



**REPLICATOR APPLICATION
FOR PRELIMINARY AGREEMENT
FOR ST. ALOYSIUS SPONSORSHIP**



REPLICATOR APPLICATION FOR SPONSORSHIP WITH ST. ALOYSIUS

St. Aloysius is pleased to invite replicators of quality community schools seeking to open during the 2020-2021 school year. St. Aloysius, partnering with Charter School Specialists since 2005, is one of the most respected and top-rated sponsors in Ohio. St. Aloysius enables and supports quality community school success and a commitment to strong partnerships between the sponsor, governing authorities and leadership teams.

Community School contracts are granted only to those applicants that have a sound plan for, and demonstrate the capacity to replicate a quality, high performing community school. Each application is reviewed, and additional data is collected for St. Aloysius to make a final determination as to whether to offer a community school contract. St. Aloysius and Charter School Specialists seek applicants that align with their sponsoring priorities of expanding educational opportunities, improving school performance, and ultimately lifting student achievement.

Please review the following document to familiarize yourself with the complete Application/Contract process:

- REPLICATOR APPLICATION TIMELINE
- 2017-2018 Challenged School District List

Replicators should submit notification of your intent to apply for a new community school contract to Angie Mann via email at amann@charterschoolspec.com.

Scoring of applications is completed by internal and external reviewers in teams as listed below:

Management Team
Development Team
Governance Team
School Improvement Team
Internal Management Team

Compliance Team
Operational Budget Team
Facilities Team
Demographics and Marketing Team
Community Based Team

Applicants who score at least 50% of eligible points will automatically be granted an interview. Applicants who score at least 40% of eligible points and convincingly make a case that their school will be located in a high need challenged school district will automatically be granted an interview. Applicants who score 75% of eligible points qualify for approval. Approvals are granted based on a review of points received, high need/challenged district, consistency with the St. Aloysius and Charter School Specialists mission, vision and strategic plan and priority program needs.

If you have any questions regarding the process, please feel free to contact me through phone or email. We look forward to working with you and welcome the opportunity to answer any additional questions you may have.

Sincerely,

David L. Cash

President, Charter School Specialists
On behalf of St. Aloysius

Email: dcash@charterschoolspec.com
Phone: 614-837-8945

Critical Dates Timeline for Replicators

The Timeline for submitting a preliminary agreement application, and subsequent final contract and attachments for St. Aloysius sponsorship is as follows:

January 16, 2019 to February 8, 2019	St. Aloysius begins accepting applications from replicators seeking to start a community school in a 2017-2018 challenged school district. 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). Upon receipt of the intent to apply, the applicant will receive an application form to complete.
February 8, 2019	Deadline to submit all replicator applications.
February 8, 2019 to February 15, 2019	St. Aloysius' review and scoring of all replicator applications.
February 15, 2019	St. Aloysius will conduct on-site interviews with applicants. Applicants may submit supplemental information during this time.
February 18, 2019	Charter School Specialists to determine recommendations for St. Aloysius and present recommendations to St. Aloysius Education Committee.
February 22, 2019	Recommendations approved by St. Aloysius Education Committee and results provided to applicants. St. Aloysius to provide preliminary agreement to approved applicants.
March 8, 2019	Deadline for all applicants to submit preliminary agreements.
March 26, 2019	St. Aloysius board meeting ratifying decision of St. Aloysius Education Committee.
Winter/Spring 2020	St. Aloysius provides timeline for submission of contract and attachments, contract template and attachments, recommendations for submitting attachments and Web-Ex training on contract process.

This application must be completed in its entirety.

Each section of the application must be completed to be considered for sponsorship. If a field is left blank, it will NOT be reviewed and will be returned to the applicant. If a question/section does not apply to the school, please enter N/A and provide a detailed explanation stating why it does not apply.

GENERAL INFORMATION

Name of the Primary Contact for the application and the Organization completing the application on behalf of the school:

Primary Contact Person	Click here to enter text.
Replicator/Organization	Click here to enter text.
Street Address	Click here to enter text.
City, State, Zip	Click here to enter text.
Telephone Number	Click here to enter text.
Email Address	Click here to enter text.
Name of Proposed School	Click here to enter text.
Local School District <i>(where the School will be located)</i>	Click here to enter text.
Proposed Address of the School	Click here to enter text.
Proposed Grades to be Served	Click here to enter text.
Proposed Start Date	Click here to enter text.
Target Population to be Served <i>(Arts, College Prep, Dropout Recovery, etc.)</i>	Click here to enter text.

