



RICHLAND ACADEMY OF THE ARTS
Community School Division

Community School Pre-Application for
Sponsorship

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Introduction

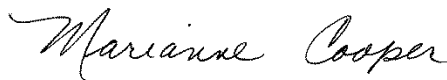
Thank you for considering applying to the Richland Academy of the Arts to sponsor your new start-up community school. As a sponsor of community schools, Richland Academy of the Arts is committed to offering quality public school choice options to the students and families in Ohio. We continually strive to partner with governing authoring boards to meet the needs of at-risk students and to make strong academic programs available to all students in Ohio. We believe together we, the sponsor, governing authority and community school leadership, staff, parents and students, can accomplish this goal through a strong and transparent community school agreement.

We look forward to working with you through each phase of developing, opening and operating a high quality, fully functional and operational, transparent community school which meets the unique needs of the student population your community school targets to serve.

Richland Academy of the Arts believes that an arts and academic integrated curriculum, supporting and offering superior arts and academic opportunities to students can provide some students with an opportunity to both develop talents, gifts and abilities and flourish in both arts and academics. To this end Richland Academy of the Arts' mission, vision and focus is to promote and support the development of community schools which offer an arts and academic integrated curriculum and program based on Ohio's Academic Standards. We have also come aware of a significant need for high quality Bilingual Schools in Ohio to meet the needs of Hispanic and Somali students. To this end RAA will give proposals addressing the needs of these students a high priority.

After completing the Pre-Application information below, please complete the new start-up community school application on our website, if you are interested in opening a new community school during the 2017 school year. The application contains a timeline for submission, formatting requirements, and important facts you need to know. **Please review this information carefully.**

If you have questions regarding your New Start-up Community School Application, please contact Marianne Cooper, Executive Director at mcooper@richlandacademy.com or by phone, 419-522-8224. We look forward to receiving your application and working with you towards a bright and successful future for your new school, staff, parents and students.



Marianne Cooper,
Executive Director
Richland Academy of the Arts

Brief History of Richland Academy of the Arts as a Sponsor of Community Schools

2006

Richland Academy was encouraged to apply and successfully completed an intensive application process through the Ohio Department of Education to become a Sponsor of Community Schools in Franklin, Cuyahoga, Lucas, Richland and Summit Counties in Ohio. Later, Hamilton and Mahoning Counties were added to the sponsorship. The Academy works with the Governing Authority, monitors and oversees the school's performance academically and fiscally and ultimately will assist in the development of arts programming.

2009

Between 2004 and 2009 two additional charter schools were launched on the 2nd floor of the building; Constellation Elementary and later Foundation Academy. Both were rentals, but Foundation Academy utilized Richland Academy for arts education.

Another public/private partnership was created when Richland Academy helped to develop and became a satellite campus for a Performing Arts Academy in music, theatre, dance and film. The College Tech Prep Program for Performing Arts was a partnership between Pioneer Career and Technology Center and Richland Academy in cooperation with The Ohio State University at Mansfield and North Central State College. Juniors and Seniors in 30 area high schools were able to participate as a part of the Tech Prep Consortium.

2010

In the fall of 2010 Richland Academy developed (not sponsored) a charter/community school within the Richland Academy of the Arts for grades 5-8 to offer rigorous academics and an integration of the arts. Richland Academy School of Excellence was created.

2014-2015, On-going

Richland Academy began the process of developing a well thought out Strategic Plan led by a consultant versed in planning. The Board of Directors has voted and accepted a new Mission and Vision. Based on the new mission and vision the staff and board moved forward with a defined plan for the future. Early Childhood Education would play an important role in the Academy's programming. Development of additional arts programming led to an active Early Arts Division. Additional partnerships were developed with North Central State University and "Come Grow with Me" billboard campaign for the downtown including the Area Agency on Aging painting classes at the Academy. But most importantly, Richland Academy focused its attention, energy and resources on improving the quality and viability of its community schools through a dedicated emersion and commitment to understanding and implementing NACSA's and ODE's Six Sponsor Quality Practices in an effort to meet and exceed the standards included in the three components of the Community School Sponsor Evaluation Process.

