ST. ALOYSIUS SPONSORSHIP

COMMUNITY SCHOOL APPLICATION GUIDE

For new schools to open FY2018 or thereafter

Process managed by:

Charter School Specialists
40 Hill Road South
Pickerington, OH 43147
Phone: (614) 837-8945

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INSTRUCTIONS

St. Aloysius is pleased to invite proposals for new quality community schools seeking to open in fall 2017 or thereafter. St. Aloysius, partnering with Charter School Specialists since 2005, has become one of the largest and most respected sponsors in the state of Ohio. St. Aloysius has an extensive team of professionals available to provide technical support and assistance. St. Aloysius enables and supports quality community school success with a belief in strong partnerships between the sponsor, governing authorities and leadership teams. St. Aloysius partners with community schools to improve their academic performance and obtain successful student outcomes across the state.

PROCESS OVERVIEW & MATERIALS

September 9, 2016 to October 24, 2016	St. Aloysius begins accepting applications for new quality community schools for 2017-2018 sponsorship. All applicants should notify Charter School Specialists (CSS) of their intent to apply. **Notices of <u>intent to apply</u> should be sent directly to Angie Mann (amann@charterschoolspec.com).**
October 24, 2016	Deadline to submit new quality community school application(s) for 2017-2018 school year. **New school applications must be submitted electronically to Angie Mann (amann@charterschoolspec.com)**. *Applications determined incomplete or lacking required information <u>will not</u> be scored or considered in any way. Applicants will be asked to resubmit during the next application period in 2018-2019.*
November 1, 2016 to November 11, 2016	St. Aloysius review of all new quality community school applications.
November 14 to November 18, 2016	St. Aloysius panel interviews with all new applicant/sponsor representatives.
November 23, 2016	Notification of approval to applicants including: (a) Preliminary Agreement, (b) Sponsor comments/recommendations to applicant for finalizing contract/attachments, (c) Contract template and Attachments.
December 9, 2016	Deadline for applicants to sign, date and return executed Preliminary Agreement to **Tammie Osler, Charter School Specialists** (**tosler@charterschoolspec.com**).
March 17, 2017	Deadline for all applicants to submit final Board Approved Contract documents to St Aloysius. A copy of the approved resolution, signed contract, and all attachments are to be via Dropbox.
April 28, 2017	St. Aloysius provides comments on attachments
May 15, 2017	St. Aloysius and applicant board sign contract.
June 16, 2017 to June 30, 2017	St. Aloysius completes The Ohio Department of Education Quality School Choice Review Sheet for each applicant contract and submits each contract to The Ohio Department of Education for a Legal Sufficiency Review.

Key Dates for New School Applicants:

- Intent to Apply – September 9, 2016 through October 24, 2016

- Complete Application – October 24, 2016

- Interviews – November 14 through November 18, 2016

- Preliminary Agreement – December 9, 2016

- Board Approved Contract and Documents – March 17, 2017

Intent to Apply – All applicants are requested to submit an Intent to Apply prior to submitting a complete application. The Intent to Apply template is available in **Appendix A**. The Intent to Apply provides a formal notice to St. Aloysius regarding applicants' intentions to submit an application to open a school in 2017-2018 or thereafter.

Complete Application – In accordance with Chapter 3314 of the Ohio Revised Code, the application seeks information about all major aspects of the proposed school. A complete application must include each section outlined in this application document (i.e. governance and management, management, educational program, demographics and marketing assessment, compliance, operational budget, facilities). All proposals must be accompanied by completed **budget forms** (i.e. comprehensive plan, first year budget, expected assets/liabilities, management contracts).

> *Subsequent Information*: Upon receipt of the application, St. Aloysius will review materials for completeness. If you have failed to submit any relevant sections or materials, we notify you immediately. You will have 10 days to submit the requested information and/or materials. After that time, St. Aloysius will not accept any additional materials. This includes email explanations or alterations to your plans. The plan you submit is considered final.

