSS) encourages currently sponsored schools to submit well-thought out applications with proven education models and innovative ideas that will continue to provide a high-quality school of choice committed to serving students with diverse needs.

Renewal applications will be deemed submitted as of the date that the application and all supporting documentation are received by ODE OSS. An approved application is not a contract pursuant to Section 3314.029(B) of the Revised Code. After approval, a contract must be entered into between the ODE OSS and the school's governing authority to complete re-authorization of a community school.

Instructions

All applicants should read the entire application before beginning to complete the required forms.

The application consists of the following sections/documents:

1. Timeline;
2. Applicant Informational Sheet;
3. Application Certification;
4. Application Required Narratives;
5. List of Required Attachments;
6. Education Plan Template with Goals
7. Applicant Statement of Assurances
8. Application Rubric

All sections must be completed by the applicant to be considered for renewal. If a field is left blank, it will NOT be reviewed or scored. If a question or section does not apply to the school, please enter N/A and provide a brief narrative explanation

Training and technical assistance will be available during the application window and reference materials will be posted to the Ohio School Sponsorship pages of the Ohio Department of Education's website at http://education.ohio.gov/Topics/Quality-School-Choice/Ohio-School-Sponsorship-Program.

For additional questions or clarifications, feel free to email Yvonne Adkins at yvonne.adkins@education.ohio.gov with any questions on the application or submission thereof.

2023-2024 Renewal School Application Timeline

Deadline	Items/Tasks to Be Completed
07/29/2022	Application process is open and materials will be posted to the Ohio Department of Education Office of School Sponsorship (ODE OSS) website.
07/29/2022	Applicant training is made available to renewal applicants expressing interest to ODE OSS.
08/15/2022	Schools should express their intent to apply for renewal of sponsorship contract by emailing the Ohio Department of Education Office of School Sponsorship through the email identified herein. An applicant's expressed interest in renewing or continuing sponsorship with the Ohio Department of Education Office of School Sponsorship can be sent via email to the following email address: SchoolSponsorship@education.ohio.gov. This application is for schools that want to renew or continue sponsorship with the Ohio Department of Education. New schools, transfer or assumed school applicants will follow a different process.
9/30/2022	Deadline to submit a completed application. School submits full application and all attachments to SchoolSponsorship@education.ohio.gov . Late or unsigned applications will not be accepted.
10/1-10/29/2022	ODE OSS will review the application including all attachments. All applicants who have submitted a final application by the deadline and have met 50% of eligible scoring may be contacted for an interview. Applicants that do not meet the criteria will be notified.
10/31-11/30/2022	Interviews will be scheduled and conducted. These may occur either in person or by phone. The interview will consist of questions from the review team and include areas of the application that may require clarification or additional information. There will be one interview that may consist of a group interview and a one-on-one interview with at least one of the following individuals: the school's governing authority president, school leader or others who participated in completing the application. If the application did not score high enough, a response denying the application will be sent by mail or email to the applicant primary contact. Any additional or requested materials may be submitted for consideration after the interview. The final application materials will be reviewed by the ODE OSS's review team against criteria described throughout the application rubric.

12/1-12/15/2022	Once the final application reviews are complete and interview responses are considered, the OSS will present its recommendations to the appropriate Ohio Department of Education leadership and the State Superintendent of Public Instruction to:
	   o Approve sponsorship of the school, including terms and conditions for sponsorship; or
	   o Disapprove sponsorship of the school.

12/15 – 12/30/2022	The final decision is made by the State Superintendent of Public Instruction. This decision is final. Notification of the decision will be sent by mail and email to the applicant's primary contact.
12//15 – 1/15/2022	School is notified of approval or denial, and updated contract is issued to the school for signature if approved.
2/1/2022	Deadline to submit to OSS resolution approving OSS Community School Contract.
4/1/2022	Deadline for signed Contract and all required Attachments are to be submitted to OSS.

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Information Sheet

Name of Community School	
School Address	
School District	
Primary Applicant Contact Name, Role, and Contact Information (Address, Phone & Email)	
School Principal Name and Contact Information (Address, Phone & Email)	
Governing Authority President Name and Contact Information (Address, Phone & Email)	
Does the school Contract with an EMO/CMO	Choose an item.
Board Counsel - Contact Information (Name, Address, Phone & Email)	
Fiscal Officer – Contact Information (Name, Address, Phone & Email)	
School Opening Year	
Affiliates (Does the School Operator or Governing Authority Have a Relationship with Other Sponsors, Charter Schools or their Affiliates)	

Type / Focus of the School (i.e. Traditional K-8, Dropout Prevention and Recovery, Virtual, Blended, etc.)	
Grades Served	

Target Enrollment by Year by Grade	K	1	2	3	4	5	6	7	8	9	10	11	12	Total
Year 1														
Year 2														
Year 3														
Year 4														
Year 5														
Total														

The information contained herein may be posted to the Department's website. Applicants are advised that the primary contact person may be contacted by the public and/or media with questions about the school and the application.

