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# **TRANSFER SCHOOL APPLICATION**

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2025 – 2026

SCHOOL YEAR



# TRANSFER SCHOOL APPLICATION

## 2025 – 2026

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### INSTRUCTIONS

Please review these instructions, the enclosed timeline, and the attachment list before beginning this application. For more detailed instructions on completing this application, you may view the application webinar on the Charter School Specialists website or by clicking here: [APPLICATION WEBINAR](#)

The application consists of questions in twelve (12) sections, to allow for an evaluation of the capacity of the applicant to operate a charter school.

1. The first step is to complete the “Notice of Intent to Apply,” which can be found on the Charter School Specialists website or by clicking here: [NOTICE OF INTENT TO APPLY](#)
  - Upon receiving the Notice of Intent to Apply, the applicant will receive a **school specific** application, with unique links for uploading documents. Therefore, applications must not be duplicated.
  - If the proposed school is a replicator or virtual school, you will receive an application reflecting that.
2. Next, complete all application questions and provide all the mandatory attachments to the application.
  - All questions in each applicable section must be answered and all required attachments in those applicable sections must be provided for an application to be considered complete.

### APPLICATION REQUIREMENTS:

- Please see the “Scoring Rubric” of each section, for specific criteria required for scoring on each question.
- In preparing responses to the application, please keep in mind answers to the specific requests carry significance beyond determining whether the applicant will be granted a contract. The answers will determine the specific terms of the contract and will establish parameters for the operation of the school.
- Applicants should be aware that the school will be held accountable for commitments made in the application, and the applicant should evaluate all responses to make sure the proposed plans are reasonable, feasible, and attainable.





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- Do not send unsolicited amendments following submission. If an item has been overlooked, please contact Angie Mann at [amann@charterschoolspec.com](mailto:amann@charterschoolspec.com) first to determine the ability to submit additional documentation. *There will be a period available to submit supplemental information after the interview.*
- St. Aloysius and Charter School Specialists are looking for quality and clarity in the responses, not just volumes of information.
- Completion of the application does not guarantee a contract for a community school.
- Also note that receiving a score of 75% on the application does not guarantee a contract for a community school, only that the application is eligible to be recommended for approval.
- Schools may now be in any school district and not only in challenged school districts. If the school is in a school district with a lower free and reduced lunch rate or draws a high percentage of students with a lower free and reduced lunch rate, it may reduce the amount of state funds received.

### **ATTACHMENT REQUIREMENTS:**

- All attachments are required to be in **PDF format** and titled with the Attachment Number, unless otherwise indicated.
- For questions that request a narrative response, you can upload an existing document,  use the scrollable text box, or create a Google document using the provided link.
- For some of the questions, an attachment may be provided, or the text may be copied and pasted from a document into the text box.
- Some questions allow for an optional attachment in addition to answering the question, or in lieu of answering the question.
- To upload a PDF attachment, click on the blue upload icon. 



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### **APPLICATION SUBMISSION:**

1. The completed application and all the attachments should be submitted in the Shared Google folder that has been provided to the Applicant, after receiving the Notice of Intent to Apply. **The final submission should include:**
  - The PDF application with all the applicable sections complete.
  - The application should be saved as the “[School Name] New Application” in the appropriate Google folder (i.e., ABC School New Application)
  - All required attachments saved according to the Attachment Number and Name in the appropriate Google folder (i.e., Attachment 2—Development Team Resumes)
  - Any optional attachments saved according to the Attachment Number and Name in the appropriate Google folder.
2. The checklist provided at the front of the application should be completed to reflect that all the required attachments have been included. Please note, this list is not exhaustive as there are additional optional attachments that may be included as well.

### **OUR COMMITMENT:**

*Charter School Specialists will be a high performing sponsor that employs a team of qualified customer service oriented professionals dedicated to increasing access to high performing schools by expanding educational opportunities, improving school performance and ultimately lifting student achievement.*

*At St. Aloysius, we believe that every child deserves to receive a good education, no matter what challenges they may be facing. As part of our mission, we strive to be a leader in furthering education for all children throughout our community and statewide. Part of the way we fulfill this mission is by being a proud Charter School Sponsor for the state of Ohio.*



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### TIMELINE

#### APPLICATION PROCESS:

- The deadline to submit this application is **September 10, 2024**.
  - All submitted applications and attachments will be reviewed and scored in accordance with the scoring rubric.