<u>Formatting and Submission Requirements</u>:

- The proposal must be typed with 12 point font, single spaced.

- Each major section (i.e. governance and management, management, educational program, demographics and marketing assessment, compliance, operational budget, facilities) must be completed.

- If a particular question does not apply to your team, please respond "Not Applicable." ***For each instance, include a statement as to why the question is not applicable to your team or proposal.***

- To confirm that you have reviewed your application for completeness, you must complete the **<u>Application Checklist</u>** that has been provided as **<u>Appendix B</u>**, and submit the completed checklist along with your application.

Deliver Proposal by 5:00pm EST on October 24, 2016

<u>Attn</u>: Angie Mann, Charter School Specialists

<u>amann@charterschoolspec.com</u>

* No late submissions will be accepted.

GENERAL RESOURCES

Below are useful links and directions to various informational resources for new community school applicants. It is your responsibility to collect all the compliance and regulatory information necessary to open and operate a community school in the state of Ohio. The resource notations are for assistance but are not comprehensive. Before completing an application, St. Aloysius encourages you to consider several key sources of information:

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: http://education.ohio.gov/Topics/Quality-School-Choice/Community-Schools.

Ohio Alliance For Public Charter Schools (OAPCS) – OAPCS can provide assistance to potential community applicants through an established process. Refer to http://www.oapcs.org/membership/become-a-member.

Charter School Specialists (CSS) – CSS provides information sessions for applicants. These sessions include professionals from school improvement, finance, and other key departments. The sessions are a valuable information source, open to all applicants. They are posted on the CSS website once scheduled (www.charterschoolspec.com). CSS also posts useful documents for new applicants regarding accountability, calendars, community school law, compliance, comprehensive continuous improvement plan (CCIP), fiscal treasury, and new school development (http://www.charterschoolspec.com/pages/document_library/default.aspx)

APPLICATION REVIEW

St. Aloysius sponsors schools that use various academic models from drop-out recovery to more traditional elementary models to blended models. St. Aloysius' sponsorship philosophy focuses on improving academics of all students and providing a partnership which supports comprehensive academic models to ensure consistent delivery of quality education while maintaining operational compliance and fiscal accountability to stakeholders.

St. Aloysius follows the National Association of Charter School Authorizers' (NACSA) *Principles and Standards for Quality Charter School Authorizing* which encourages quality sponsors to establish a transparent application process which is robust yet involves clear communication and guidance for new quality community school applicants.

Completed applications will be reviewed by a team of professionals including staff experts from St. Aloysius, Charter School Specialists, and external experts. St. Aloysius work together with its experts to ensure that multiple areas of expertise are represented on each application review:

- Governance and Management
- Management – Education Service Providers, Educational Management Organizations, Charter Management Organizations
- Educational Program
- Demographics and Marketing Assessment
- Compliance
- Operational Budget
- Facilities

EXECUTIVE SUMMARY

This section, along with Governance and Management section, in its entirety will be provided to St. Aloysius and will be posted online for the public to review, immediately upon submission of this application.

Essential Information Form

Name of Proposed School	
Proposed Grade Configuration	
Model or Focus (i.e. Arts, College Prep, Dropout Recovery)	
Proposed Start Date	
Proposed Local School District	
Primary Contact Person	
Organization	
Street Address, City, State, Zip	
Phone Number	
Fax Number	

Enrollment Projections: *Delete unnecessary rows and/or provide additional columns if you will not reach full enrollment by year five. Project your student headcount (not your funded FTEs).*

GRADE	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
K					
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
Total # of Students					

	Free & Reduced Lunch (FNR) %	Special Education (SPED) %	English Language Learners (ELL) %
Expected Demographics			

1. **Is the applicant an existing school operator applying to replicate its current school(s)?** (Y/N)   YES   NO

2. **Does the school expect to contract with an education service provider (ESP), education management organization (EMO), or other organization for a substantial portion of school management/operation?** (Y/N, please state).   YES   NO