Provide any additional names and email addresses of school personnel/stakeholders that need to be copied on communication regarding this application.	Click here to enter text.
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ENROLLMENT PROJECTIONS

Please enter projected enrollment in the boxes provided below, enter N/A for grades not served.

	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
Kindergarten	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
1st Grade	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
2nd Grade	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
3rd Grade	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
4th Grade	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
5th Grade	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
6th Grade	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
7th Grade	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
8th Grade	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
9th Grade	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
10th Grade	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
11th Grade	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
12th Grade	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Total # of Students	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.

Location of School – Challenged District:

Applicants should only consider locations within a challenged school district based on the 2017-2018 local report cards as recently provided by the Ohio Department of Education. Applicants that can convincingly make the case of a high need area in one of these challenged districts and score within 10% of the threshold of eligible points will automatically be granted an interview. Provide evidence below, including specific data, of the high need area in the challenged district where your school will be located.

Click here to enter text.

- 1) 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 has been designated as unauditale by the Auditor of State? If YES, please list the school(s) or entities and identify the basis of the relationship in the fields below (i.e., contractor, employee of operator, treasurer, board member, etc.)**

School or Entity	Relationship
Click here to enter text.	Click here to enter text.
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DEVELOPMENT TEAM

This section focuses on the development team for the proposed school. The development team plays a critical role in ensuring that there is a wide range of support and expertise to get the school started. The development team should consist of several individuals with diverse skills. Development team members should have expertise in at least three out of five of the following areas: business, education, finance, technology and governance.

Development Team Information

Name	Areas of Expertise	Contact Information Phone and Email Address	Professional Title and Organization
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
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Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.

* Provide a bio or resume for each development team member as Attachment 1.

<p>If any development team members plan to continue as a governing authority member, please provide a description of the transition plan for those members.</p>	<p>Click here to enter text.</p>
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GOVERNANCE

The governing authority formally plays a vital role in the school’s success and future existence. The governing authority sets policies, 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 five (5) members.

Title/Topic	Charter Section	Directions/Questions for Application
Governing Authority	1.3	Describe the governing authority structure, recruitment and future development plans. <i>*Noting that future governing authority members should work or reside within fifty (50) miles of the proposed school’s location.</i>
Click here to enter text.		
Governing Authority	1.3	Discuss meeting structure and proposed times and location for meetings, including how many times the governing authority will meet per year.
Click here to enter text.		

Governing Authority Legal Counsel Information: Under Ohio Revised Code Section 3314.036, the governing authority must employ legal counsel who is independent from the school’s sponsor or the operator with which the school has contracted for any services related to the negotiation of the school’s contract with the sponsor or the school’s contract with the operator.

Name of Legal Counsel	Contact Information Address, Phone and Email
Click here to enter text.	Click here to enter text.

MANAGEMENT

This section focuses on the replicator of the proposed school.

Title/Topic	Charter Section	Directions/Questions for Application
ESP, EMO, CMO	3.2	Provide a copy of the management agreement as Attachment 2 . If a management agreement has not been finalized, provide a copy of the management agreement template as Attachment 2 .
Click here to enter text.		
ESP, EMO, CMO Rating		Provide the management organization's rating as designated by the Ohio Department of Education. Discuss the rating and provide a plan to improve the rating.
Click here to enter text.		
Organizational Structure		Describe the organizational structure of the management organization including specific individuals who will be responsible for the operation and success of the proposed school. Provide the ESP, EMO or CMO organizational chart as Attachment 3 with defined responsibilities for each individual.
Click here to enter text.		
Communication Plan		Describe in detail the management organization's plan to communicate with: <ol style="list-style-type: none"> (1) governing authority; and (2) sponsor; and 3) Other stakeholders such as media, community organizations, ODE
Click here to enter text.		