Certification Statement

I HEREBY CERTIFY that, to the best of my knowledge, the information in this application is correct.

The applicant designated below hereby applies for sponsorship by the Ohio Department of Education, Office of Ohio School Sponsorship.

The governing authority of _____(Community School Name) has authorized me to file this application and such action is recorded in the minutes of the school's meeting held on _____ (Date).

Signature:_____

Printed Name: _____

Date: _____

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Required Narratives

Please refer to the application rubric when completing the narrative sections listed below. Each section provides guidance and identifies requested information relative to each application/question content area. The Application Required Narratives section should be no more than twenty (20) 8 ½ x 11" pages with one inch (1") margins and font no smaller than size 10.

INTEREST IN CONTINUED SPONSORSHIP

Describe the board's intent to renew/continue sponsorship with ODE/OSS.	Click here to enter text.

GOVERNANCE AND MANAGEMENT

The governing authority plays a vital role in the school's success and future existence. The governing authority sets policies, establishes the budget, is the fiduciary agent, and is responsible for compliance with the community school contract and applicable local, state and federal laws. The governing authority of the school is the responsible entity and Ohio Revised Code requires no fewer than five (5) board members.

Governing Authority Resumes	Provide an updated bio or resume for _each_ governing authority member as **Attachment 1**. If necessary, provide a brief explanation that provides additional information or clarification of the governing authority resumes submitted.
Governing Authority	Provide a copy of the current governing board bylaws as **Attachment 2**.
Governing Authority Consistency	Explain below the history and continuity of the governing authority. Provide evidence that the board has maintained five (5) consistent members and has maintained a quorum at each meeting.
Click here to enter text.	

ACADEMIC INFORMATION / DATA

Educational Model	Has the school's educational model changed from what is stated in the current community school contract? Include a revised Education Plan completed as **Attachment 3.**

Nationally Normed Assessment Data	Provide nationally normed assessment results for your school by grade for the last three (3) years as **Attachment 4**. Provide a brief explanation of the data below.
Click here to enter text.	

FINANCIAL PERFORMANCE / BUSINESS PLAN

Current Budget and Five-Year Forecast	Provide a copy of the current budget and the five-year forecast with any recent updates as **Attachment 5**. The OSS will obtain all 5 Year Forecasts available via ODE's website.
Financial Position	Provide a written narrative below describing the school's current and projected budget and financial position.
Click here to enter text.	

ORGANIZATIONAL PERFORMANCE

Compliance Reports	Provide the last Compliance Report for the school addressing any areas of noncompliance, corrective action plans or probation as **Attachment 6**. Please provide explanation of such below.
Click here to enter text.	
Management or Operator Agreement	If your school contracts with a CMO/EMO or ESP, provide an up to date copy of the Management or Operator Agreement as **Attachment 7**. If your school does not contract with a Management Company or Operator, enter "N/A" below.
Click here to enter text.	
Facility	Describe the school's current facilities (age of building(s), number of classrooms, common areas, etc.), including a description of grade levels served at each location. Provide a copy of the current lease or deed/mortgage as **Attachment 8**. Please indicate if changes regarding the facility have recently been completed, are in process, or are planned for the near future.
Click here to enter text.	

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Required Attachments

Attachment 1	Updated Bio or Resume for <u>each</u> Governing Authority Member
Attachment 2	Bylaws
Attachment 3	Education Plan
Attachment 4	Nationally Normed Assessment Data
Attachment 5	Current Budget and Five Year Forecast Updates
Attachment 6	Compliance Report
Attachment 7	EMO/CMO Management Agreement
Attachment 8	Facility Lease or Deed
Attachment 9	Statement of Assurances Signed and Completed

Each Attachment required must be included with this application and checked off on the above table or the application will be returned.

In addition to the narrative and attachments provided by the applicant as listed above, The Ohio Department of Education Office of School Sponsorship will review the following documentation in consideration of renewal and continuation of sponsorship contract.

- Fiscal Audit Reports;
- Financial and Enrollment Reviews;
- Local Report Card Data;
- Annual School Reports;
- Current Community School Contract Performance; and,
- Goals and Progress Made Toward Achieving Goals.

