2012

Application to be a Partner Community School

Cleveland Metropolitan School District

1380 East Sixth Street Cleveland, Ohio 44114

Office of Innovative Schools and Strategic Initiatives
Cleveland Metropolitan School District
10/10/2012

Dear Prospective Community School Applicant:

Thank you for your interest in partnering with the Cleveland Metropolitan School District (CMSD). Since Ohio's community school law passed in 1997 over 342 community schools have opened across Ohio. The Cleveland Metropolitan School District, via the Cleveland Plan, is committed to ensuring only the strongest schools are available to serve our children. Accordingly, this Partnership Application was created to define the information CMSD requires from community school applicants wishing to partner and access levied funds outlined in the Cleveland Education Plan. Rigorous in its demand for excellence, we hope it 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 the community schools it partners with to be innovators while at the same time focusing on results. Community schools partnered with CMSD will continue to offer teachers, parents and administrators the chance to actively engage in Teaching and Learning in ways that support a diverse student body. For this opportunity, CMSD expects the schools it partners with to be leaders in improving public education for all students in the city. Schools must continually enhance their academic design, instructional delivery, and staffing structure all focused on ensuring students post high levels of academic success. Partnering community schools will continue to be accountable for performance on the Ohio Achievement Assessments and the Ohio Graduation Test (as applicable) 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, and allows schools autonomy and flexibility in how they operate in exchange for stricter accountability and higher educational standards. We honor these rights through this partnership process. Partnering community Schools are not a part of the CMSD district 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 all partnership opportunities, granted by the CMSD Board of Education, are effective in its' design and supported by individuals with the capacity and the drive to overcome the challenges 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 is dedicated to 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 within this 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 a way to ensure, high-quality, public community education 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 become a partner school. It is therefore critical 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 3:00 p.m. on November 27, 2012.

- Certain requests refer to other documents, resources, or sample responses that are available at: www.cmsdnet.net.

Public Disclosure

- The Cleveland Metropolitan School District will release to the public a list containing the names of all proposed community schools submitted, upon request. Included in this release is the name of the applicant and public contact information for the proposed school, the contact person, 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 you will be asked to 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

One (1) electronic copy of the proposal on a flash-drive is required; please see the Submitting the Electronic Copy section below. In addition, Two (2) paper copies *that are exact printouts* of the electronic version must also be submitted. **The electronic version of the proposal is regarded as the official submission. Any ambiguity and/or discrepancy between the electronic version and the paper copy submission will <u>always</u> be resolved in favor of the electronic copy.**

1. Please print all pages single-sided (i.e., text on only one side of each page).

2. Each page should contain a footer that includes the school name and should be consecutively numbered at the bottom of the page. Page numbers should indicate the Section number or Attachment number along with the page number in each section. For example, Section 1-1 would indicate the first section, first page. Section 7-12 would indicate the twelfth page of the seventh section. Attachment 6 B-6 would indicate the sixth page of Attachment 6 B, etc. The application should be organized so that all the Sections come first, followed by the Attachments.

3. **Each electronic copy of the proposal shall consist of all files containing the narrative organized just as the sections are described.**

4. 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 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 request**. Please respond to each request on the form and, where appropriate, provide as much clear information as possible to enhance the understanding of the reader of your proposed community school. Each section should start on a new page to separate it from the prior sections. The Cleveland Metropolitan School District requests that you use tabs to separate each Section response provided and you 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 be labeled as identified below.

Amending applications *After* they Have Been Submitted

<u>Do not</u> send unsolicited amendments following submission of your response to the RFP. If you find that you have inadvertently overlooked something or have additional information to submit, please contact the Cleveland Metropolitan School District's Chief of Innovation and Strategic Initiatives at (216) 348-3651 to determine whether the materials are necessary. If so, the District will advise you regarding how and when to submit the material(s).