#### INTERVIEW PROCESS:

- After the evaluation of the applications, Charter School Specialists (CSS) will conduct an interview with each applicant that scored high enough on the initial round of evaluation.
  - Interviews will take place between October 28<sup>th</sup> and November 8<sup>th</sup>.
  - All the personnel that will be responsible for executing the plan for the school that are listed in the application, will be required to attend the interview.
- During the interview CSS will discuss the application and may allow an applicant to supplement the application or attachments that did not receive a perfect score.
  - The deadline for the additional information is **November 1, 2024**.
- After November 1st, Charter School Specialists will then make recommendations of approval to the St. Aloysius' Board.
  - Only applicants that score 75% of eligible points qualify for recommendation of approval.
    - Approvals are granted based on a review of points received, high need district, and consistency with the St. Aloysius and Charter School Specialists mission, vision, strategic plan and sponsorship priorities.
    - The sponsorship priorities for St. Aloysius and Charter School Specialists are that the organizations value expanding educational opportunities, improving school performance and ultimately lifting student achievement throughout the state of Ohio.
- Notice of approval or denial will be sent to applicants by **November 26, 2024**.



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### SECTION 1- GENERAL INFORMATION

**Scoring Rubric:** This section is not scored as part of the scoring rubric.

Primary Contact:

Phone:

Email:

Organization:

N/A

Name of School:

Address of the School:

Local School District:

Year that School Opened:

Grades Served:

Name of School Leader:

Management Company:

N/A

Current Sponsor:

Is the intent of the school to open an additional facility/location (satellite/annex) under this same charter within the next two years?  Yes

No

If yes was selected for the above question, please describe the timeline for addition of the facilities.





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Has the applicant previously submitted or is currently submitting this school to any other sponsor for approval?

Yes

No

Why is the Governing Authority seeking new sponsorship at this time?

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### **1A- NOTICE OF INTENT TO TRANSFER:**

**Scoring Rubric:** *This question is not scored as part of the scoring rubric.*

Has the Governing Authority provided notice to the current sponsor that its seeking to change sponsors?

Yes

No

If the answer to this question is 'Yes,' please provide a copy of the notice as a PDF attachment.



### **ATTACHMENT 1A: NOTICE OF INTENT TO TRANSFER**

*Upload as a single PDF document titled: "Attachment 1A – Notice of Intent to Transfer"*



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### SECTION 2- GOVERNANCE

The Governing Authority's role is vital to 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 is the responsible entity and contracting party for any community school contract. Ohio Revised Code requires no fewer than five (5) members on each Governing Authority.

#### 2A- GOVERNING AUTHORITY MEMBERS:

**Scoring Rubric:** To receive a "Meets" on the question under this section,

- There are five (5) Governing Authority Members listed
- There must be a resume for each Governing Authority Member listed
- All resumes must have current contact information including email address, mailing address, and phone number

Please list all the members of the Governing Authority and provide an email address for each member.

<u>NAMES:</u>	<u>EMAIL ADDRESSES:</u>



#### **ATTACHMENT 2A: GOVERNING AUTHORITY RESUMES**

Upload as a single PDF document titled: "Attachment 2A - Governing Authority Resumes"



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### **2B- CONFLICT OF INTEREST STATEMENTS:**

**Scoring Rubric:** To receive a “Meets” on the question under this section:

- There must be a Conflict-of-Interest Statement for each Governing Authority member listed
- Any Conflicts of Interest have been resolved

Provide a current conflict of interest statement for each Governing Authority member as a PDF attachment.



#### **ATTACHMENT 2B: GOVERNING AUTHORITY CONFLICT OF INTEREST**

*Upload as a single PDF document titled: “Attachment 2B - Governing Authority Conflict of Interest”*

### **2C- OPEN MEETINGS AND PUBLIC RECORDS TRAINING:**

**Scoring Rubric:** To receive a “Meets” on the question under this section, there must be a certificate for each Governing Authority member showing that the annual Open Meetings and Public Records training was conducted within the last year.

Provide the most recent certificate for each Governing Authority member showing that the annual Open Meetings and Public Records training has been completed.



