



# Information Webinar for New & Replicating School Applicants

**Buckeye Community Hope Foundation**

**[www.buckeyehope.org](http://www.buckeyehope.org)**



# WELCOME

## **The Education Division Leadership Team**

Peggy Young, Director

Jennifer L. Schorr, Associate Director

Dr. Carol Young, Accountability & School Improvement Dept. Lead

Jason Moore, Fiscal & Compliance Oversight Department Lead



# WHAT WE WILL COVER TODAY

- **Timelines for Applications**
- **Format**
- **Pitfalls**
- **Technical Review Process**
- **Application Review Process**
- **Q & A**



# TIMELINE FOR APPLICATIONS

## Important Upcoming Dates

- **May 1<sup>st</sup>** – Letter of Intent to apply is due to BCHF
- **July 19<sup>th</sup>** – Due Date of applications requesting a technical review (details covered later in presentation)
- **August 1<sup>st</sup>** – Final applications due
- **September** – In person capacity interviews will happen for selected applications
- **October 15<sup>th</sup>** – Final decisions will be made by this date and applicants informed
- **December** – Contracts will be prepared and presented to school boards
- **March 15<sup>th</sup>** – Final day to execute the Preliminary agreements



# FORMAT OF THE APPLICATION

## THE APPLICATION CONTAINS MULTIPLE PIECES:

- ❖ **Written narratives for each section in the application**
- ❖ **Excel file with tables to be completed for specified sections of the application**
- ❖ **4 Appendices (if applicable to your school)**
- ❖ **The entire completed application must be submitted as a “zip” file folder to the following email address: [sponsorship@buckeyehope.org](mailto:sponsorship@buckeyehope.org)**



# FORMAT OF THE APPLICATION

## Narrative Responses

- ❖ **Each item in the application requires a certain file name and file type.**

It's very important that you follow these steps in order to have your application reviewed and considered.

- ❖ **If a section has multiple topics (ex. 08 Academics) make sure to use headings to clarify which topic you are responding to.**

- ❖ **This is NOT a request for volumes of information.**

Be precise and concise in your answers while ensuring we have the information we need.

- ❖ **Make sure you answer every question!**

If an item is not applicable to your school, respond with "Request is Not Applicable". If you leave an item blank, we will assume that it does apply and your application will be considered incomplete.



# FORMAT OF THE APPLICATION

## Excel Tables

- ❖ **Various items within the application request completion of a table within Excel.**

ALL tables are contained within a single Excel Workbook file as provided. The various tabs in Excel match the corresponding narrative section. Items must be completed in this file only.

- ❖ **Certain tables may require you to add lines (ex. Staff) based on the size of your school.**

This is acceptable but please ensure the format does not change.

- ❖ **There is a sample schedule table completed on the last tab as a reference for that table.**



# FORMAT OF THE APPLICATION

## Appendix

### ❖ **There are 4 possible Appendix depending on your school type and location.**

- ❖ ***Replication Applications*** – This Appendix applies if you intend to replicate a high performing school already in operation. The Appendix contains some specific questions pertaining to the existing school you intend to replicate.
- ❖ ***Special Education Assurances*** – Applies to ALL applicant schools. This Appendix is designed to ensure all new schools fully understand the responsibility to provide educational opportunities for students with special needs.
- ❖ ***Charter Contract Performance Measures*** – Applies to ALL applicant schools. This Appendix provides applicants with exact measures BCHF will use to determine the success of the school in the future\*. You must acknowledge you understand these will be in your contract and will be the basis for any renewals in the future.
- ❖ ***Cleveland Municipal School District*** – Only applies to applicants wishing to open a school located in the CMSD boundaries.

\*subject to change if required by law, the Ohio Department of Education, and/or the BCHF Board





# PITFALLS

**Overall issues and pitfalls in previous years' application reviews:**

- ❖ **The Kitchen Sink” Approach**
- ❖ **Lack of cohesiveness, alignment**
- ❖ **Inconsistency in “how it works”**
- ❖ **Responsiveness to the application requirements**
- ❖ **Assuming we know what you mean**
- ❖ **Writing something you cannot implement**



# Applicant and Founding Group

## (Response #1)

- Pitfalls:
  - Team lack diversity of relevant experience or expertise
  - Team members with ties to failed schools
- Positives:
  - Parents and/or local community represented
  - Track record of previous success with similar populations



# Organizational Viability

(Response #2 a-c)

- Pitfall:
  - Lack of understanding of roles and separation of duties (e.g. – school principal or director also listed as board member)
- Positives:
  - Parent/community representation in governing authority or operations plan
  - Evidence that more than one management company considered (if applicable)



# Market Impact and Enrollment Plan

(Responses #3 and #7)