When and Where to Submit Applications:

All required electronic and paper submissions are due to the Cleveland Metropolitan School District and should be sent to the following address:

Cleveland Metropolitan School District
Office of Innovative Schools and Strategic Initiatives
Proposal for a Community School
Attention: Evelyn R. Holmes
1380 East 6th Street, 500 North
Cleveland, OH 44114

Phone (216) 348-3651
Evelyn.R.Holmes@cmsdnet.net

Submitting the Electronic Copies of the Proposal

As noted above, you should submit one (1) electronic version of your proposal on a flash drives set up as follows:

- Create a folder on the flash drive called [School Name] Community School Partnership Application.

- Within that folder, save the **Community School Proposal Partnership Form**, the main narrative with section titles and formatted as described below. **Please be sure that if you are using the track changes feature of Microsoft Word® that all changes have been accepted and track changes has been turned off prior to saving.**

- Acceptable electronic formats for the files to be saved are Microsoft Word®, Microsoft Excel® or PDF®. Please include electronic copies of all sections including all related materials.

- Please contact the Cleveland Metropolitan School District at (216) 348-3651 with any questions about electronic formatting requirements.

Partnering Community School Application Timeline

Winter 2012-13

Application Submission Deadline
3:00 p.m. EST November 27, 2012

- **CMSD Application Review**
  November 28 – 30
- **Initial recommendation to the CMSD Board of Education**
  December 4, 2012
- **CMSD Board of Education Action**
  December 11, 2012
- **Possible Fund Distribution #1**
  Week of January 7, 2013

Section I – Applicant Information

Provide background information regarding each applicant. If you are applying as a single applicant, or as co-applicants, include the following information:

- The full legal name of each applicant;
- The home address, telephone number(s) (home, cell and office), facsimile number (if applicable) and e-mail address for each applicant;
- An assurance that the applicant(s) is, at least, 18 years of age;
- If there is more than one applicant, designate one applicant as the contact person for the proposal ("Lead Applicant"); and
- Provide background information for each applicant, including whether he or she is the school administrator and/or if he or she is a member of the community school's board of trustees. Required background information includes at least the applicant's affiliation to the school, resumes are preferred.

Criteria for Section 1 – Applicant Information
Reviewers will look for:

- information that is presented as requested and accurately recorded.