#### **ATTACHMENT 2C: ANNUAL TRAINING CERTIFICATES**

*Upload as a single PDF document titled: “Attachment 2C – Annual Training Certificates”*

### **GOVERNING AUTHORITY LEGAL COUNSEL INFORMATION:**

**Scoring Rubric:** This question is not scored as part of the scoring rubric. However, the expectation is that the legal counsel listed has experience with Ohio law as it pertains to community schools.

Under [Ohio Revised Code Section 3314.036](#), the Governing Authority must employ legal counsel who is independent from both the school’s sponsor and the operator. Independent counsel shall negotiate the school’s contract with the sponsor and the school’s contract with the operator. While no score will be given for this section, the expectation is that the legal counsel listed has experience with Ohio law as it pertains to community schools.

Name of Legal Counsel:

Address:

Phone:  Email:

Experience with Ohio Charter Schools:



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### 2D- GOVERNING AUTHORITY SCHEDULE AND MINUTES:

**Scoring Rubric:** To receive a “Meets” on the question under this section,

- Applicant will have provided a schedule of meetings for the last 12 months
- Applicant will have provided a signed/approved minutes for each of the scheduled meetings
- Meeting minutes show that the meetings were conducted according to the open meeting laws and the minutes are complete and thorough

Provide a copy of the Governing Authority’s meeting schedule for the past 12 months and the signed minutes from those meetings.



#### **ATTACHMENT 2D: GOVERNING AUTHORITY SCHEDULE AND MINUTES**

*Upload as a single PDF document titled: “Attachment 2D – Governing Authority Schedule and Minutes”*

### 2E- GOVERNING AUTHORITY CONSISTENCY:

**Scoring Rubric:** To receive a “Meets” on this question, the description will clearly identify the consistency of the Governing Authority and explain any challenges regarding membership recruitment.

Explain the history and continuity of the Governing Authority.

*If you do not have an existing document to attach, please click here to create one. Or use provided textbox.*



#### **ATTACHMENT 2E: GOVERNING AUTHORITY CONSISTENCY**

*Upload as a single PDF document titled: “Attachment 2E – Governing Authority Consistency”*



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### 2F- GOVERNING AUTHORITY MEMBERSHIP:

**Scoring Rubric:** To receive a “Meets” on this question, the membership will not have fallen below five members in the last year, or a thorough explanation has been provided evidencing the recruitment efforts and a minimal gap of time without five members.

If the membership has fallen below five members within the last year, provide a statement explaining how long it took the membership to return to five members and what recruitment methods were used. If the membership has not fallen below five members in the last year, select N/A.

N/A

If you do not have an existing document to attach, please click here to create one. Or use provided textbox. 



#### ATTACHMENT 2F: GOVERNING AUTHORITY MEMBERSHIP

Upload as a single PDF document titled: “Attachment 2F – Governing Authority Membership”

### 2G- GOVERNING AUTHORITY BY-LAWS/CODE OF REGULATIONS:

**Scoring Rubric:** To receive a “Meets” on this question:

- Requirement of maintaining five (5) members
- A process for bringing on new members
- A process for termination of membership
- Protocol for Special Meetings
- Protocol for Voting
- Information on Stipends
- Requirement for each member to annually sign disclosure statements

Provide a copy of the Governing Authority’s By-Laws or Code of Regulations.



#### ATTACHMENT 2G: GOVERNING AUTHORITY BY-LAWS

Upload as a single PDF document titled: “Attachment 2G – Governing Authority By-Laws”



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### SECTION 3- ACADEMIC INFORMATION/DATA

#### 3A- MISSION, VISION, AND PHILOSOPHY:

**Scoring Rubric:** To receive a “Meets” on the question, there must be a mission statement with intent and purpose, a vision statement with operation, function and success of the school over time, and there must be a philosophy which describes values and beliefs by which the school operates.

Please identify the school’s mission statement which include intent and purpose. Please identify the school’s vision statement including operation, function and success over time. Please identify the school’s philosophy which describes the values and beliefs by which the school operates.

If you do not have an existing document to attach, please click here to create one. Or use provided textbox. 

Large light blue rectangular area for text entry, currently containing a large, faint watermark reading 'DRAFT'.



