

2016-17

Application to be a Partner Community School


Cleveland Metropolitan School District

1111 Superior Avenue E., Suite 1800, Cleveland, Ohio, 44114

Application Issued: December 2, 2016

Application Due: December 20, 2016





Dear Prospective Community School Partner:

Thank you for your interest in partnering with the Cleveland Metropolitan School District (CMSD). Our district is striving to ensure every child in Cleveland attends a high-quality school and every neighborhood has a multitude of great schools from which families can choose. Since Ohio's community school law passed in 1997, over 400 community schools have opened across Ohio. The CMSD is committed to supporting the best of those schools that serve the children of Cleveland. Accordingly, this Partnership Application was created to define the information CMSD requires from community school applicants wishing to partner and access levied funds as outlined in the Cleveland Plan. (To learn more about the Cleveland Plan, visit <http://www.clevelandmetroschools.org/Page/532>).

We hope this rigorous process communicates to prospective school partners the high expectations CMSD sets for all public schools in the city of Cleveland.

The Cleveland Metropolitan School District expects its partner community schools to be innovative and committed to academic excellence. Community schools partnering with the CMSD offer teachers, parents, and administrators the chance to actively engage in teaching and learning in ways that support a diverse student body. These schools continually enhance their academic design, instructional delivery, and staffing structure to ensure students reach high levels of academic success. Partnering community schools, like all community schools, are accountable for performance on the required state assessments and subject to No Child Left Behind requirements and consequences.

Partnering community schools are secular, tuition-free public schools that operate as independent nonprofit organizations. Our state's community school legislation offers students, families, and educators more choices in public education, while providing schools with more autonomy and flexibility in exchange for stricter accountability and higher educational standards. We honor these rights through this partnership process. Partnering community schools retain their independent status and are not governed by the CMSD Board of Education. Partnering community schools operate under a contract that includes goals for academic, financial, and legal and regulatory compliance and success.

CMSD is committed to ensuring that all partnership opportunities granted by the CMSD Board of Education are effective in their design and are supported by individuals with the capacity and the drive to meet the challenge of preparing students—*all* students—to succeed academically.

Request for Proposals to partner with the Cleveland Metropolitan School District

The remainder of this Partnership Application delineates the specific steps and requirements that a community school applicant must follow to submit an application to partner with CMSD and access levied funds.

All necessary forms, requirements, and deadlines related to the application process are included in the Partnership Application. Applicants must present a coherent and viable rationale that both complies with the law and is likely to improve student learning and achievement for the children in Cleveland.

The Cleveland Metropolitan School District looks forward to reviewing your proposal to partner as we work together to provide high-quality public education options in Cleveland.

Submitting Your Application to the Cleveland Metropolitan School District

In preparing your application, please keep in mind that your answers to the specific question or request are significant in determining whether or not you will be approved by the CMSD governing board as a partner school. It is therefore critical that you take care to provide a thoughtful and thorough response.

General Guidance

- Where a question or request is keyed to a specific statutory provision, the statutory provision appears in brackets. Please note that unless specifically indicated otherwise, all references are to provisions contained Ohio Education Rule and Law. For instance, the notation “(§ 3314.01)” refers to Ohio Revised Code.
- Each application request in this document is printed in bold typeface.
- The applicant must ensure that the application is organized, and that all sections are labeled. Any omissions could result in the proposal responses not being reviewed.
- **All responses are to be submitted together by 5 p.m. on Tuesday, December 20, 2016.**
- Certain requests refer to other documents, resources, or sample responses that are available at: www.clevelandmetroschools.org.
- Questions should be directed to Stephanie Klupinski at Stephanie.Klupinski@clevelandmetroschools.org or (216) 838-0179.

Public Disclosure

- Upon request, the Cleveland Metropolitan School District will release to the public a list of community school partner applicants. Included in this release is the name of the applicant and public contact information for the proposed school, the contact persons, level of proposed enrollment, grades served, management company or community management organization (if any), and partner organization (if any). In addition, the Proposal Summary form that you complete below will also be released. While the entire proposal is available under the Freedom of Information Law (Ohio Revised Code 149.43), all personal and proprietary information will be redacted prior to release.