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

Sponsor, Community School or Affiliate	Relationship

4. **Has any member of the governing authority or development team, including 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?** (Y/N) If **YES,** please list the school(s) or entities and identify the basis of the relationship (i.e., contractor, employee of operator, treasurer, board member, etc.).   YES   NO

School or Entity	Relationship

GOVERNANCE AND MANAGEMENT

This section focuses on the governing authority of your proposed school. The governing authority formally plays a vital role in the school's success and future existence. The governing authority sets policy, establishes the budget and is the fiduciary agent for the community school. The governing authority is responsible for compliance with the community school contract and applicable local, state and federal laws. The governing authority of the community school will be the responsible entity and contracting party for any community school contract. Ohio Revised Code requires no fewer than 5 members.

I. Governing Board Information*

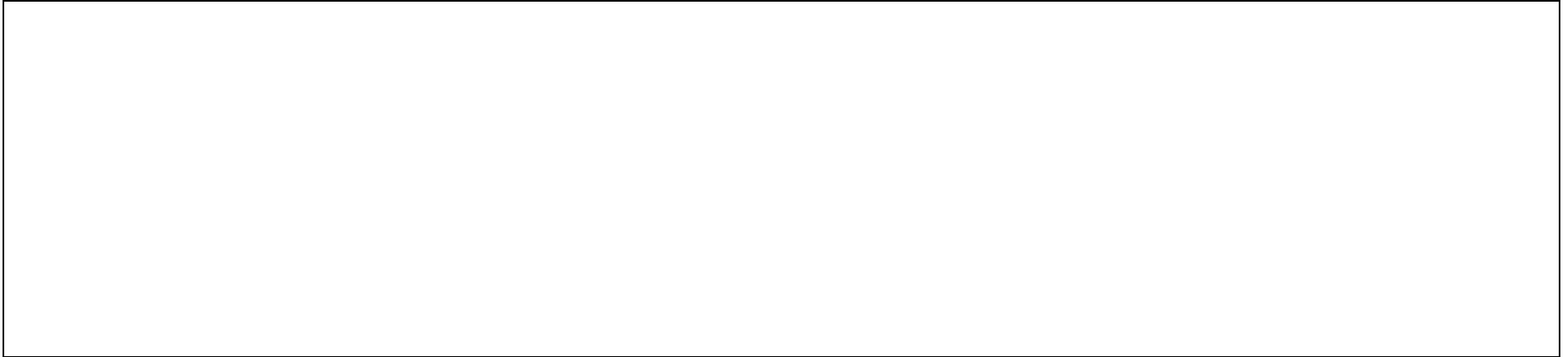| Name	Role on Board	Contact Information Address, Phone and Email	Professional Title and Organization

* Provide biography and resume or vitae for each board member, label Attachment 1.

II. Development Team Information

If members of the governing authority have not been fully established, use the governing authority template below to provide information on the members of the development team. Describe the expertise of each development team member and involvement in the design of the school.

Title/Topic	Directions/Questions for Application
Summary of Governing Authority Expertise	Provide a summary of the governing authority expertise in finance/business, law, leadership or education including professional affiliations.
Governing Authority Member Experience	Provide a description of any member's previous or current experience serving as governing authority of a traditional school, community school or other not-for-profit organization.
Governing Authority Structure and Development	Describe the governing authority structure, recruitment and future development plans.
Meeting Dates and Times	Provide the proposed governing authority meeting dates, times and locations for the year, if established.

Describe the transition process from a development team to a governing authority.

MANAGEMENT – ESP, EMO, CMO

This section focuses on the management of your proposed school. If there will be a partnership with an educational service provider (ESP), educational management organization (EMO), or a charter management organization (CMO), provide the following information in the template below.