#### ATTACHMENT 3A: MISSION, VISION, AND PHILOSOPHY

Upload as a single PDF document titled: “Attachment 3A – Mission, Vision, and Philosophy”

#### 3B- EDUCATION PLAN:

**Scoring Rubric:** To receive a “Meets” on the question, the Education Plan provides alignment to Ohio’s Learning Standards continuous learning plan, and tiered systems of support.

Please provide a copy of the school’s current education plan



#### ATTACHMENT 3B: EDUCATION PLAN

Upload as a single PDF document titled: “Attachment 3B – Education Plan”



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### 3C- NATIONALLY NORMED ASSESSMENT DATA:

**Scoring Rubric:** To receive a “Meets” on this question, a majority of students (51%) meet growth targets in both ELA and Math.

Provide a brief explanation of the Nationally Normed Assessment data.

**Note:** Only redacted data should be uploaded. Do not upload any data that includes student identifiable information.

If you do not have an existing document to attach, please click here to create one. Or use provided textbox. 

[Redacted area for Nationally Normed Assessment data]



### ATTACHMENT 3C: NATIONALLY NORMED ASSESSMENT DATA

Upload as a single PDF document titled: “Attachment 3C – Nationally Normed Assessment Data”

### SCHOOL DESIGNATION:

**Scoring Rubric:** To receive a “Meets” on this question, the school does not have any of the listed designations.

Please indicate if the school is designated as any of the following:

- Priority
- Focus
- Warning
- Watch (State Designations)
- None of the Above



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### 3D- NEEDS ASSESSMENT AND SCHOOL IMPROVEMENT PLAN:

**Scoring Rubric:** To receive a “Meets” on this question:

- School does not have any of the listed designations (N/A) or
- The information was provided and shows the school has completed the Ohio Department of Education requirements and has a sound plan for improvement

If the school has been designated as Priority, Focus, Warning, or Watch, provide a copy of the “Needs Assessment and School Improvement Plan” required by the state of Ohio. If the school has not been designated as Priority, Focus, Warning, or Watch, select N/A.

N/A

Provide a brief explanation of the completed interventions in the box below.



#### ATTACHMENT 3D: NEEDS ASSESSMENT & SCHOOL IMPROVEMENT PLAN

Upload as a single PDF document titled: “Attachment 3D – Needs Assessment & School Improvement Plan”

### 3E- LOCAL REPORT CARD DATA:

**Scoring Rubric:** To receive a “Meets” on this question:

- Local Report Card shows consistent C’s or better on Achievement and Progress Components over previous three years, OR
- Local Report Card demonstrates consistent improvement in Achievement and Progress over three previous years

As part of the application process, the school’s local report cards for the past four (4) years will be collected and reviewed. Provide an explanation of the local report card data, noting any strategies that have been implemented to improve/sustain performance.

If you do not have an existing document to attach, please click here to create one. Or use provided textbox. 



#### ATTACHMENT 3E: EXPLANATION OF LOCAL REPORT CARD DATA

Upload as a single PDF document titled: “Attachment 3E – Explanation of Local Report Card Data”





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### **3F- PERFORMANCE AND ACCOUNTABILITY PLAN:**

**Scoring Rubric:** To receive a “Meets” on this question:

- Applicant provided the Performance and Accountability Plan, and
- Applicant has given a thorough explanation showing how the school is meeting the goals

Provide a brief explanation showing how the school is meeting the goals established in this plan.

Area for providing a brief explanation showing how the school is meeting the goals established in the plan. The area is currently blank and overlaid with a large, light blue 'SAMPLE' watermark.

Please provide a copy of the Performance and Accountability Plan (Performance Framework) from your current sponsor contract as a single PDF attachment.



#### **ATTACHMENT 3F: PERFORMANCE AND ACCOUNTABILITY PLAN**

*Upload as a single PDF document titled: “Attachment 3F – Performance and Accountability Plan”*



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### SECTION 4- ENROLLMENT

**Scoring Rubric:** To receive a “Meets” on this question, the enrollment numbers will be steady from year to year or will be increasing.

Please enter the student enrollment for the last five school years for each grade in the spaces below. Enter N/A for grades not served. Please note that Ohio law requires a total of at least twenty-five (25) students be fully enrolled to open.