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Attachment 3

Education Plan Template

Please refer to the information below when completing the Education Plan sections. Each section provides guidance and identifies requested information relative to each application/question content area. The Education Plan should be no more than twenty-five (25) 8 ½ x 11" pages with one inch (1") margins and font no smaller than size 10.

EDUCATION PROGRAM, PHILOSPHY, AND CURRICULUM

Education Philosophy
State the educational philosophy that encompasses the vision, values and purpose for which the proposed school is being founded. Provide a statement including how the philosophy will be communicated to teachers, families, students, staff, the community and stakeholders.
Statement:
Core beliefs and values (which align with the school's mission and philosophy):
Describe the length of the school year and day (include other areas of school design):

Educational Programming
Describe the schools educational programming and the instructional materials that will be used to implement the curriculum.
Statement:
Describe how the education program will serve the diverse needs of the individual students (provide evidence and explicit research citations or other data that was reviewed by the school in selecting the educational program (this research and data should include information related to how the program and practices will result in improved student outcomes, high academic achievement and the attainment of knowledge, skills and experiences that ensure college and career readiness):
Provide data to show that the education program demonstrates an understanding of the school's special education obligations:

Describe the methods, service, and staffing the school will employ to provide a free, appropriate public education (FAPE) to all students with special needs:

Outline how the school will roll out the Response to Intervention (RTI), its capacity to implement such efforts, and the specific methods to monitor progress:

Describe the process the school will use to annually evaluate, review and revise the education program and make adjustments based on the student population:

Outline any supplemental services, non-classroom learning, and after school programs that will enhance the educational environment:

Curriculum and Instruction

Community schools have the unique ability to select the curriculum models that best reflect the mission and educational philosophy of the school and best serve the needs of the student population. The school curriculum ensures students are college and career ready. The curriculum should reflect a rigorous academic program. Proposed schools should align their curriculum with Ohio's Learning Standards, which are available at http://education.ohio.gov/Topics/Learning-in-Ohio.

Detail the high-quality content-focused learner centered curriculum (and outline if the school uses the Ohio Model Curriculum):

How will the school develop curriculum maps and pacing guides:

Outline evidence of alignment of the curriculum model to the Ohio Learning Standards:

Describe the primary instructional delivery methods, strategies and techniques the school will use:

Provide evidence of the research based practices per ESSA for these delivery methods:

Assessments
Provide an overview of what assessments the proposed school will employ and how these assessments will drive discussions:
Outline how the academic calendar will meet all Ohio required assessments (including testing windows):
Describe the school's standards for promoting students to the next grade, achievement level or grouping level in alignment with the educational program:

KEY ACADEMIC AND NON-ACADEMIC GOALS & FAMILY ENGAGEMENT

All OSS sponsored schools will adopt the following goals as required by the Office of School Sponsorship.

OSS Community School Contract 2023-2024
REQUIRED GOALS

Kindergarten – 8th Grade

S.M.A.R.T Goals — *The school will track the academic progress of 100% of students using standards-based report cards, performance assessments, and universal screening tools during each school year of the contract. Teacher Based Team meetings will be held monthly with teams reviewing academic progress of all students using the Response to Intervention Model framework. Students will be grouped into three tiers based on their academic performance. Teachers will use all the collected data to differentiate instruction within the general education classroom. 100% of students, who are not making sufficient progress, including those students receiving special education services, will receive focused interventions in their area(s) of weakness.*

K-8 reading

a. 80% of students, who have attended the school for one or more years, will achieve "on track" or "proficient" on required AIR Reading assessment by the end of the contract.

b. 80% of students will annually meet or exceed projected growth as identified on the reading assessment named in the sponsor contract.

c. The gap in reading between students with disabilities and the total population will be reduced by 10% on AIR tests annually throughout the term the contract.

K-8 math

a. 80% of students who have attended the school for one or more years, will achieve "on track" or "proficient" in math on required AIR tests by the end of the contract

b. 80% of students will annually meet or exceed student projected growth as indicated on the math assessment named in the sponsor contract.

c.   The gap in math between students with disabilities and the total population will be reduced by 10% on AIR tests annually throughout the term of the contract.

K — 3 Early Literacy per Ohio Accountability

S.M.A.R.T Goal — *The school will administer an approved reading diagnostic assessment to all K — 3 students prior to September 30th to identify students who are on-track or not-on-track in their reading skills. Those students who are identified as not-on-track will receive a Reading Improvement and Monitoring Plan within 60 days of the assessment. The plan will identify the student's specific reading deficiencies and will describe additional services and supports that the student will receive. The Reading Improvement and Monitoring plan will be monitored on a monthly basis by the teachers with 70% of students meeting "on track" or "proficient" by end of year assessment.*

a.   70% of students requiring a reading improvement and monitoring plan will meet "on track" or "proficient" on the end of year assessment.