Submitting the Proposal:

Please email the proposal to Stephanie Klupinski at Stephanie.Klupinski@clevelandmetroschools.org. The proposal must be in PDF form.

Please ensure the following about the submission:

1. The document submitted is in PDF form.
2. Each page contains a footer that includes the school name, and pages are consecutively numbered at the bottom of the page.
3. The electronic copy of the proposal shall consist of all files containing the narrative organized just as the sections are described.
4. Any attachments are included in the appropriate section (e.g., the sponsor attachments should be included with the sponsor section).
5. Your proposal will ultimately contain the following:
 - **The Community School Proposal Transmittal Form.** This must be the cover or first page. The Transmittal Form should be completed and signed by the applicant who will serve as the point of contact for the Cleveland Metropolitan School District (the “Applicant Contact”). The original signed form must be submitted with the paper copy of the proposal.
 - **Complete responses to each section.** Please respond to each request on the form. Each section should start on a new page to separate it from the prior sections. Please use tabs to separate each section response provided and label the tabs with the appropriate section number and/or title.
 - **Responses to each attachment request.** Attachments should follow the response to each section request and should be labeled as identified above. Page numbers do not need to be on the attachments but it is preferred.

Amending Applications Submittal

Do not send unsolicited amendments following submission of your response to the partnership application. If you find that you have inadvertently overlooked something or have additional information to submit, please contact Stephanie Klupinski at the Cleveland Metropolitan School District to determine whether the materials are necessary. She can be reached at Stephanie.Klupinski@clevelandmetroschools.org or at 216-838-0179.

Partnering Community School Application Timeline

Winter 2016-17

Thursday, December 1, 2016: CMSD releases 2016-17 application.

Tuesday, December 20, 2016: Applications due by 5 p.m.

Review of Applications: December 21-31, 2016

Initial recommendation made to CMSD Board:
January 10, 2016

Expected action taken by CMSD Board: January 24, 2016

Next distribution of funds: Early 2017

Section I – Applicant Information

Provide background information regarding each applicant. Each application should include information for at least one member of the school’s governing board and one employee of the school or affiliated management organization. Please include the following:

- The full legal name of each applicant (please name at least one board member and one employee);
- The address, telephone number(s) (home, cell and/or office), facsimile number (if applicable) and e-mail address for each applicant;
- An assurance that the applicants are at least 18 years of age;
- A designation of which applicant should be considered the contact person for the proposal (the “Lead Applicant”); and
- Background information for each applicant, including what role he or she serves with the school. Please also include a resume for each applicant.

Criteria for Section 1 – Applicant Information

Reviewers will look for:

- Information that is presented as requested and accurately.
- Information for at least two applicants: a board member and an employee of the school or affiliated management organization.

Section 2 – Mission/Vision Statement

Attach the strategic vision and/or mission statement for the applying community school. Please also describe how the mission/vision affirms the mission and goals of the Cleveland Plan and demonstrate how the core elements of the school’s design align to the Cleveland Plan. In doing so, please explain what the school is doing, for whom, and to what degree of success.

Please limit this section to 500 words.

Criteria for Section 2 – Mission Statement

Reviewers will look for:

- A clear and compelling mission and/or vision statement that is meaningful and measurable and conveys the core elements of the school design that align to the Cleveland Plan.
- A clear description of who the school is serving, for what purpose, and to what degree of success.

Section 3 – Demographic Information

Please identify the number and percent of students at the school who are Cleveland residents. Please also identify student demographics for the entire school, including percentages of race, gender, socio-economic status, special education, limited English proficient, and homeless. Finally, please compare this demographic information to the nearest three to five CMSD schools in the area that serve similar grades.

Criteria for Section 3 – Demographic Information

Reviewers will look for Demographic Information that:

- Provides all of the above information requested.

Section 4- Academic Information

The Cleveland Plan is committed to growing the number of high-performing district and charter schools in Cleveland and to closing and replacing failing schools. This section requests academic information about your school.

Part 1. The school's academic performance will be assessed according to the ratings from the Transformation Alliance, which looks at the Performance Index and Value-Add ratings for the school from the most recent state report card. To see how your school rates, please visit www.clevelandta.org.