	19-20	20-21	21-22	22-23	23-24
Kindergarten					
1 <sup>st</sup> Grade					
2 <sup>nd</sup> Grade					
3 <sup>rd</sup> Grade					
4 <sup>th</sup> Grade					
5 <sup>th</sup> Grade					
6 <sup>th</sup> Grade					
7 <sup>th</sup> Grade					
8 <sup>th</sup> Grade					
9 <sup>th</sup> Grade					
10 <sup>th</sup> Grade					
11 <sup>th</sup> Grade					
12 <sup>th</sup> Grade					
Total # of Students					



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### SECTION 5- FINANCIAL PERFORMANCE

#### 5A- RECENT APPROVED FINANCIALS:

**Scoring Rubric:** To receive a “Meets” on this question:

- All board approved financials for the last 12 months have been provided
- School has maintained a positive change in net position
- School has at least 30 days of cash on hand

Provide a copy of the last twelve months of board approved financials and supporting board meeting minutes showing approval of the financials.



#### ATTACHMENT 5A: RECENT APPROVED FINANCIALS

*Upload as a single PDF document titled: “Attachment 5A – Recent Approved Financials”*

#### 5B- AUDITS:

**Scoring Rubric:** To receive a “Meets” on this question, no finds for recovery have been issued.

As part of the application process, five (5) years of audits for the school will be collected and reviewed. If the Auditor of State has identified findings for recovery, please provide details below describing how these findings have been resolved.

If there have not been any findings for recovery, select N/A.  N/A

*If you do not have an existing document to attach, please click here to create one. Or use provided textbox.*



#### ATTACHMENT 5B: EXPLANATION OF AUDITS

*Upload as a single PDF document titled: “Attachment 5B – Explanation of Audits”*



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### 5C- CURRENT BUDGET AND NARRATIVE:

**Scoring Rubric:** To receive a “Meets” on this question, the current budget and narrative was provided and was based on realistic assumptions.

Provide a copy of the most recent Annual School Budget that was submitted to the Ohio Department of Education.



#### ATTACHMENT 5C: CURRENT BUDGET

Upload as a single PDF document titled: “Attachment 5C – Current Budget”

### 5D- FIVE-YEAR FORECAST:

**Scoring Rubric:** To receive a “Meets” on this question:

- Five-year forecasts appear realistic and reasonable
- All years show a positive net change in position

As part of the application process, five (5) years of five-year forecasts for the school will be collected and reviewed. If any of the five-year forecasts show a negative cash balance, please provide details below describing how this was resolved by the school. If necessary, provide additional explanations of the five-year forecasts.

If there have not been any negative cash balances on the five-year forecasts, select N/A.  N/A

If you do not have an existing document to attach, please click here to create one. Or use provided textbox.



#### ATTACHMENT 5D: EXPLANATION OF FIVE-YEAR FORECASTS

Upload as a single PDF document titled: “Attachment 5C – Explanation of Five-Year Forecasts”



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### 5E- FINANCIAL AND ENROLLMENT REVIEWS

**Scoring Rubric:** To receive a “Meets” on this question, six (6) months of financial and enrollment reviews were provided and at least three (3) months do not contain items of concern.

Provide copies of the last six (6) months of financial and enrollment reviews conducted by the school’s current sponsor.



#### ATTACHMENT 5E: FINANCIAL AND ENROLLMENT REVIEWS

*Upload as a single PDF document titled: “Attachment 5E – Financial and Enrollment Reviews”*

### 5F- FULL-TIME EQUIVALENCY (FTE) REVIEW

**Scoring Rubric:** To receive a “Meets” on this question, the FTE Review was provided and there were no findings noted in the review.

Provide a copy of the most recent FTE review that was conducted by the Ohio Department of Education.

If there are any finding in the FTE Review, please provide a brief explanation of the of the findings and how the findings have been resolved.

If there are no findings in the FTE reviews, select N/A.



#### ATTACHMENT 5F: FTE REVIEW

*Upload as a single PDF document titled: “Attachment 5F – FTE Review”*



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### 5G- FINANCIAL STABILITY

**Scoring Rubric:** To receive a “Meets” on this question, a description of a plan has been provided that demonstrates an understanding of maintaining financial stability.

Please describe the Governing Authority’s plan to maintain the school’s short- and long-term financial stability and viability, including the plan for potential reductions in expenditures relative to fluctuating enrollment.