Title/Topic	Charter Section	Directions/Questions for Application
ESP, EMO, CMO	3.2	If there will be a partnership with an educational service provider (ESP), educational management organization (EMO), or a charter management organization (CMO), state the name of the organization. Provide as **Attachment 2** a copy of the management agreement. If a management agreement has not been finalized, provide a copy of the standard management agreement.
Organizational Structure		Provide the ESP, EMO or CMO organizational chart as **Attachment 3** with defined responsibilities. Provide a detailed description of your hiring and staffing policies.
Communication Plan		Describe in detail the management organization's plan to communicate with: 1. Governing authority 2. Sponsor

Management Responsibilities		Describe in detail the management organization's roles and responsibilities to manage and support the school.
Accountability		Describe in detail the management organization's accountability to: 1. Governing authority 2. Sponsor
Evaluation		Describe in detail the plan to monitor, measure and evaluate the management organization's performance.
Management Contract and Services		Please provide a copy of any management contracts or service agreements at or above $5,000 Please provide a description of services expected to be contracted to a single vendor at cost of $5,000/year or more

Record of Success		Summarize and provide data evidencing the management organization's: 1. Experience in starting a school 2. Financial and business acumen 3. Expertise and proven track record in urban education 4. Understanding of Ohio community school law and other relevant laws, including Every Student Succeeds Act. • Include a spreadsheet as **Attachment 4** listing the community schools managed (current and former) by this organization, including their names and addresses, year opened, academic performance index rating, value added ratings and sponsors.

EDUCATIONAL PROGRAM

This section focuses on the educational program of your proposed school.

<table>
<tr><td colspan="3">I. Mission, Vision, Philosophy

<i>Please address the following for your school's mission (<u>why do we exist?</u>), vision (<u>what do we hope to become?</u>), and philosophy (<u>what do we value and believe about educating students?</u>)</i></td></tr>
<tr><td>Title/Topic</td><td>Charter Section</td><td>Directions/Questions for Application</td></tr>
<tr><td>Mission</td><td>6.3a</td><td>Please state your school's mission statement. Describe your intent/purpose.</td></tr>
<tr><td></td><td></td><td></td></tr>
<tr><td>Vision</td><td>6.3a</td><td>Please state the school's vision statement and describe the anticipated operation, function and success of your school over time.</td></tr>
<tr><td></td><td></td><td></td></tr>
<tr><td>Philosophy</td><td>6.3a</td><td>State your school's philosophy that describes your values and beliefs by which your school will operate.</td></tr>
<tr><td></td><td></td><td></td></tr>
</table>

II. Curriculum

The primary function of a school is to provide for the education of students. The curriculum describes all planned learning of students and should describe the learning experiences through which a student will progress. The curriculum should also be research-based. Providing strong evidence and specific detail, please address each of the items below.

Title/Topic	Charter Section	Directions/Questions for Application
Curriculum	6.3b	Please describe your curriculum model, components, research on why you chose it, and how the framework will be collaboratively developed and shared with staff.
Curriculum	6.3b	Please describe how your chosen curriculum supports the mission, vision, and philosophy of your school.
Curriculum	6.3b	Please provide evidence how your chosen curriculum is aligned to Ohio's Learning Standards.

Curriculum	6.3b	Please describe the specific learning standards your students will achieve in all content and non content areas with attention to career and college preparedness.
Curriculum	6.3b	Please describe the scope and sequence, grade-to-grade, course-to-course progressions with attention to transitions (elementary to middle, middle to high)
Curriculum	6.3b	Please describe the process for developing curriculum maps and pacing guides.
Curriculum	6.3b	Please provide curriculum information you will include in model unit and lesson plan templates along with a rationale?
Curriculum	6.3b	Please describe how disaggregated subgroups will be served by your curriculum.
Curriculum	6.3b	How will the curriculum be updated and monitored for effectiveness?

III. Instructional Delivery Methods and Resources/Materials

Instructional methods and resources are the ways and tools used to deliver the curriculum. Please provide strong evidence and specific detail to address the following items below.