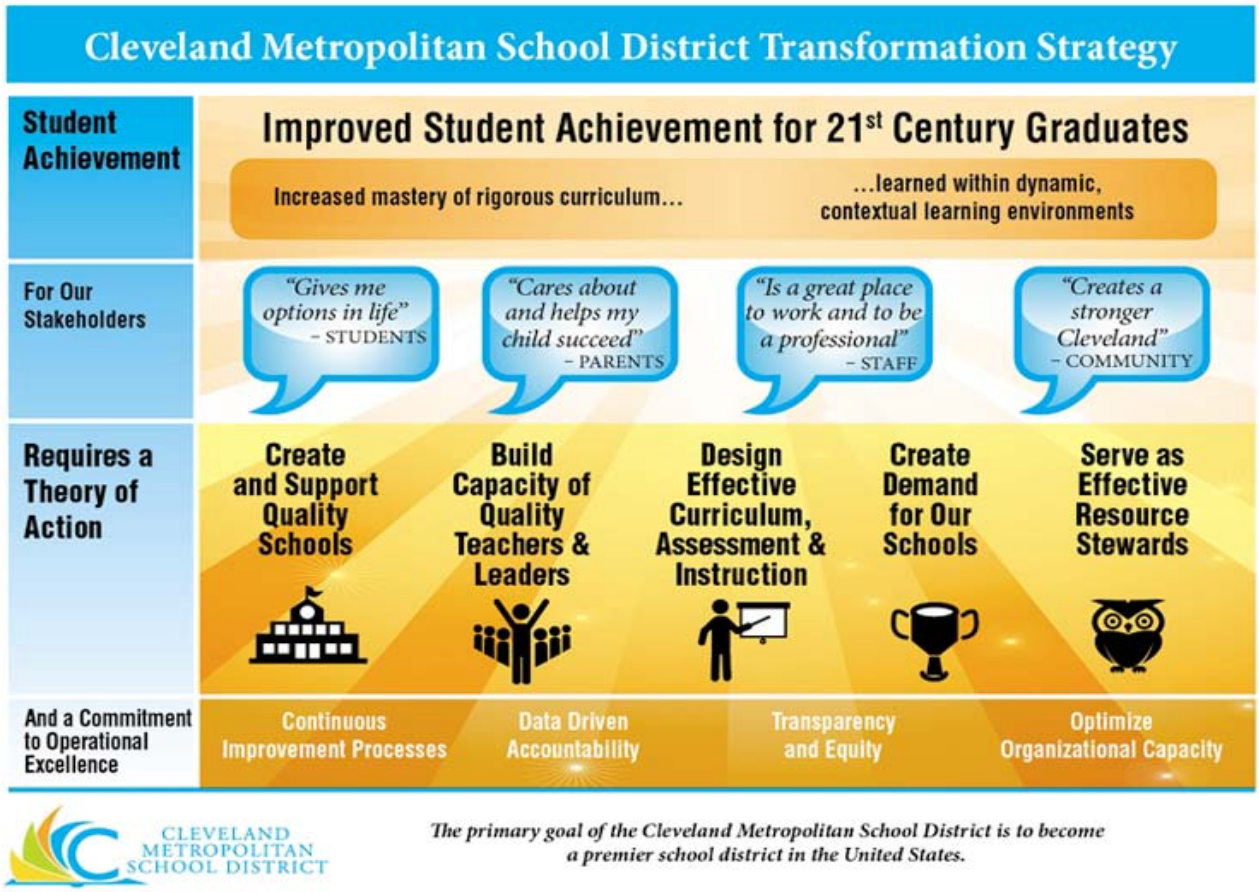
Section 2 – Mission Statement

Attach your strategic vision and/or mission statement for the applying community school. The mission statement should be accompanied by a statement that is clear and precise (as in measurable), indicating what the school is doing, for whom, to what degree, and if your methodology or another element of your school design is a particularly important aspect that aligns to the vision of partnership.

Also attach a compelling statement that (a) affirms the mission and goals of CMSD's Strategy Map and the guiding vision of CMSD's Academic Transformation Plan, and (b) demonstrate alignment of CMSD's vision and goals with those of the applicant's school.

Criteria for Section 2 – Mission Statement
Reviewers will look for:

- a clear and compelling mission statement that is meaningful and measurable; and conveys the core elements of the school design that align to the Academic Transformation Plan and Strategy Map of CMSD.



Section 3 – Executive Summary

In no more than 2,000 words, please provide an Executive Summary that outlines the applying school's student population, student accountability demographic reporting demonstrating a representation consistent (+/- 5%) with the population of the nearest neighborhood schools in the area of the city in which the school serves (i.e., enrollment attrition, gender, ethnicity, IEP, LEP, etc.) ; school curriculum; instructional, organizational, governance and financial design; and the reason the proposed school is likely to meet the needs of Cleveland students.

Criteria for Section 3 – Executive Summary
Reviewers will look for an Executive Summary that:

- indicates a compelling alignment to the goals of the Cleveland Plan;
- presents a coherent argument as to why the school is likely to improve student learning for Cleveland's children;
- identifies why the proposed leadership and governance structure will continue to result in a strong, high-performing, legally compliant and fiscally sound school service and operations; and
- how the financial plan for levied funds supports school and student

Section 4 – Special Student Populations

For each of the following populations, (1) describe how the school identifies the students, develop plans for their education, and monitor their progress; (2) include the services that the school makes available for each population, and identify services that are contracted; and (3) detail the professional development that the school provides to staff regarding these populations:

- Students with disabilities;
- Gifted students;
- Limited English Proficient students; and
- Homeless students.