*If you do not have an existing document to attach, please [click here to create one](#). Or use provided textbox.*



A large, light blue rectangular area intended for the user to describe the Governing Authority's plan to maintain financial stability. A large, faint 'SAMPLE' watermark is visible across the area.



### ATTACHMENT 5G: FINANCIAL STABILITY

*Upload as a single PDF document titled: “Attachment 5G – Financial Stability”*



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### SECTION 6- ORGANIZATIONAL PERFORMANCE

#### 6A- COMPLIANCE ASSESSMENTS:

**Scoring Rubric:** To receive a “Meets” on this question, two compliance reports were provided and there were no items marked as non-compliant or deficient.

Provide copies of the two (2) most recent sponsor compliance site visit reports.

If there are any items noted as non-compliant and/or deficient, please provide a brief explanation of how the school has remedied any deficiency cited by the sponsor.

If there are no items marked as non-compliant and/or deficient, select N/A.

 N/A

#### ATTACHMENT 6A: COMPLIANCE ASSESSMENTS

Upload as a single PDF document titled: “Attachment 6A – Compliance Assessments”

#### 6B- CORRECTIVE ACTION/PROBATION/SUSPENSION:

**Scoring Rubric:** To receive a “Meets” on this question, the school did not receive a notice of probation, intent to suspend, or request for corrective action.

Has the school received any notice of probation, suspension or request for corrective action in the past two (2) years?

 Yes  No

If ‘Yes’ to the above question, provide copies of all notices of probation, intent to suspend, or requests for corrective action. In addition, please provide a brief explanation of the deficiency and how it has been remedied.



#### ATTACHMENT 6B: CORRECTIVE ACTION/PROBATION/SUSPENSION

Upload as a single PDF document titled: “Attachment 6B – Corrective Action/Probation/Suspension”



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### **6C- ANNUAL REPORT:**

**Scoring Rubric:** To receive a “Meets” on this question:

- Annual Report was provided
- Academic goals were included as well as the method of measurement used to determine progress towards the goals that includes statewide achievement assessments
- Performance standards were included in the report which identify all of the report card measures set forth in the Ohio Revised Code
- Contains the school’s financial status

If necessary, provide a brief explanation of the Annual Report.

Large light blue rectangular area for providing a brief explanation of the Annual Report. A large, faint 'SAMPLE' watermark is visible across the area.



### **ATTACHMENT 6C: ANNUAL REPORT**

*Upload as a single PDF document titled: “Attachment 6C – Annual Report”*





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### SECTION 7- FACILITY

#### 7A- LOCATION SPECIFICS:

**Scoring Rubric:** To receive a “Meets” on this question, a description of the facility should be provided, the description contains each of the six (6) criteria, and the space is congruent with the enrollment.

Please provide a detailed description of the building that is being used for educational purposes including

- the square footage,
- the number of classrooms,
- the size of classrooms,
- the common areas,
- the recreational space and,
- any other occupants or uses of the facility.

If you do not have an existing document to attach, please click here to create one. Or use provided textbox. 

Large light blue rectangular area for text input, overlaid with a large, faint 'SAMPLE' watermark.



#### ATTACHMENT 7A: DESCRIPTION OF PROPERTY

Upload as a single PDF document titled: “Attachment 7A – Description of Property”

#### 7B- DEED OR LEASE AGREEMENT:

**Scoring Rubric:** To receive a “Meets” on this question, a deed/lease agreement was provided, the cost of the purchase/lease is reasonable, and the cost of the purchase/lease is aligned with the budget and the five-year forecast.

Provide a copy of the Deed or Lease Agreement to the facility.



#### ATTACHMENT 7B: DEED OR LEASE

Upload as a single PDF document titled: “Attachment 7B – Deed or Lease”

END OF SECTION 7



# TRANSFER SCHOOL APPLICATION

## 2025 – 2026

### SECTION 8- OPERATIONS

#### 8A- SCHOOL MANAGEMENT:

**Scoring Rubric:** To receive a “Meets” on this question:

- Management Agreement was provided and contains delineation of responsibilities, fees, and services
- There is no Management Organization, but persons have been assigned to each of the daily operations and the resumes show experience in each of the assigned areas.

Does the school currently contract with a Management Organization for operation of the school?

- Yes – Provide a copy of the management agreement as a PDF attachment.
- No – Please list all the personnel associated with each daily operation for the school below and provide resumes for all personnel as a PDF attachment.