Richland Academy of the Arts Board of Directors
2015-2016

Richland Academy is governed by a Board of Directors that support and embrace the concept of Community Schools in Ohio

Cindy Cordial, Business Woman, Parent and Owner of Cordial Communities, Inc.

Sharon Grimes, Working Musician and Parent

Edwin Gutchall, Radio Talk Show Personality, Insurance Broker and owner of a DJ Service

Brian Hamilton, Vice President of Hamilton Insurance Service, Inc.

Jim Henry, Senior Partner in WOB—Accountants and Advisors

Joann Hipsher, Administrator in Traditional & Charter School, currently Superintendent/CAO of Foundation Academy in Mansfield

Don Hoover, Former County Judge and Practicing Attorney-at-Law and Partner in Weldon, Huston & Keyser, LLP

Sarah Horrigan-Ramos, Richland Academy Director of Dance and Faculty Representative

Sarah Howard, Owner of Appleseed Appraisal and Real Estate Services

Dave Morehead, Director of Plant Operations for Avita Health Systems

Pat Olson, a Practicing Visual Artist and Realtor

Eric Snyder, President of Richland Bureau of Credits and a Working Musician

Mission for The Education and Development Program

Richland Academy of the Arts' authorizing mission is to provide the oversight, monitoring, technical assistance, resources and leadership needed and wanted by its sponsored community schools for them to provide their students with superior academic opportunities while maintaining sound financial viability without violating their autonomy.

Vision for The Education and Development Program

Sponsoring Community Schools with autonomous Governing Authorities who are knowledgeable, capable and dedicated to continuously ensuring their school meets superior academic, financial, organizational and governance standards and committed to protecting the public and student interests

Value Statements for the Education and Development Program

The following core principles reside at the heart of RAA's endeavors and guide all aspects of its work: Maintain high standards for schools, Uphold school autonomy and Protect student and public interests.

Richland Academy's Education and Development Program Five Core Values are:

Commitment

The Education and Development Program is committed to continuously evaluate its work against its mission, vision, goals and outcomes and to ensure it is meeting its sponsor obligations and compliance with applicable laws through quality oversight practices that promote high educational and operational standards, preserves school-level autonomy, and safeguards student and public interests.

Professionalism

The Education and Development Program demonstrates professionalism by treating community school governing authorities, staff, students and parents with respect and dignity through oversight, monitoring and technical assistance. The Richland Academy of the Arts sponsor expertise and referrals align with national and state standards and principles in order to meet the needs, wants and desires of the sponsored community schools. RA's focus is to assist its schools to excel academically, meet high financial standards and safeguard student and public interests while preserving school-level autonomy.

Creativity

The Education and Development Program will promote creative educational experiences for all students in the schools it sponsors through its contract education plans, newsletters, resources and grant opportunities. Our focus is the students and what they learn and create, as we strive for ingenuity and unique learning opportunities. Research demonstrates that high-quality arts education engages students in the work of learning, thinking, communicating, creating and collaborating. It fosters 21st century skills needed for advanced learning and career success. It also helps meet the increasing demand for imagination and creativity that enrich culture, drive economic progress and help solve the problems of a complex, global society.

Inspiration

The Education and Development Program identifies and promotes resources that will enable its schools to provide students with meaningful and inspirational educational experiences that can be applied to their lives. RAA will achieve this through providing its community schools with attractive and informative technical assistance resources and information that is relevant and immediately applicable. The information will validate and supplement current knowledge and life experiences which lead to the acquisition of new knowledge, skills and abilities, provides opportunities for practice and positive feedback and engages their passion for their schools' students, staff, board members, parents and community.

Community

The Education and Development Program philosophy regarding parent community and community involvement can be summed up in this statement: for community schools to succeed they must promote, develop and nurture positive, supportive and cooperative relationships with their parents and community.

Pledge for The Education and Development Program

We are determined to provide our Community schools with oversight, monitoring, technical assistance, autonomy and transparency with passion, dedication, fervor and creativity.