Criteria Section 13 – Special Student Populations
Reviewers will look for a response that:

- provide assurance of a strong understanding of special student population needs and requirements under state and federal law;
- is detailed and goes beyond boiler plate policy language to indicate detail regarding how the school's program meets the needs of special student populations; and
- presents a staffing plan supports an anticipated number of students and abilities.

Section 5 – Partnership Plan and Rationale

Present a rationale for partnering with CMSD, including a detailed statement of how the partnership would contribute to transforming education and improving the quality of schools in Cleveland

Criteria for Section 5 – Partnership Plan and Rationale
Reviewers will look for a plan and rationale that:

- aligns with the school's stated mission, CMSD's strategy map and the goals and objectives within the Cleveland Plan (http://www.cmsdnet.net/~/media/Files/CEO/ClevelandPlanFinal.ashx)
- promotes continuity of educational excellence
- will contribute to attracting and retaining students for a sustained number of years.

Section 6 – State of Ohio Community Schools Standards and Guidelines

Please provide evidence, via a statement from your sponsor statement, affirming your adherence to the State of Ohio Community School standards, rules and regulations as outlined in law.

Section 7 – Affiliated Organization Information

If you are filing this application 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 partner 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 Section 7.

Criteria for Section 7 – 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 8 – 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 8 – 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 9 – Administration of the Conditions for Learning Student Surveys (tri-annually)

The Conditions for Learning Survey is an important resource that will be leveraged within the Cleveland Plan. 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 is used to make decisions about how to adjust the students services provided to students. It is important that schools pay attention to how students feel about the conditions for learning. Research tells us that there is a strong correlation between these characteristics and academic achievement.

It is administered tri-annually, as it is used as a benchmarked process with a baseline, mid-year, and end of year assessment.

Please Note: There is a strong possibility that the cost of administering this student survey will be offset by grant dollars. The cost is typically $1.75 per student and ranges at approximately 1 k for three measurements for a school of 200 students.

Criteria Section 9 – Administration of the Conditions for Learning Student Surveys (tri-annually)
Reviewers will look for a response that:

- confirms that the school will administer the Conditions for Learning Student Survey
- indicates an interest in the content of the survey
- indicates willingness to act upon the student feedback provided

Section 10 – Quality Schools Network

Collaboration is at the heart of the partnership agreement. Networks offer diverse organizations the opportunity to share best practice, leverage expertise and resources, act as critical friends and provide for accountability. The Cleveland Quality Schools Network will be a bi-annual convening, by region and/or districtwide, of high performing schools in CMSD and the partnering Community Schools network.

In this section the applicant is asked to describe how their school envisions the network operations at it best. The response should indicate what effective goals and objectives look like for the Cleveland Quality Schools Network.

Further, please highlight a promising practice or resource your school would initially like to share within this forum and indicate your desired outcome in doing so.

Criteria Section 10 – Quality Schools Network
Reviewers will look for a response that:

- indicates a willingness to actively participate in the Quality Schools Network
- provides ideas about the convening content and format towards the betterment of all schools
- is linked to student academic needs and adult interests

Section 11 – Budgets & Budget Narrative

Applicants are required to provide their 2012-2013 annual budget in their audited standard reporting format. In addition, we are requesting copies of two years prior budgets.

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

Criteria Section – 11 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;
- demonstrates a commitment to maintaining the financial viability of the school.

Application for a Community School Transmittal Cover Page
Cleveland Metropolitan School District

1. Name of Proposed School:_____

2. Location of the School:

3. Lead Applicant Contact Information:

Name:
Mailing Street Address:
City: **State:** **Zip:**
Home Phone #
Cell Phone #
Fax #
Email Address:
Lead Applicant Public / Media Contact Name:
Lead Applicant Public / Media Contact Number:

Signature of Lead Applicant: _____ Date:_____

To Be Completed by CMSD Only:

Date Received:	By: