



**Franklin Local School District –
Community School Sponsorship Application
Guide**

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INTRODUCTION

Dear Applicant,

Thank you for your interest in sponsorship with Franklin Local School District (FLSD). This application is designed to provide FLSD application evaluators and Board of Education with key academic, financial, operations, and governance plans for the proposed school. This will allow for ensure that the proposed school is aligned with FLSD's sponsoring mission and vision.

A. FLSD Sponsor Mission & Vision

Mission

The mission of Franklin Local School District as a community school sponsor is to build an academic foundation for future success.

Vision

Our vision as a community school sponsor is to be an academic community preparing all students to be career or college ready.

B. Application Timeline

Event	Deadline
Letter of Intent to Apply	September 1 st
Submission of sponsorship application	November 1 st
Review of application	December – January
Applicant interviews (including Applicant's current sponsor interview if applicable)	December – January
Site visit to applicant's school(s)	December – January
Notification to applicant of the decision on the application	By February 28 th
Sponsorship contract drafted and finalized	March – April
Final, fully executed contract documents due to Ohio Department of Education: <ul style="list-style-type: none">• Contract for sponsorship between school government board and FLSD• FLSD resolution approving the contract• School governing board resolution approving the contract• Ohio Department of Education contract checklist	May 31 st

C. Application Submission and Format

The Franklin Local School District accepts applications in hardcopy and through e-mail. If applications are submitted through e-mail the application must be in searchable pdf format.

D. Application Reviewers and Evaluation Criteria

Sponsorship applications are reviewed by teams comprised of the FLSD Superintendent, FLSD Assistant Superintendent, and FLSD Director of Special Services (Special Education and Gifted). A team leader organizes and guides the process. After a review of the application and submitted documents, applicants who are recommended to move forward will be invited to participate in an interview. Following the interview, a formal review summary is provided to the applicant and to the FLSD Board of Education with the team's recommendations.

Reviewers will use the following rating rubric to analyze applicant responses to the questions in the applications. Applicants will be required to receive a "meets the standard" rating on 80% of the application questions to be considered for recommendation to the FLSD Board of Education.

Rating Rubric

Meets the Standard:

The response reflects a thorough understanding of key issues. It addresses the topic with specific and accurate information that shows thorough preparation; presents a clear, realistic picture of how the school expects to operate; and inspires confidence in the applicant's capacity to carry out the plan effectively.

Approaches the Standard:

The response meets the criteria in many respects, but lacks detail and/or requires additional information in or more areas.

Partially Meets the Standard:

The response meets the criteria in some respects but has substantial gaps in a number of areas.

Does Not Meet the Standard:

The response is wholly undeveloped or significantly incomplete; demonstrates lack of preparation; or otherwise raises substantial concerns about the viability of the plan or the applicant's ability to carry it out.

E. Interview Process

Applicants who are recommended to move forward will be contacted to schedule a date and time for a formal interview. Any applicants who are currently being sponsored by another sponsor will also have their current sponsor interviewed by FLSD.

APPLICATION

A. Mission and Vision Statement

Attach the mission and vision of the school. Mission and vision statements should be written for a general audience. Avoid educational and business jargon, and technical terminology-parents and members of the community who wish to know more about the school should be able to read the mission and vision statements and get a clear sense of the school and its vision.

B. Education Plan

Philosophy

Describe the educational philosophy of the school. Explain how the educational philosophy aligns with the school's mission.

School Characteristics

Detail the following:

- Enrollment plan for the school, by grade and year
- Target student population
- Describe the area the school will serve (i.e., district-wide, home district and adjacent districts, or statewide)
- Unique aspects of the program (e.g. Longer day or year, specific programmatic focus, etc.)
- Classroom based learning opportunities available to students
- Non-classroom based learning opportunities available to students

Attachments:

- Calendar for the academic year, including days of instruction, days of professional development, holidays, testing days, and anything else that is relevant. Note the number of instructional hours per day, and the total instructional hours for the year. (Note: do not count anything other than academic classes offered during the school week as instructional time.)

Academic Standards

Applicants are encouraged to utilize standards that meet or exceed the Ohio standards. Describe or attached a copy of the school's academic standards.

Curriculum

Describe in detail the curriculum materials used by the school, including the objectives, content, skills taught, and instructional methods used in the main subject areas at each grade or performance level.

Attach a map of the curricula, by grade and subject, so there is a clear understanding of what is taught and when. If your school does not have a curriculum map, include a timeline for developing one that contains key dates and describes the process with specificity.

Describe the role of technology as it relates to curriculum and instruction. Describe how your students use technology. Include a description of the hardware and software available to students.

Academic Assessment

Charter schools must participate in all state mandated assessments and are subject to all accountability measures under the federal law.

List the assessment tools that are used to determine and report student progress.

Student Performance Requirements

In this section of the application, summarize your most important *school-specific* goals. For each goal, include the following:

- **Goal Statement.** Example: The Charter School will have 100 percent of its eighth-grade graduates entering “high-quality academic high schools” that will prepare them for college entry.
- **Measurable Target.** Example: The Charter School will see an annual increase of, on average, five percent in the number of eighth-graders entering “high-quality academic high schools” until it achieves 100 percent.
- **Metric.** Example: The Charter School will track the schools where it’s graduating eighth- graders go. It will develop a rating system to determine which of these schools are “high- quality academic high schools.” This rating system will be based upon factors such as test scores, the proportion of students taking AP and IB courses, and college attendance by the school’s graduates.

Special Student Populations

For each of the following populations, (1) describe how the school will identify the students, develop plans for their education, and monitor their progress; (2) include the services that the school will make available for each population, and identify services that will be contracted; and

(3) detail the professional development that the school will provide to staff regarding these populations:

- Students with disabilities
- Gifted students
- Limited English Proficient students
- Homeless students

Professional Development

Describe the professional development required of staff, indicate how the school decides what professional development is needed, and;

- Describe the content and frequency of the professional development sessions;
- Specify how professional development sessions are evaluated for effectiveness by the school leadership

C. Staffing Plan

School Leader

Describe the school leader's experience, qualifications, and relevant affiliations and why he or she was chosen as school leader.

Describe how the school leader is evaluated, including the factors upon which the school leader is evaluated, the frequency of evaluations, the scope of evaluations, and how feedback is given to the school leader.

Attachments:

- School leader evaluation tool

School Staff

Describe the qualifications and attributes of the instructional staff and how these support the mission and effective student learning.

Describe how the instructional staff is evaluated, including the factors upon which the instructional staff is evaluated, the frequency of evaluations, and how feedback is given to the staff. Provide your teacher recruitment and selection procedures, including how teachers will be sourced, and how excellent teachers will be retained.

Describe the cultural competencies of your staff that will aide them in working with the population they will be serving.

Attach the compensation structure for teachers and staff. Describe the benefits that are provided to them. Include information on whether the school uses a performance-based pay system and whether different teachers are compensated differently (i.e., years of experience, subject area).

Attachments:

- Teacher evaluation tool

D. Business Plan

Financial Management Plan

Explain how the school's finances are managed. Include the names, roles, and qualifications of employees or contractors that are involved in the financial management of the school.

Describe the fiscal controls and financial management policies used to track finances in the school's daily business operations.

Describe all fundraising efforts and indicate who will lead these efforts.

Budget

Construct a budget, using the template provided in Appendix A, that projects expenses and revenues over the next five years, and that aligns with the educational plan, enrollment, and staffing of the school. Define and give support for assumptions behind revenue and expenditure projections, and detail your contingency plans in the event of a budget shortfall.

If you anticipate major renovations or the purchase of a facility, indicate how such will be funded and name potential partners. Your budget should take facilities maintenance, repair and/or renovations into account.

Describe any contributions of funds or in-kind donations of goods or services expected to be received by the charter school. Such funds/contributions should not be included in the budget unless they are firmly committed at the time the application is submitted.

Contributions of funds or in-kind donations of goods or services will be considered firm only if accompanied by a signed letter of commitment from the source of the contribution. Signed letters must be included with the sponsorship application.

Attachments:

- Budget

Transportation, Food, and Health Services

- * Will you provide transportation for students? If so, how?
- * If you do not plan to provide transportation, how will you ensure that your school is accessible to low-income and disadvantaged students?
- * Describe the school's plans for providing breakfast and lunch food service, including whether and when the school will participate in the National School Lunch Program.
- * Indicate the accessibility and types of health services that will be provided.
- * Describe any other partnerships or contractual relationships central to the school's operations or mission.

Safety and Security

- * What technology and processes will you employ to ensure the ongoing safety and security of students and staff in your building?
- * You must document all fire, tornado, and lockdown procedures as per ORC
- * You must provide the authorizer with an occupancy permit, proof of ownership or lease, health and safety inspections as required by ORC

E. Market Research

Market Analysis/Evidence of Need

Describe the market analysis that has been completed showing an objective, evidence-based need for the school. Set forth the methodology utilized in the market analysis.

F. Governance and Management Structure

Description of governing board entity

Describe the governing board entity and its role.

Attachments:

- Board articles of incorporation
- Board by-laws
- Confirmation of tax status from the Internal Revenue Service

Governing Authority Membership, Structure, and Roles

Summarize each of the current board member's experience, qualifications, and relevant affiliations, and explain why he or she was chosen to participate in the governing authority.

If contracting with a management organization (EMO/CMO), describe why the management organization was selected, and clearly state how the management organization will be accountable to the governing board.

Attachments:

- Criminal Background Check
- Affidavit of Conflict of Interest
- Understanding of Voluntary Acceptance
- Copy of current EMO/CMO contract with the school's board
- Organizational chart which reflects the narrative and that depicts the board, administration, staff and any CMO/EMO that may be involved
- Organizational chart for the management organization

Risk Management

State the board's approach to minimizing liability of the charter school, its governing board members, and employees.

FLSD requires the schools that it sponsors to obtain at least the following coverage:

- The board's Commercial General Liability policy expressly covers Corporal Punishment Liability and Athletic Participation Medical Liability
- Commercial general liability insurance with limits of one million dollars (\$1,000,000) per occurrence and two million dollars (\$2,000,000) aggregate;
- Automobile liability insurance of one million dollars (\$1,000,000);
- Employee dishonesty insurance with limits of five hundred thousand dollars (\$500,000);
- Educators legal liability insurance (which shall include coverage of trustees and officers of Community School) with limits of one million dollars (\$1,000,000) each claim and two million dollars (\$2,000,000) aggregate

List the providers from which the board will seek coverage.

G. Execution of Community School Plans

Summarize your execution of the community school plans that have been listed above.

H. Existing Community School Documentation

If your community school is already in existence and is currently being sponsored by another sponsor then submit the following documentation:

- a. Academic Data
- b. Sponsor's Compliance Reports
- c. School's Board Meeting Minutes
- d. Financial Records, including recent audits
- e. Business or growth plan and market research

APPLICANT CERTIFICATION

I certify that I have the authority to submit this application and that all information contained herein is complete and accurate. I acknowledge that any misrepresentation could result in disqualification from the application process or revocation after approval. I understand that incomplete applications and those submitted after the published deadline will not be considered.

Signature/Date

Print Name

Title

Contact Information