- Pitfalls:
  - Overestimating projections
  - Unjustified projections
  - Failure to factor in enrollment of area or previously existing schools
  - Planning to start with split grades (academic liability)
  - Not showing how program is a competitive advantage
  - Assuming retention rates well above normal expected
  - Assuming “perfect” enrollment patterns for best case scenario



# Community Outreach

## (Response #4)

- Pitfalls:
  - Lack of concrete evidence of engagement
  - No formal plan to utilize local partners
  - Listing vendors instead of partners
  - Not having at least one verifiable partnership
- Considerations:
  - Need evidence that the community has been engaged
  - Looking for quality and numbers
  - Community input is a positive
  - Web only is generally not sufficient



# Management Organization

(Response #5)

- Pitfalls:
  - Lack of academic or school operations expertise on the management team
  - Failure to clarify roles and responsibilities within operations of the school
- Positives:
  - Experience running an existing charter school



# Accountability Plan

## (Response #9)

- Pitfalls:
  - Too many SMART goals
  - SMART goals that simply reiterate school report card components
  - Failure to clarify how assessments will tie directly to SMART goals
  - Failure to detail how student progress will be shared with ALL parties (board, parents, teachers, sponsor etc.)
  - No specific person assigned to handle data responsibilities or a lack of this expertise on the staff



# School Culture

(Response #11)

- Pitfalls:
  - Failure to acknowledge and plan for Ohio's PBIS and seclusion & restraint requirements
  - Lack of a plan to include parents in school's governance and school improvement planning
  - No enrichment programs planned





# School Calendar and Schedules

## (Response #12)

- Pitfalls:
  - Yearly calendar shows a lack of awareness as to the funding model of Ohio schools
  - Calendar deviates from local district so much it makes the operations nearly impossible to achieve
  - Daily schedules don't support the key design elements of the academic program
  - Daily schedules show a lack of understanding as to a school leader's role



# Staffing

(Response #13)

- Pitfalls:
  - Failure to propose a recruiting & retention plan that is mindful of Ohio's teacher shortage and new requirements effective 7/1/19
  - School leaders without instructional backgrounds
  - Lack of understanding of the credentials required for each position



# Facility

(Response #15)

- Pitfalls:
  - Unrealistic renovation timeline for facilities
  - Facility acquisition plan that lacks specifics or demonstrates a lack of understanding of available options
  - Selecting a facility that will certainly be outgrown soon or that projected enrollment will not be able to support
  - Unclear answer as to who will have actual ownership or lease of the building (Management Group or School Board)



# Financial Plan

## (Response #16)

- Pitfalls:
  - Unrealistic budget assumptions including a lack of initial funding
  - Use of “grants” or “loans” as start up funding before officially securing them
  - Fundamental misunderstanding of the funding for schools in Ohio
  - Failure to account in the budget for items required to support other areas of the application (PD, staffing, materials, tech, etc.)
- ❖ No state foundation money is available until October.
- ❖ No Federal money will be available until February at the earliest. (many first year schools find the money comes too late in the year to be helpful for that year and may need to be used for Summer School or carried over)



# TECHNICAL APPLICATION REVIEW

## WHAT IS A TECHNICAL REVIEW SUBMISSION?

- ❖ Must be submitted by July 19<sup>th</sup> to [sponsorship@buckeyehope.org](mailto:sponsorship@buckeyehope.org) Subject line: **Request for Technical Review**
- ❖ Process is a chance for applicants to ensure they have submitted a complete application that is ready for review by BCHF.
- ❖ A BCHF representative will review the application for COMPLETENESS ONLY. This is NOT a quality review in any way.
- ❖ If any pieces are missing the applicant will be informed and have until the final deadline to submit needed items.
- ❖ If an applicant fails the technical review and is required to submit additional completed items, the ENTIRE application must be resubmitted – not just the missing items. This ensures only a final version of the application is scored by the review team.



# APPLICATION REVIEW

## WHAT HAPPENS AFTER FINAL SUBMISSION?

- ❖ **Lead Applicant will receive an email acknowledgement of receipt and acceptance for review.**
- ❖ **Review by panel of internal and external reviewers – make recommendation for capacity interview.** (please note a copy of scoring rubric is available to applicants)
- ❖ **Face to face capacity interview – founders, developers, school leader, key management personnel, and board members.**
- ❖ **Review & debrief by panel of internal and external reviewers – make recommendation for contract.**
- ❖ **BCHF Board approval – there is no appeal process for a denial. Denied applications will receive a letter detailing the reason(s) for denial.**



# NEW SCHOOL APPLICATION PROCESS

**QUESTIONS DURING THE COMPLETION PROCESS ?????? – ASK! 😊**

**Contact Jennifer Schorr at**

**[jschorr@buckeyehope.org](mailto:jschorr@buckeyehope.org)**

**[sponsorship@buckeyehope.org](mailto:sponsorship@buckeyehope.org)**

**(614) 942-2002**



**Q & A ??????**