Management Responsibilities		Describe in detail the management organization's roles and responsibilities to manage and support the proposed school.
Click here to enter text.		
Accountability		Describe in detail the management organization's accountability to the governing authority.
Click here to enter text.		
Evaluation		Describe in detail the plan to monitor, measure and evaluate the management organization's performance.
Click here to enter text.		
Financial Records		Provide the current financial records of the management organization as Attachment 4 . Describe in detail the plan to support the new school while continuing to support currently operated schools.
Click here to enter text.		
Growth Plan		Describe the current growth plan of the management organization. Specifically, address how many schools does the organization intend to open over the next 1-5 years.
Click here to enter text.		
Record of Success		Summarize and provide data evidencing the management organization's experience in starting a school.

Click here to enter text.		
Record of Success		Summarize and provide data evidencing the management organization’s financial and business experience related to starting and operating schools. Include data regarding debts of current schools to the management organization and how the management organization assists schools in operating within their budgets.
Click here to enter text.		
Record of Success/Academic Data		Summarize and provide data describing the management organization’s expertise and proven track record of academic success. Provide as Attachment 5 a list all community schools managed (current and former) by this organization, including their names and addresses, year opened, and sponsors. For traditional community schools provide component grades for all of the following applicable measures: overall grade, achievement, progress, gap closing, graduation rate, improving at-risk K-3 readers, and prepared for success. For drop-out prevention and recovery schools, provide grades for all of the following applicable measures: overall grade, high school test passage rate, progress, gap closing, and graduation rate. Provide an analysis of the data explaining the performance of each school.
Click here to enter text.		

DEMOGRAPHICS AND MARKET RESEARCH

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

Title/Topic	Charter Section	Directions/Questions for Application
School District		Identify the local district, where the school will be located and any additional districts the school will draw enrollment from.
Click here to enter text.		
Students and Local Demographics		Describe the target student population that the school will serve and their unique needs.
Click here to enter text.		
Students and Local Demographics		Describe the characteristics of the community from which the school's students will be drawn; such as race, students with disabilities, student mobility, economically disadvantaged, limited English proficient and migrant status.
Click here to enter text.		
Market Research		Provide research-based evidence that the school will meet the specific needs of the community it's targeting.
Click here to enter text.		
Market Research/Evidence of Need		Provide a list of traditional public and community schools within ten (10) miles of the proposed location of the school as Attachment 6 . Provide details stating how the school will enhance or expand educational options currently provided by the surrounding local traditional districts and community schools. * If an exact location has not been determined, provide a list of all traditional public and community schools within the challenged school district.

Title/Topic	Charter Section	Directions/Questions for Application
Click here to enter text.		
Recruitment and Marketing Plans		Describe the school's current recruitment and marketing plans. Discuss plans to maintain student enrollment and future marketing strategies. Provide copies of promotional or recruitment materials including; media plans, marketing plans, open house schedules, etc. as Attachment 7 .
Click here to enter text.		
Community Support		Provide evidence of community support of your school as Attachment 8 , such as; letters of support showing how the school will serve the community and meet student and family needs, surveys of local residents indicating a need/desire for a new community school, or any other community indicators of support for the school. *All letters of support must be within one year of application date to receive full points in this section.
Click here to enter text.		

FINANCIAL PERFORMANCE / BUSINESS PLAN

This section focuses on the finances of the proposed school.

Title/Topic	Charter Section	Directions/Questions for Application
Operational Budget	9.4	Provide an explanation of the school’s first year budget which should include detail on grants, loans, other sources of revenue (donations or private contributions) and start-up costs which may include but is not limited to: legal fees, building expenses, personnel costs and programming costs. Provide the first-year budget with monthly detail showing expected cash flow, assets and liabilities as Attachment 9 .
Click here to enter text.		
Five Year Forecast	9.4	Provide a five-year forecast for the proposed school using the Ohio Department of Education’s prescribed format and guidance as Attachment 10 . If necessary, provide a brief explanation of your five-year forecast. Provide the most recent five-year forecasts for all schools currently operated by the replicator as Attachment 11 . If necessary, provide a brief explanation of the data contained in the five-year forecast.
Click here to enter text.		
Contributions of Funds	2.8	Provide signed letters of commitment for contributions of funds or in-kind services as Attachment 12 , if applicable. If necessary, provide a brief explanation of the contributions.
Click here to enter text.		
Financial Stability	9.4	Describe the governing authority’s plan to maintain the school’s short and long term financial stability and viability, including potential reductions in expenditures relative to fluctuating enrollment.
Click here to enter text.		
Audits		Provide the most recent audits of all schools currently operated by the replicator Attachment 13 . If the Auditor of State has identified findings for recovery, please provide details stating how these findings have been

		resolved.
Current Financials		Provide the last three (3) months of board approved financials and supporting board meeting minutes showing approval for all schools currently operated by the replicator as Attachment 14 . If necessary, provide a brief explanation of the information contained in the current financials.
Click here to enter text.		