9th – 12th Grades High Schools/DOPRs – Graduation Progress

S.M.A.R.T Goals — *The school will track the academic progress of 100% of students by monitoring Student Success Plans and progress made toward graduation pathways. Review of data to be included will be coursework completed as aligned with state standards, performance assessment results, and progress made toward individual graduation pathways during each school year of the contract. Teacher Based Team meetings will be held monthly with teams reviewing academic progress of all students using the Response to Intervention Model framework. Students will be grouped into three tiers based on their academic performance. Teachers will use all the collected data to differentiate instruction. 100% of students, who are not making sufficient progress, including those students receiving special education services, will receive focused interventions in their area of weakness*

All students will have completed a Student Success Plan with a detailed description of coursework, required assessments, and trainings needed to meet graduation requirements for their chosen pathway to graduation. For schools using an adaptive learning management program, annual goals for academic achievement shall be identified in the Student Success Plan, along with an intervention plan outlining steps taken to keep students on track to graduate.

a.   80% of students will annually complete required courses as aligned with their Student Success Plans.
b.   80% of students will achieve annual goals as identified in their Student Success Plans.
c.   Over the term of contract, 80% of students will graduate with a career credential or military or college preparedness as aligned to their chosen pathway to graduation stated in their Student Success Plan.

Kindergarten – 12th Grade – Non-Academic Goals

S.M.A.R.T Goal - Family Engagement
The school will provide parents with the opportunity to attend at least one informational session during each school year, including but not limited to the school's academic plan information night, PBIS processes, literacy or math focused student centered "knowledge" night, or school events

where parents receive information and guidance on student academic success. The school will survey parents to monitor attendance and gauge interest and involvement.

a. K-12 – The school will offer a minimum of two academic informational nights annually and will monitor family attendance and involvement by receiving 75% of survey responses identifying attendance or positive reactions in response to the opportunity to learn more about academic performance of the school and their student.

S.M.A.R.T Goal - Operational/Academic Professional Development
Consistency is the key to success at any educational institution. To this end, the school will ensure that the operational and academic procedures and processes are reviewed annually by educators, staff and leadership. This includes but is not limited to training on staff and family handbooks, policy and procedure manuals, and educational content and instructional professional development.

In addition to school operations training for all staff, the school will provide professional development to all core content teachers and teacher aides to support the implementation of the school's education plan including, but not limited to the following evidence-based instructional practices: balanced literacy, writer's workshop (Pre K-6), content and disciplinary literacy (7-12), writing across the curriculum (7-12), critical thinking (Pre K-12) and mathematical thinking (Pre K-12).

a. 100% of the school's core content instructors will receive six (6) hours of professional development on evidence-based instructional strategies relating to the school's educational model.

Acknowledged and agreed:

Governing Authority

Signature: _____

Print Name: _____

Date: _____

The following sections provide an opportunity for renewing schools to further detail and describe additional goals and areas of focus and priority.

Reading/English Language Arts
State the academic goals for reading/English language arts. The goals must be SMART and span a period of five years. Be sure to include goals for special education, English language learners, low-performing students and any other distinct populations the school serves. The goals must be aligned with the mission of the school and include specific outcomes that will result in academic achievement (copy and paste this section for each goal).
Goal:
Alignment of goal to mission:
Grade levels:
Student population:
Expected outcomes: Include at least two outcome measures: (1) a fixed measure for the school; and (2) a growth measure. These measures must align to benchmarks and identify methods for evaluation:
Data, resources and/or personnel used to monitor and ensure student success:
Plan for intervention should the school not be on track with stated goals:

Math
State the academic goals for math. The goals must be SMART and span a period of five years. Be sure to include goals for special education, English language learners, low-performing students and any other distinct populations the school serves. The goals must be aligned with the mission of the school and include specific outcomes that will result in academic achievement (copy and paste this section for each goal).
Goal:
Alignment of goal to mission:

Grade levels:
Student population:
Expected outcomes: Include at least two outcome measures: (1) a fixed measure for the school; and (2) a growth measure. These measures must align to benchmarks and identify methods for evaluation:
Data, resources and/or personnel used to monitor and ensure student success:
Plan for intervention should the school not be on track with stated goals:

Social Studies
State the academic goals for Social Studies. The goals must be SMART and span a period of five years. Be sure to include goals for special education, English language learners, low-performing students and any other distinct populations the school serves. The goals must be aligned with the mission of the school and include specific outcomes that will result in academic achievement (copy and paste this section for each goal).
Goal:
Alignment of goal to mission:
Grade levels:
Student population:
Expected outcomes: Include at least two outcome measures: (1) a fixed measure for the school; and (2) a growth measure. These measures must align to benchmarks and identify methods for evaluation:
Data, resources and/or personnel used to monitor and ensure student success:

Plan for intervention should the school not be on track with stated goals:

Science
State the academic goals for science. The goals must be SMART and span a period of five years. Be sure to include goals for special education, English language learners, low-performing students and any other distinct populations the school serves. The goals must be aligned with the mission of the school and include specific outcomes that will result in academic achievement (copy and paste this section for each goal).
Goal:
Alignment of goal to mission:
Grade levels:
Student population:
Expected outcomes: Include at least two outcome measures: (1) a fixed measure for the school; and (2) a growth measure. These measures must align to benchmarks and identify methods for evaluation:
Data, resources and/or personnel used to monitor and ensure student success:

Other Academic and/or Nonacademic Goals
State the other academic or nonacademic goals. The goals must be SMART and span a period of five years. Be sure to include goals for special education, English language learners, low-performing students, and any other distinct populations the school serves. The goals must be aligned with the mission of the school and include specific outcomes that will result in academic achievement.
Goal:
Alignment of goal to mission:
Grade levels:

Student population:

Expected outcomes: Include at least two outcome measures: (1) a fixed measure for the school; and (2) a growth measure. These measures must align to benchmarks and identify methods for evaluation:

Data, resources and/or personnel used to monitor and ensure student success:

Plan for intervention should the school not be on track with stated goals:

Arts, Music, Physical Education, Technology and Career Readiness

Overview of the additional curriculum outside of the core academic areas:

Culture and Family Engagement

Describe the school's plan for culture and parent engagement, including the plan implementation, programs and strategies to address the physical, social, emotional and health needs of the student population. This section should describe how the school's culture and climate is fostered by school leadership, teachers, students and parents:

Describe the school's philosophy regarding student behavior and discipline for the student population and students with special needs. The student discipline should be consistent with the school's mission and educational philosophy:

Describe how the school involves parents/guardians as partners in the education of their children to build and maintain family school partnerships:

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Attachment 9

Attachment Statement of Assurances

This form must be signed by a duly authorized representative of the school and submitted with the final application. An application is considered incomplete and will not be accepted if it does not include the Statement of Assurances.

As the authorized representative of the school, I hereby certify under the penalties of perjury that the information submitted in this application for continued sponsorship for _____ (name of school) located at _____ _____ is true to the best of my knowledge and belief; and further, I certify that the following:

1. The school will comply with all applicable provisions of ORC chapter 3314.

2. The school will comply with the requirement that the school is established as a nonprofit corporation or a public benefit corporation in accordance with ORC 3314.03(A)(1).

3. No unresolved findings of recovery have been issued by the auditor of state against any person associated with this application, including any member of the governing authority of the school.

4. The school is nonsectarian in its programs, admission policies, employment practices and all other operations and is not and will not be operated by a sectarian school or religious institution.

5. The school is a ___ start-up community school or __ was created by converting all or part of an existing public school or educational service center building.

(a) If the school was created by converting all or part of an existing public school or educational service center building, please specify if any employer of the board of education or educational service center governing board that operated the school or building before conversion is delegating any duties or responsibilities to the governing authority of the community school, with respect to all or any specified group of employees, provided the delegation is not prohibited by a collective bargaining agreement applicable to such employees: _____ _____ _____.

6. The school's teachers will be licensed in the manner prescribed by ORC 3314.03(A)(10).

7. The school will comply with all provisions of law enumerated in ORC 3314.03(A)(11)(d) and ORC 3314.03(A)(11)(h).

8. The school's graduation and curriculum requirements will comply with ORC 3314.03(A)(11)(f).

9. The school's governing authority will be in compliance with ORC 3314.02(E).

10. The school's admission and dismissal policies will be in compliance with ORC 3314.03(A)(5) and (6).

11. The learning opportunities that will be offered to students, including both classroom-based and non-classroom-based learning opportunities, will be in compliance with the criteria for student participation established in ORC 3314.08(H)(2).

12. The school will cooperate with the Ohio Department of Education's Office of Ohio School Sponsorship as its sponsor in providing required documentation of policies, procedures and financial records to enable the sponsor to provide oversight and technical assistance to the school.

Acknowledged and agreed:

Governing Authority

Signature: _____

Print Name: _____

Date: _____