Title/Topic	Charter Section	Directions/Questions for Application
Instructional Delivery Methods and Resources/Materials	6.3c	Please provide key instructional delivery methods, strategies, and/or techniques (i.e., high yield instructional practices, project based learning, blended learning, etc.) that will be used to provide daily instruction in your school and the research base to support each.
Instructional Delivery Methods and Resources/Materials	6.3c	Please identify materials (textbooks, technology, manipulatives) utilized to support instruction in core content areas.
Instructional Delivery Methods and Resources/Materials	6.3c	Please describe how your chosen delivery method, strategies, materials, and/or techniques align to and will assist students in meeting the expected learning targets.

Instructional Delivery Methods and Resources/Materials	6.3c	Please provide the rationale for the selection, approval (including board), and potential change process of instructional resources and materials to be used by teachers and students, including technology, at your school.

IV. Prevention and Intervention Policy

A Comprehensive System of Learning Support Guidelines, approved document by The Ohio Department of Education, provides direction for the foundation and intervention of student services to assist with the development of necessary systems to meet the unique needs of students. Appropriate implementation of the guidelines meets or exceeds the Ohio Revised Code 3313.6012 requirements to (1) provide diagnostic assessment procedures, (2) provide intervention services based on the results of the diagnostics, (3) collect data regularly, and (4) use the data to evaluate the effectiveness of the interventions. Please provide strong evidence and specific detail to address the following items below.

Title/Topic	Charter Section	Directions/Questions for Application
Prevention and Intervention Plan	6.3d	Please describe the school's educational services policy, plan and procedures to provide early detection and multi-tiered interventions with students experiencing learning and other problems, and address the needs of *all* students (i.e., limited English proficient, gifted, Third Grade Reading Guarantee, homeless, lowest achieving 20%).

The school calendar provides students, parents, teachers, board members and other stakeholders with information of anticipated events. Please provide strong evidence and specific detail to address the following items below.

Title/Topic	Charter Section	Directions/Questions for Application
School Calendar	3.5 6.3e	Provide the school's proposed school calendar as **Attachment 5,** including how parents and students will be notified. It must be comprehensive with professional development and assessment days, Vacation days and number of hour's school is in session. The school calendar will need to be submitted annually by a due date established yearly for approval by the sponsor and ODE. Once the calendar is approved, changes can only be made for limited reasons with approval of the sponsor and ODE, and may require a corrective action plan.

VI. Bell or Daily Schedule

The bell or daily schedule demonstrates, over the course of the school calendar, a minimum of 920 hours of instructional time, as required by Ohio law. The bell or daily schedule should also provide for teacher instructional planning, individual and collective or common. The bell or daily schedule should include time for activities or learning experiences that reflect the mission, vision and philosophy of the school. Please provide strong evidence and specific detail to address the following items below.

Title/Topic	Charter Section	Directions/Questions for Application
Bell Schedule	6.3f	Provide the school's proposed daily bell schedule(s) as **Attachment 6**. (Noted Below), the bell schedule must incorporate all core content areas and specials. The schedule must demonstrate common planning time for teachers. Please include number of hours per day. If additional services are provided, such as after-school tutoring, include these on the schedule.

VII. Continuous Improvement and Professional Growth

Schools must improve instructional practices and student performance on a continual basis. Please provide strong evidence and specific detail to address the following items below.

Title/Topic	Charter Section	Directions/Questions for Application
Continuous Improvement	1.5 6.4	Please describe how the Ohio Improvement Process (OIP) will be developed and documented at your school by identified roles/teams (i.e. Community School Leadership Team (CSLT), Teacher Based Teams (TBT)) by addressing: • Collection, monitoring, sharing multiple measures of student achievement and progress • Based on measures, review and revision of your curriculum, including maps, pacing guides, model unit • Evaluation of effectiveness and identification of student needs related to instructional strategies, resources and materials, including technology, • Evaluation of the effectiveness of your school's leadership structure (i.e. CSLT, TBT)
Professional Growth		Please confirm your school will implement the Ohio Teacher Evaluation System (OTES) or an approved/aligned alternative teacher evaluation system. Also, please confirm the Ohio Teacher Evaluation System will be used to evaluate and support the development of teacher performance.

Professional Growth		Please confirm your school will implement the Ohio Principal Evaluation System (OPES) and Ohio Superintendent Evaluation system (if applicable) or an approved/aligned alternative principal evaluation system. Also, please confirm the Ohio Principal Evaluation System or approved/aligned alternative principal evaluation system will be used to evaluate and support principal performance.
Professional Growth		Please discuss how your school will develop and implement a Local Professional Development Committee (LPDC); including bylaws, committee membership, roles and responsibilities, processes and procedures, and Individual Professional Development Plan (IPDP) template.
Professional Growth		Please discuss the process of how your school will develop, implement, and evaluate a differentiated professional development plan informed by student data, curriculum needs, OTES, OPES, IPDPs, Resident Educator Program, etc.

VIII. Student Performance Indicators

Performance indicators are a means to focus on specific expectations of a program. They facilitate the curriculum delivery strategies, and assessment procedures. Performance indicators are concrete measurable learning targets students must meet as indicators of achievement and should be <u>based upon the state assessment targets</u>, the school priorities for all students (including subgroups), and non academic indicators of success the prepare students for career and college. Student Performance Indicators must be SMART – Specific, Measurable, Achievable, Relevant, Timely. **Performance indicators** *describe what concrete actions the student should be able to perform as a result of participation in the program.*

Title/Topic	Charter Section	Directions/Questions for Application
Goals and Performance Standards - Reading	6.4a	Please provide grade level student performance indicators in reading, including those for disaggregated subgroups.
Goals and Performance Standards - Mathematics	6.4a	Please provide grade level student performance indicators in math, including those for disaggregated subgroups.
Goals and Performance Standards - Other	6.4a	Please provide your school's goals focused on expectations or conditions; such as, student subgroup attendance, parent-community involvement, or, if applicable, post-secondary enrollment, graduation rate, industry-recognized credential.

IX. Assessment Plan

The Assessment Plan should enable your school to make an accurate reference as to what students should know and be able to do. It also should be aligned to the desired learning outcomes of your school's curriculum. Please provide strong evidence and specific detail to address the following items below.

Title/Topic	Charter Section	Directions/Questions for Application
Required State Assessments	6.5	All required state assessments must be included in the school's assessment blueprint and calendar. Confirm use of specific state assessments, how the data will be collected and distributed to Board of Directors, staff, students, parents, and how the results will impact professional development and Ohio Improvement Process (OIP) goals and strategies. These may include content based AIR tests, End of Course Exams, Industry Credentialing, ACT/SAT, WorkKeys, OELPA, and Kindergarten Readiness Assessment.
Nationally normed Assessment	6.5	St. Aloysius requires sponsored schools to identify and utilize at least one (1) nationally normed, ODE approved for Value Added standardized testing tool. It is mandatory the assessment be administered a minimum of twice (2) per year, and administration should be identified on the school calendar. Please discuss your rationale for your assessment selection and the relationship to your Student Growth Measures (OTES, OPES, or approved/aligned alternative teacher/principal evaluation system). Include the proposed time lines, how data will be distributed to parents, students, staff, sponsor, and how the results will impact professional development and OIP goals and strategies.

Formative Assessment Practices	6.5	Describe the process for developing formative assessment practices, sharing data across grade levels and with students and parents, and how results will impact instructional strategies, practices, materials section, and professional development.
Non Academic Measures	6.5	Describe non academic measures such as parent and student satisfaction surveys, student interest surveys, etc. that might inform school practices and program effectiveness.
Local Assessments	6.5	Please identify any local formative and summative assessments to be utilized. Please discuss your rationale for the implementation of your selected assessments.

X. Organization and Staffing

Personnel and understanding of roles and are responsibilities are critical for successful school operation. Please provide strong evidence and specific detail to address the following items below.