School Leader/Principal:

Testing and Assessments:

Human Resources:

Training and Professional Development:

Building Maintenance and related services:

Marketing/Enrollment:

Purchasing:

Technology:

Sponsor Compliance:

Finance:

Education Management Information System:

Federal Programs:



#### ATTACHMENT 8A: MANAGEMENT AGREEMENT/OPERATIONS RESUMES

Upload as a single PDF document titled:  
“Attachment 8A – Management Agreement” OR “Attachment 8A – Operations Resumes”



# TRANSFER SCHOOL APPLICATION

## 2025 – 2026

### **8B- STAFF RETENTION:**

**Scoring Rubric:** To receive a “Meets” on this question, staff retention rate is at 85% or higher for each of the past three years, or a thorough explanation has been provided identifying the reason for low retention rate and the steps being taken to resolve the issues.

Provide an explanation of the staff and school leader retention rate for the past three (3) years and any clarification needed regarding the retention rates.

*If you do not have an existing document to attach, please click here to create one. Or use provided textbox.*



A large light blue rectangular area intended for the user to provide an explanation of staff and school leader retention rates. A large, faint 'SAMPLE' watermark is visible across the area.



### **ATTACHMENT 8B: STAFF RETENTION**

*Upload as a single PDF document titled: “Attachment 8B – Staff Retention”*



# TRANSFER SCHOOL APPLICATION

## 2025 – 2026

### **8C- TRANSPORTATION:**

**Scoring Rubric:** To receive a “Meets” on this question:

- School relies on districts to provide transportation; or
- Transportation Policy was provided, and the description contained all of the elements listed above

Does the school depend on the local districts to provide all student transportation to and from school?

- Yes – the local districts provide all transportation
- No –the district does not provide all transportation (school provides some or all transportation)

If ‘No’, please provide a copy of the Transportation policy. In addition, please provide a brief explanation of the transportation plan that includes the following:

- 1) What population of students are transported? (e.g. all, some within boundaries);
- 2) Is there any agreement with the district(s) or Ohio Department of Education where the school receives funding?
- 3) Describe the type of transportation provided. (e.g. school owns buses and provides drivers, school contracts with a vendor, school provides bus passes, etc.).

If you do not have an existing document to attach, please click here to create one. Or use provided textbox. 

*(This area is a large light blue box intended for providing a copy of the Transportation policy and a brief explanation of the transportation plan. A large 'SAMPLE' watermark is visible across the box.)*



### **ATTACHMENT 8C: TRANSPORTATION**

Upload as a single PDF document titled: “Attachment 8C – Transportation”



# TRANSFER SCHOOL APPLICATION

## 2025 – 2026

### **8D- BUSINESS AND GROWTH PLAN:**

**Scoring Rubric:** To receive a “Meets” on this question, a formal statement of attainable business goals has been provided along with the plans for reaching the business goals. The business goals should contain information on the academic, financial and operational goals of the Governing Authority. The answer must also include information on the number of schools the Governing Authority plans to open over the next five (5) years.

Please provide the following:

- 1) A formal statement of the Governing Authority’s business goals,
- 2) The reasons the business goals are attainable,
- 3) The plans for reaching the business goals which contains information on the academic, financial and operational position of the Governing Authority over multiple years,
- 4) A statement about how many schools the Governing Authority plans to open over the next five years.

If you do not have an existing document to attach, please [click here](#) to create one. Or use provided textbox. 

SAMPLE



### **ATTACHMENT 8D: BUSINESS AND GROWTH PLAN**

Upload as a single PDF document titled: “Attachment 8D – Business and Growth Plan”



# TRANSFER SCHOOL APPLICATION

## 2025 – 2026

### SECTION 9- CONFLICT OF INTEREST

#### CONFLICT OF INTEREST:

**Scoring Rubric:** This question is not scored on the scoring rubric.

Has any member of the governing authority, development team, management company, or treasurer/fiscal officer, been involved with an entity that was involved in 1) bankruptcy, 2) closed for financial reasons, 3) had a finding for recovery, 4) designated as not auditable by the Auditor of State?

Yes       No

If Yes to the above question, 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.).

N/A

<u>SCHOOL OR ENTITY:</u>	<u>RELATIONSHIP:</u>