Richland Academy Of The Arts, Community School Pre-Application

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Revised 6/30/2016

Richland Academy of the Arts Pre-Application Details

New Start-Up Community School Application Process Timeline

Application Actions	Required Dates	Responses and Outcomes
Application Open	April 1, 2017	RAA will post a New Start-up School Application on the Richland Academy of the Arts website.
Completed New Start-up School Application due to RAA Office by 12:00 p.m.	On or Before August 31, 2017	Completed New Start-up School Applications are due to the Education Division office of Richland Academy of the Arts (RAA) by 12 p.m. per the New Start-up School Application <u>Submission Instructions</u> listed below.
Application Review process	September 12 to 16, 2017	The New Start-up School Application contract review team will review, score and make a determination on the quality of the renewal application.
Application interview	September 26 to 30, 2017	An interview will be conducted at an agreed date, time and location with the developer board members and the RAA leadership team.
Agreement Decision	October 28, 2017	The applicant will be notified of the RAA Boards' decision whether or not to enter into an agreement with the New Start-Up Community School GA.
PA and Contract Adoption	By December 16, 2017	A Preliminary Agreement will be signed and a contract will be adopted by both boards
Contract Execution	May 15, 2018	School Governing Authority & RAA must fully execute the community contract.
Contract Activation	By September 30, 2018	The New Start-Up Community School must open by September 30, 2017.

New Start-Up Application Expectations and Submission Instructions

As you complete the New Start-Up Community School Application responses, please keep in mind the answers to the specific requests carry enormous significance beyond determining whether or not the community agreement will be approved; they will determine the specific terms of the community contract and set the conditions of the school's operation going forward. As such, it is important the school does not provide a response that may sound impressive on paper but which may not be possible for the school to achieve because the school will be held accountable for commitments made in the application and ensuing contract if executed. Thus the school should evaluate all of the responses to make sure that the proposed plans are reasonable, feasible and achievable, yet keeping in mind the high expectations for academic, financial, accountability and organizational competence in outcomes the Ohio Department of Education, legislature, the public, parents and students have of the school. Please be real in your commitment but do not fall below minimum expectations in your expected goals, benchmarks, targets and outcomes. Additionally, as the board and school develops responses, please focus on submitting high quality and clear responses. Richland Academy of the Arts is not seeking volumes of information and a large quantity of pages.

Note: Developers planning to open a start-up school in the 2018-19 academic year must submit all application materials on or before August 31, 2017.

Critical Functions

Richland Academy of the Arts strongly recommends that developers of all new Start-Up Community Schools consider and work toward ensuring the following functions, services and supports are considered and planned for in the application as they are critical components of success for all new community schools:

- Governing board membership that includes experience in education, finance, and experience in understanding and meeting the needs of organizational operations, parent and community relations, marketing and enrollment.
- Readily-accessible legal expertise
- Treasurer expertise
- Marketing expertise (Marketing Plan that establishes a strong need for the school's targeted population in multiple locations)
- Sound, realistic financial and enrollment projections (part of a Business Plan which incorporates Marketing data and results and projections for success regarding the targeted student population and demographics.)
- Access to cash reserves and credit lines in case of contingencies
- Expertise in curriculum
- Expertise in student achievement
- Expertise in classroom management with students with challenging behaviors
- Special education capacity and expertise
- ELL capacity and expertise
- EMIS/SOES reporting systems expertise

Required Elements of the New Start-Up Community School Application

Richland Academy of the Arts will evaluate the application on whether:

1. It demonstrates the ability to operate the school in an educationally and fiscally sound manner;
2. Is likely to improve student learning and achievement and materially further the purposes of the school and community schools in Ohio sponsored by RAA, which are:
 - Increasing student achievement and eliminating achievement gaps in English language arts and mathematics;
 - Increasing high school graduation rates for students particularly at risk of not graduating;
 - Increasing learning opportunities for all students, with special emphasis on expanded learning experiences for students who are at-risk of academic failure;
 - Providing teachers and school leaders with the information and resources they need to inform and improve instructional practices, decision-making and overall effectiveness;
 - Encouraging the use of different and innovative teaching methods;
 - Using high quality assessments designed to measure the learning and growth of all

students;

- A viable plan to meet the enrollment and retention targets;
 - Public outreach for the purpose of soliciting community input regarding the ongoing success of the community school;
 - Provide parents and students with expanded choices in the types of educational opportunities that are available within the Ohio public school system; and
 - Meeting measurable student achievement results as set forth in the community school contract and by the State Board of Education;
3. Meets all of the requirements set out in the Ohio Revised Code, Ohio Administrative Code and all other applicable laws, rules and regulations *as well as* meets any additional requirements established by the Sponsor as part of our unwavering commitment to the highest student achievement.
4. Please attach information regarding current and past affiliation with operating community schools including any never-opened, terminated, or non-renewed schools.

What you can expect from Richland Academy as a Sponsor:

- Strong Educational and Arts-based Curriculum Knowledge
- Solid Experience in Professional Education
- Timely Technical Assistance
- Straightforward Compliance Paperwork
- Monthly Informal Site Visits
- Bi-monthly (at least) attendance at Governing Board meetings
- We hope to create strong, positive relationships with our Community Schools as well as forging new connections with the Ohio Department of Education, the State Auditor of Ohio, Universities and other influential institutions in Ohio, playing a major role in Educational Improvement and Reform.

What your school can gain by having Richland Academy as a Sponsor:

- Richland Academy will provide Sponsorship that reflects the caring these schools have toward their students. They are small entities, personalized to the needs of their population - we are a small, non-profit organization that offers personalized assistance and services to the needs of each individual school.
- As our relationship continues with the schools, a strengthening and expanding of our sponsored schools' Visual and Performing Arts programs is anticipated.
- We will create strong, positive relationships with our Community Schools as well as forging new connections with the Ohio Department of Education, the State Auditor of Ohio, Universities and other influential institutions in Ohio.

General Operational Timeline for Community School Document Submissions

(Dates may vary based upon Ode changes)

1.	*School contacts OCS to discuss intention to start a new community school.
2.	*School begins discussion with a School Operator and Fiscal Agent
3.	*School begins discussion with Sponsor, may include visit and/or interview.
4.	*School begins Sponsor Pre-Application and approval of Operator and Fiscal Agent with school treasurer’s license, which must be completed before entering into a Preliminary Agreement.
5.	*School and Sponsor begin Preliminary Agreement, needed to receive the IRN number. Preliminary Agreements must include: <ul style="list-style-type: none"> - In-person interview between Sponsor and Community School Development Team. - Pre-Application completed. - Operator Provision completed and Fiscal Agent Contracted. - Other terms as determined by Sponsor.
6.	*Sponsor completes and submits paperwork to ODE for the Operator Provision which includes: <ul style="list-style-type: none"> - Operator Contract between successful school and operator showing management of the operations of the school. - Documentation of the school’s success using Report Card or other approved method (for out of state Operators). - Copy of proposed school governing board resolution OR contract with the Operator establishing the Operator’s management role. - Copy of Sponsor Board resolution approving Preliminary Agreement between Sponsor and School Governing Authority/Developers.
7.	*School applies for EIN (Federal Employee Identification Number). Issued immediately online on www.irs.gov , SSN of primary applicant needed to apply.
By the end of December	*School applies for IRN (Internal Retrieval Number) from ODE. Need: <ul style="list-style-type: none"> - W-9 - New Vendor Form. - OEDS-R Administrator Form. - Signed Preliminary Agreement.
8.	*School applies for Articles of Incorporation/1702/Public Benefit Corporation from the Ohio Secretary of State. Need: <ul style="list-style-type: none"> - Corporation Name - Location - Purpose
9.	*School should begin Full Sponsor Application.
10.	*School provides a list of governing authority members with names, titles, addresses and affiliations with other community schools to ODE consultant and sponsor. Resumes can be attached.
11.	*School should check the OCS Grant Information Web page for the PCSP Grant Timeline, which outlines the sequence of grant activities and links to

	documents that have to be submitted before February.
12.	*School applies for Tax Exempt Status / 501(c) 3 with the IRS. Need: <ul style="list-style-type: none"> - Form 1023 or 1024 - EIN number - Articles of Incorporation/1702 - Bylaws - Description of activities - Proposed budget/financial data
13.	School creates the following accounts: <ul style="list-style-type: none"> - SAFE Account - OEDS-R - SOES - FLICS - EMIS - Create an account with an ITC (Information Technical Center)
February	1st – RAA Deadline for submission of Preliminary Agreement including signed agreement between Operator and School Governing Authority and Fiscal Agent Contract.
March	15th – ODE Deadline for submitted Sponsor and Governing Board signed Preliminary Agreement.
April	1st – RAA Deadline for School Full Application
May	15th – ODE Deadline for execution/signing new school contract between Sponsor and Governing Authority of the School.
June	PCSP start-up/dissemination grant reviews. Notification in early July.
August	Sponsor Opening Assurances Site Visit and Compliance Paperwork 10 days before school opens. Submit signed Sponsor Assurances form to ODE.
September	September 30th – FER (submitted electronically) and APR (submitted by paper with an OCS authorized signature by this date) for previous fiscal year are due.