Part 2. Please answer the following questions in less than 1,000 words total.

- 1) What are the school's academic goals for the current school year?
- 2) Why have these goals been selected, and what specific strategies are being used to attain these goals?
- 3) How will partnership with the goals of the Cleveland Plan help the school attain these academic goals? Please note that a later section (Section 6) of the application will ask for a more detailed description of the rationale for partnership. In this question, please focus on how partnership will help the school meet its academic goals.
- 4) How is your school likely to improve student learning?

Criteria for Section 4 –Academic Information

Reviewers will look for:

- Evidence of a strong academic program with demonstrated effectiveness and a growth trajectory;
- Deep understanding of the school's academic needs;
- Clearly articulated goals that relate to the academic needs and specific strategies that will likely help the school reach the goals;
- Clear and convincing explanation of how partnership with the Cleveland Plan will help the school attain its academic goals;
- Well-supported explanation of how the school is likely to improve student learning for the students it serves.

Section 5 – Other Leading Indicators

Research shows that certain indicators, such as attendance, are linked with future gains in academic performance. This section asks for information about other leading indicators of academic success.

Part 1. Please provide the attendance rate from the 2014-15 and 2015-16 school year.

Part 2. Please describe enrollment trends at your school for 2014-15 and 2015-16, including attrition.

Part 3. Please choose one additional indicator that is particularly relevant to the mission and vision of your school. Describe the indicator and explain how effectively the school is or is not meeting that indicator (e.g., student/family surveys, college enrollment, etc.).

Criteria for Section 5 – Other Leading Indicators

Reviewers will look for:

- Accurate attendance rate that is in line with state expectations.
- Detailed description of enrollment trends at the school that show demand for the school program.
- Appropriate selection of additional indicator in light of the school's mission/vision and comprehensive description of how the school is or is not meeting the indicator.

Section 6 – Partnership Plan and Rationale

Present a rationale for partnering with the Cleveland Plan, including a detailed statement of how the partnership will contribute to transforming education and improving the quality of public schools in Cleveland for all students. All approved partner schools will have to document how the levy dollars are spent. Here, please describe in detail how the school plans to use the levy dollars. Please limit your response to 1,000 words or less.

Criteria for Section 6 – Partnership Plan and Rationale

Reviewers will look for a plan and rationale that:

- Clearly aligns with the school’s stated mission and/or vision and the goals and objectives within the Cleveland Plan;
- promotes continuity of educational excellence; and
- is likely to contribute to attracting and retaining students for a sustained number of years.

Section 7 – State of Ohio Community Schools Standards and Guidelines

Please provide evidence, via a statement from your sponsor, affirming your adherence to the State of Ohio Community School standards, rules, and regulations as outlined in law. The sponsor should include information about your school from the sponsor's most recent annual report.

Criteria for Section 7 – Partnership Plan and Rationale

Reviewers will look for:

- A statement from the sponsor that affirms the school's adherence to Ohio standards, rules, and regulation;
- Information about the school from the sponsor's most recent annual report.

Section 8 – Affiliated Organization Information

If you are filing this application as a school that exists in conjunction with a college, university, museum, educational institution, or a not-for-profit corporation with 501(c)3 tax-exempt status under the Internal Revenue Code, please provide the information listed below for each such entity:

- Name of the organization;
- Proof of the legal status of the organization (e.g. not-for-profit corporation, university, etc.) and whether or not the organization has authority to do business in Ohio;
- Proof of tax-exempt status under Internal Revenue Code section 501(c)3;
- Letter of intent or commitment from a bona fide representative of the partner organization, indicating affirmation of the partnership and the terms and extent of that partnership;
- Name of a contact person for the affiliated organization, along with the address, phone number, facsimile number (if applicable), and e-mail of such contact person for the partner organization;
- Description of the nature and purpose of the school's relationship with the organization; and
- Description of how the board oversees and/or manages the relationship with the organization to ensure the school posts strong evidence of success.

If you are not filing in conjunction with any entity as described above, please so indicate in your response to this section.

