**TRI-RIVERS JOINT VOCATIONAL SCHOOL DISTRICT**

**Transfer (Existing) School Application**

Please respond to every question. Failure to respond to every question will result in your application being disqualified. Applicants are urged to review the rubric associated with this Application. The Rubric is available on the District’s website.

Name of School:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Lead Contact Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Background: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current Sponsor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Person of Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I certify that the information contained in this Application is true and accurate. I further understand that the District may independently review information to certify its accuracy.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

FOR DISTRICT USE ONLY

DATE OF SUBMISSION:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ WAS APPLICATION SUBMITTED PROPERLY? \_\_\_\_\_\_\_\_\_\_\_

**Application Questions**

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**A. Mission**

1. Mission and Vision Statement

• Attach your School’s Mission and Vision statement as (Label as Exhibit “A1”).

• Explain how your School’s Mission and Vision Statement are aligned with the District’s sponsoring mission and vision.

**B. Governance**

1. Governing Board

• Identify how your governing Board is selected, how many members it has, and how often it meets.

• Explain how your governing Board will comply with O.R.C. §3314.02.

• If adopted, attach your School’s Code of Regulations (Label as Exhibit “B1”).

2. Governing Board Conflict of Interest Policy and Training

• Attach your Conflict of Interest policy (Label as Exhibit B2-I).

• Explain and/or attach all documentation regarding your policy and/or procedure for training of Board members (Label as Exhibit B2-II).

3. Governing Board Membership

• Identify and explain why the School’s Board members were chosen.

• Provide evidence of the School Board member’s expertise (Resume, Biography, etc.).

• Provide evidence that the School’s Board members are eligible to serve pursuant to the requirements of O.R.C. §3314.02.

4. Corporate Formation Documentation

• Attach the School’s Articles of Incorporation (Label as Exhibit “B4-I”).

• Attach the School’s Long Form Certificate[[1]](#footnote-1) (Label as Exhibit “B4-II”).

• If obtained, attach documentation demonstrating the School has obtained 501(C)(3) status (Label as Exhibit “B4-III”).

• If necessary, explain why the Articles have been cancelled or were not provided.

5. Meeting Minutes

• Attach the last three (3) academic years of the School’s meeting minutes (Label as Exhibit B-5).

• Explain how the meeting minutes comply with Ohio’s Sunshine Law and reflect oversight appropriate for a community school.

**C. Educational Program**

1. School Information and Student Demographics

• Describe your School’s target population, geographic boundaries for enrollment, ages/grades of students, and whether the District will be a “niche’ community school.

• If completed, explain and provide market research regarding student demographics (Label all Exhibits C1).

2. Curriculum

• Explain and/or attach the School’s curriculum (Label all Exhibits C2).

3. Targeted Assistance for At-Risk Students

• Explain and/or attach how the School will address the needs for at-risk students. (Label all Exhibits C3).

4. Blended Learning Program

• If applicable, describe and/or attach the School’s blended learning program (Label all Exhibits C5).

5. E-School Supplemental Plan

• If applicable, describe and/or attach the School’s plan for a compliant e-school program. (Label all Exhibits C5).

6. Academic Goals and Performance Standards

• Describe and/or attach the School’s academic goals and performance standards (Label all Exhibits C6).

7. Academic Performance

• Attach the School’s state issued report cards for the last three (3) years (Label all Exhibits C7-I).

• Attach all documentation related to your academic performance measures and/or goals (Label all Exhibits C7-II).

8. Attendance

• Attach documentation demonstrating your School’s attendance for the last three (3) academic years (Label all Exhibits C8).

• If necessary, explain the School’s past attendance rate.

**D. Staffing Plan**

1. Organizational Structure

• Attach the School’s organizational chart and/or job descriptions (Label all Exhibits D1).

• Explain the organizational chart and procedure for resolving conflicts of interest.

2. Administration

• Identify your Head Administrator and Fiscal Officer.

• Provide the job descriptions for your Head Administrator (Label Exhibit D2-I).

• Provide your Head Administrator’s resume and/or biography (Label Exhibit D2-II).

• Provide job descriptions for your Fiscal Officer (Label Exhibit D2-IV).

• Provide your Fiscal Officer’s resume and/or biography (Label Exhibit D2-V).

3. School Staff and Professional Development

• Identify and explain all qualifications and attributes for teachers.

• Identify and explain how your School will conduct evaluations and professional development.

• Identify, explain and/or attach a plan for teacher retention (Label as Exhibit D3.)

**E. Financial Plan**

1. [SKIP – This question does not apply to this application]

2. Five Year Forecast

• Attach and explain your School’s Five year Forecast (Label as Exhibit E1).

3. Facility

• Specify the facilities that your School will use and explain how and why the facilities were selected.

• Attach your School’s lease and/or deed for the facility or facilities (Label Exhibit E2)

4. Financial Audits

• Include the last three (3) years of financial audits for your School. (Label Exhibit E3-I).

• As determined necessary, explain issues that were cited in the audits and attach and describe corrective action. (Label Exhibit E3-II).

5. Cash Flow

• Attach documentation reflecting the School’s cash flow for the last three (3) years. (Label Exhibit E4).

**F. Capacity to Execute Plan**

1. Understanding of Compliance Requirements

• Explain your School’s duties and understanding of what laws the School is required to comply (Label Exhibit F1).

2. Compliance reports

• Attach your last three Compliance Reports issued by your sponsor (Label all Exhibits F2-I).[[2]](#footnote-2)

• If necessary, explain any corrective action taken by the School in response to said reports (Label Exhibit F2-II).

3. Existing Deficiencies & Corrective Action

• Attach your current Sponsor Contract (Label Exhibit F3-1).

• Attach all documentation your School has ever received and/or responded to regarding corrective action plans, probation, and suspension. (Label Exhibit F3-II).

• If necessary, attach all corrective action taken by your School in response to corrective action plans, probation, and suspension. (Label Exhibit F3-III)

**G. Market Research**

1. Market Research

• Attach and/or explain all market research conducted for your School (Label Exhibit G1).

2. Student Recruitment

• Attach all documentation regarding and/or explain your School’s plans for recruitment and enrollment (Label all Exhibits G2).

**H. Management Structure**

1. Management Overview

*\*Only complete if your School is/will be operated by a management company or operator, as defined by the Revised Code.*

• Specify the name and background of the management company or operator that will operate your School.

• If available, attach the applicable management / operator agreement (Label all exhibits H1-I).

• If the lease is with your operator, attach a copy of the lease and any appraisals regarding the FMV of the lease. (Label all exhibits H1-II).

• Explain and/or attach the School’s process for evaluating the management company.

• Attach evidence of the operator’s experience in operating schools in Ohio. (Label all exhibits H1-III).

1. A long form report may be obtained from the Secretary of State’s website: <https://www.sos.state.oh.us/SOS/Businesses/RecordsReports.aspx> [↑](#footnote-ref-1)
2. These Compliance Reports were issued pursuant to the evaluation of your Sponsor [↑](#footnote-ref-2)