COMPLIANCE

The purpose of this section is to verify the replicator 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
Compliance Assessments		Provide copies of the two (2) most recent compliance site visit reports conducted by another sponsor as Attachment 15 for two (2) of the schools operated by the replicator. If any items are non-compliant, provide a brief explanation of the reason for non-compliance and explain any steps taken to achieve compliance.
Click here to enter text.		
Transportation, Food Service and Other Support Services	3.1	Describe how transportation, food service and other support services will be provided at the school.
Click here to enter text.		
Probation/Suspension		Have any of the schools managed by the replicator been on probation and/or received an intent to suspend

		notice? If yes, provide copies of all probation or intent to suspend notices and any school responses as Attachment 16 . If necessary, provide additional explanation below.
Click here to enter text.		

FACILITIES

This section focuses on the facilities of the proposed school and the replicators experience in acquiring and renovating adequate facilities.

Title/Topic	Charter Section	Directions/Questions for Application
Site Specifics	5.1	If the facility has NOT been secured, describe the replicators experience in locating and renovating schools in a timely fashion. Describe the type of facility the replicator is seeking for the school and include a detailed timeline of acquisition and renovation. (If the facility has been secured, please enter N/A in this field.)
Click here to enter text.		
Site Specifics	5.1	If the facility has been secured, describe the school’s facility, including address, site plan (include square footage, number and size of classrooms, common areas, recreational space, any charter or resident facilities that are used by the school) and how the facility meets the needs of the targeted students. (If the facility has not been secured, please enter N/A in this field.)
Click here to enter text.		
New Construction or Retrofit		Describe any new construction or retrofit for the facility that will be required to meet student needs and describe the financing for the construction.
Click here to enter text.		
Cost of Purchase or Lease		State the real or anticipated cost and terms of the purchase agreement or lease. Provide a copy of the Purchase

		Agreement or Lease as Attachment 17 , if it is not available, provide a proposed template as Attachment 17 .
Click here to enter text.		
Ownership	5.1	State the entities or individuals who will own the property. State the entities or individuals that will be leasing the property. If the property will be leased by the school from the replicator, ORC 3314.032(B)(1) requires a letter from an independent professional in the real estate field confirming that at the time the lease was agreed to, the lease was commercially reasonable. Provide the name of the person or entity that will be responsible for securing the letter and a detailed timeline of when the letter will be secured.
Click here to enter text.		
Conflict of Interest	5.1	Identify any conflicts of interest such as facility owner/lessee being a member of the development team or governing authority.
Click here to enter text.		

ATTACHMENTS REQUIRED

Attachment 1	Development Team Information
Attachment 2	Management Agreement
Attachment 3	Organizational Chart
Attachment 4	Financial Records
Attachment 5	List of Community Schools
Attachment 6	Market Research
Attachment 7	Recruitment and Marketing Plans
Attachment 8	Community Support
Attachment 9	Operational Budget
Attachment 10	Five-Year Forecasts
Attachment 11	Five-Year Forecasts for schools currently operated by replicator
Attachment 12	Contribution of Funds
Attachment 13	Audits
Attachment 14	Current Financials
Attachment 15	Compliance Assessments
Attachment 16	Probation/Suspension
Attachment 17	Purchase Agreement/Lease

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

Acceptance and Certification

I hereby certify the information in this application is complete and accurate to the best of my knowledge. I affirm my obligation to promptly inform St. Aloysius of any material change. I understand if the application is incomplete, it may not be considered for sponsorship.

Applicant Signature:

Date:

** St. Aloysius accepts this application under its authority as an authorized sponsor of community schools in the State of Ohio. It is under no obligation to approve the application.*