Title/Topic	Charter Section	Directions/Questions for Application
Organizational Chart	8.1	Please provide your school's organizational chart as **Attachment 7** and clearly identify all positions including fiscal officer, EMIS and management company (if applicable).
Roles and Responsibilities	8.1	Please describe the roles and responsibilities of your school staff aligned to your organizational chart as well as your school's mission, vision, and philosophy; specifically related to: • Administrative • Teaching • Specialized • Contracted services (i.e., speech and language pathologist, school psychologist, etc.) • Other

Recruitment and Retention Plan	8.1	Please describe your school's plan to recruit and retain highly qualified staff.
Student/Teacher ratios	8.1	Please state your school's expected student/teacher ratio.
Staffing plan for projected enrollment	8.1	Please describe in detail your school's staffing plan based on projected enrollment. Please be sure to differentiate between certified teaching, para-teaching, and non-licensed staff. • Year 1 (Projected total enrollment, Staffing plan) • Year 2 (Projected total enrollment, Staffing plan) • Year 3 (Projected total enrollment, Staffing plan)

DEMOGRAPHICS AND MARKETING ASSESSMENT

This section focuses on the demographics and marketing assessment of your proposed school.

Title/Topic	Charter Section	Directions/Questions for Application
School District		Please identify the local district where your school will be located, all additional districts where the school expects to enroll students, and respective student enrollment.
Students and Local Demographics		Please describe the target student population your school will serve and any unique student needs.
Students and Local Demographics		Please provide the demographic breakdown of your school's student population and characteristics of the community from which the school's students are drawn; such as race, ethnicity, socioeconomic background, primary languages spoken, etc.

Racial and Ethnic Balance		Please describe how your school will monitor its student population in comparison to the community. Also please describe how the school will work to attain a population reflective of the community it serves.
Market Assessment/Evidence of Need		Please provide data supported evidence that your school meets the specific needs of the community it serves.
Market Assessment/Evidence of Need		Please provide a specific rationale how your school will enhance or expand educational options currently available to your target student population.
Market Assessment/Evidence of Need		Please describe your school's current recruitment and marketing plans. Be sure to discuss your school's plans to maintain student enrollment and future marketing strategies. Provide copies of promotional or recruitment materials as **Attachment 8**.

Market Assessment/Evidence of Need		Please provide evidence of community support of your school, identified as **Attachment 9**, such as such as letters of support, etc.

COMPLIANCE

The purpose of this section is to verify your school has the knowledge and understanding needed to maintain compliance with state and federal guidelines and appropriate operational procedures. Inclusion of complete policies, benefit manuals, or handbooks are not required at this time.

Title/Topic	Charter Section	Directions/Questions for Application
Admissions and Open Enrollment	2.6 3.8	Please describe how your school will comply with requirements for admission and open enrollment.
Attendance and Withdrawal	2.6 3.9	Please describe how your school complies with student attendance and withdrawal rules and procedures.
Suspension and Expulsion	2.6 3.10 3.11	Please describe your school's suspension and expulsion policy, including the compliance requirement for student with disabilities.

Transportation, food service other ancillary services	3.1	Please describe how transportation, food service, and other ancillary services are provided at your school.
Employee Benefits	2.6	Please describe employee health and benefits, including STRS/SERS, offered at your school.
Employee Benefits	2.6	Please identify the entity responsible for STRS/SERS employer contributions during application and charter phases.

OPERATIONAL BUDGET

This section focuses on the operational budget of your proposed school.

Title/Topic	Charter Section	Directions/Questions for Application
Fiscal Officer	9.3 9.4	Please identify your school's fiscal officer and provide his or her contact information. Provide fiscal officers credentials as **Attachment 10**.
Financial Stability	2.4 9.5	Please describe your school's financial management plan by providing evidence of: • Comprehensive plan specifying internal controls • First year budget with monthly detail showing expected cash flow • Expected assets and liabilities on September 2nd Provide a detailed current budget and 5-year forecast as **Attachment 11**.

Deficit Reduction		Please describe your governing authority's plan to improve the financial condition if your school shows deficit beyond year one.
Contributions and Fundraising		Please describe any anticipated contributions and fundraising plans utilized to bring additional funding to your school, if anticipated. Include signed letters of commitment for contributions of funds or in-kind services as **<u>Attachment 12</u>**.

FACILITIES

This section focuses on the facilities of your proposed school.

Title/Topic	Charter Section	Directions/Questions for Application
Site Specifics	5.1 10.1	Please describe your school's facility and location, including address, site plan (including square footage, number and size of classrooms, common areas, recreational space, any charter or resident facilities that are used by the school). Indicate if this is a permanent or temporary site. If the facility is secured, please provide a copy of the Insurance Declaration Sheet as **Attachment 13**. If the facility is not yet secured, it must be acknowledged that St. Aloysius and Charter School Specialists will be an additional insured on the policy in the amounts as stated and required by the contract.
Cost of purchase or lease		Please state the cost and terms of purchase agreement or lease. Provide a copy of the purchase agreement or lease as **Attachment 14**.

Ownership		Please state the entity or individual that owns the property and, if different from the owner, the lessee.
New Construction or Retrofit		Please describe any new construction or retrofit for the facility; completed or planned.
Financing		Please state how the new construction or retrofit is financed; if completed or planned.

Conflict of Interest		Please identify any conflicts of interest such as facility owner/lessee being party to this application.

ACCEPTANCE AND CERTIFICATION

I. Understanding of Voluntary Acceptance

In submitting this application for sponsorship, I and the GOVERNING AUTHORITY for the, _____ , community school recognize that St. Aloysius receives this application for sponsorship voluntarily in its role as a community school sponsor in the State of Ohio.

St. Aloysius is not obligated to provide any reason, rationale or evaluative metric related to any decisions related to the acceptance or denial of this application for sponsorship.

Applicant
Signature: _____   Date: _____

If more than one applicant, please have additional applicant(s) sign and date below:

Applicant
Signature: _____   Date: _____

Applicant
Signature: _____   Date: _____

Applicant
Signature: _____   Date: _____

Applicant
Signature: _____   Date: _____

II. Applicant Certification

I hereby certify the information in this application is complete and accurate to the best of my knowledge and acknowledge my obligation to promptly inform St. Aloysius of any material changes. I hereby acknowledge that I understand if the application is incomplete, St. Aloysius will not assess and the applicant will need to reapply next year.

Applicant
Signature:

Date:

REQUIRED ATTACHMENTS

This section identifies the required attachments needed for a complete application. Each requested attachment must be included with this application and checked off in Appendix B or the application will be returned.

Attachment 1	Biography, resume or vita for each board member
Attachment 2	Copy of the management agreement
Attachment 3	ESP, EMO or CMO organizational chart with defined responsibilities
Attachment 4	Spreadsheet listing all community schools managed (current & former) by proposed organization including school names and addresses, year opened, academic performance index rating and sponsors
Attachment 5	School's proposed school calendar
Attachment 6	School's proposed bell schedule
Attachment 7	School's organizational chart
Attachment 8	Copy of promotional or recruitment materials
Attachment 9	Evidence of community support for the school
Attachment 10	Credentials of the school's fiscal officer
Attachment 11	Detailed current budget and 5-year forecast
Attachment 12	Signed letters of commitment for contributions of funds or in-kind services to proposed school
Attachment 13	Insurance Declaration Sheet
Attachment 14	Purchase or Lease Agreement

This applicant will use the first column of boxes to check off the sections complete. St. Aloysius will use the <u>second</u> column of boxes for its completeness check (per O.R.C. 3314).

<u>Application Completeness Check</u>

Provided by New School Applicant	Items Required	St. Aloysius Confirmation of Receipt
☐	Executive summary	☐
☐	Governance and management	☐
☐	Management – ESP, EMO, CMO	☐
☐	Educational program	☐
☐	Demographics and marketing assessment	☐
☐	Compliance	☐
☐	Operational budget	☐
☐	Facilities	☐
☐	Acceptance and certification	☐
☐	Required attachments	☐
☐	Appendix A– Checklist	☐
☐	Electronic copy of entire application	☐