Criteria for Section 8 – Affiliated Organization(s)

Reviewers will look for a response that:

- Indicates a thoughtful and detailed partnership relationship wherein the school's board of trustees will hold the partner accountable for increased student achievement results and can take action to sever the partnership if evidence suggests it is not beneficial to continue.

Attachment 9 – Academic and Enrollment Data “Roll – Up”

Present a statement indicating a willingness to align with the following Cleveland Plan “roll up” allowance, given that the plan:

- Authorizes a municipal school district to elect to have the student performance data of a community school located in the district combined with the district's data on the district's annual state report card, if the district either sponsors the community school or has entered into an agreement with the school to endorse each other's programs.
- Authorizes a municipal school district to elect to have the number of students enrolled in a community school located in the district noted separately on the district's report card, if the district either sponsors the community school or has entered into an agreement with the school to endorse each other's programs.

Criteria Section 9 – Academic and Enrollment Data “Roll – Up”

Reviewers will look for a response that:

- Shows an affirmative stance towards the “roll up” of academic and enrollment data.

Section 10 – Administration of Student Surveys

The CMSD uses the Conditions for Learning Student Survey to measure school climate and culture. It helps schools engage with their primary stakeholder, the student learner. The survey monitors student opinions of school climate, perceived levels of student support, levels of challenge, and perceptions about the students' social and emotional learning skills. The data from the survey can be used to make decisions about how to adjust the students services provided to students. Research tells us that there is a strong correlation between these characteristics and academic achievement.

While we do not expect all of partner schools to administer the Conditions for Learning Survey in particular, we do ask that all schools use some survey that gathers perceptions of schools from students.

In this section, please describe the survey your school currently uses or plans to use to gather student feedback. Please affirm your commitment to using such instruments and describe how you have used the information or how you plan to use the information obtained from the surveys.

Criteria Section 10 – Administration of Student Surveys

Reviewers will look for a response that:

- Confirms that the school will administer a student survey;
- Indicates an interest in the content of the survey; and
- Indicates a willingness to consider acting upon the student feedback provided.

Section 11 – Commitment to Collaboration

Collaboration is at the heart of the partnership agreement. Through it, diverse organizations share best practice, leverage expertise and resources, act as critical friends, and provide for accountability.

In this section, the applicant is asked to commit to collaboration with the CMSD and all partnering schools. Describe how this network could be of potential value to your school, and how your school could be of potential value to the network. Please limit your response to 500 words or less.

Criteria Section 11 – Commitment to Collaboration

Reviewers will look for a response that:

- Indicates a willingness to actively collaborate with the CMSD and other partnering schools.
- Provides ideas about how to make the network valuable to all participants; and
- Is linked to student academic needs and interests.

Section 12 – Budgets & Budget Narrative

Applicants are required to provide their current year annual budget in their audited standard reporting format. In addition, we are requesting copies of the budgets from the past two years.

Applicants will be required to annually report the disposition of levied funds, providing types, and amounts of expenditures.

Criteria Section – 12 Budgets:

Reviewers will look for a response that:

- Presents budget priorities that are consistent with and support key parts of the plan, including the school’s mission and educational program;
- Presents realistic, evidence-based revenue and expenditure assumptions;
- Presents realistic and aligned use of levied funds; and
- Demonstrates a commitment to maintaining the financial viability of the school.
- Demonstrates a commitment to acting fiscally responsible to the staff, students, and wider community that it serves.

Application for a Community School Transmittal Cover Page

Cleveland Metropolitan School District

1. Name of School:
2. Location of the School:
3. School website:
4. Lead Applicants Contact Information:

Name:
Title:
Address:
City:
State:
Zip:
Home Phone #
Cell Phone #
Fax #
Email Address:

Name:
Title:
Address:
City:
State:
Zip:
Home Phone #:
Cell Phone #:
Fax #:
Email Address:

Applicant Public Contact Name and Phone Number: _____
(Please note that only this contact information will be released in the event of a public/media request)

Signature of Lead Applicant 1: _____ Date: _____

Signature of Lead Applicant 2: _____ Date: _____



To Be Completed by CMSD Only:

Date Received:	By:
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