Part A. Narrative Responses

- 1. Discuss the process behind the creation of this community school.**
- 2. What is it that makes your proposed community school superior or different than other schools (public and private) in the area?**
- 3. What difficulties do you anticipate in the first 5 years of the school's existence and your proactive plan to meet these difficulties, please explain.**
- 5. Describe the marketing plan, process and results you used to determine a need for the school?**
- 6. Describe any/all partnerships the school will have with local agencies, organizations or entities that will enhance operations. Be specific.**

7. Describe the educational program and targeted school student population.

**Part B. General Community School Data
Charter School Applicant Information Sheet**

Name and Address of Proposed Community School	Name (including Title) and Address of Contact Person
Telephone	Fax
Anticipated Opening Date:	School District Where the Community School Will be Located
E-mail address:	Website (if any)

	Year 1	Year 2	Year 3	Year 4	Year 5
Grade levels Served					
Projected Total Number of Students					

Have you previously submitted an application for this proposed community school to any other charter entity?	If "yes," indicate entity and date of application submission
If you have previously applied for any community from another charter entity and it was denied, state the reason(s) for the denial and include any written correspondence from the charter entity stating the reasons for the denial.	

Part C. APPLICANTS

Please include pages that list the names of all applicants (the Community School Development Team):

- Include home address, telephone number, and school district of residence.
- Indicate whether they are teachers, school administrators, parents or community residents of the proposed district of location, or of any other school district.
- Only individuals may be applicants; corporate entities or organizations may not be applicants.
- At least one applicant (preferably the lead applicant) must be a resident of the school district in which the charter school would be located.

Provide background information on all applicants, including but not limited to

- Occupation
- Educational background and experience
- Civic involvement
- Résumé should be provided
- Richland Academy will forward Marianne Cooper and Sophia Speelman's resumes upon receipt of the pre-application.

Please Be advised:

- State BCI/FBI criminal records check for board members must be on file before the Contract is signed
- BCI/FBI checks for instructional staff must be on file at the start of the new school year before Sponsor Assurances are completed.

Part D. OPERATOR

Operator Information

If you will employ an operator, how will you meet ODE's Operator Provision requirement? If you will employ an operator, provide information about your chosen Operator. Submit informational documents:

- Describe the Operator/Management Group used by the school
- Include the history of the organization, financial statements, an organizational outline, contract and other pertinent documents.
- The name and contact information for the school's Operator representative should also be included with job descriptions and titles (with the Operator and in the management of the school).
- Submit a copy of the contract between the Operator/Management Group and his/her School governing Board.
- Submit a copy of the contract or proposed contract between the Operator/Management Group and the School Governing Board, including any attachments.

- **Submit a narrative and time-line outlining the responsibilities of the Operator/Management Group with regard to the day to day operations of the school, financial management, curriculum development, staff training, any local affiliations, reporting responsibilities to the governing authority, and any other information as applicable.**

Part E. FISCAL

Fiscal Agent/Treasurer Information

Please provide information about the fiscal agent with whom you plan to work with. This information should include:

- Basic name and contact information
- Background and experience information.
- Submit a copy of the proposed contract between the Governing Board and the fiscal agent
- Outline the financial management responsibility of the Fiscal Agent in the operations of the school.

Part E. LEGAL

Provide general information on the legal counsel the school has contacted with for future representation.

Contact Information

If you have questions regarding your New Start-up Community School Application, please contact Marianne Cooper, Executive Director at mcooper@richlandacademy.com or by phone, 419-522-8224. We look forward to receiving your application and working with you towards a bright and successful future for your new school, staff, parents and students.