

# THE NEW PHILADELPHIA CITY SCHOOL DISTRICT

## Sponsorship Application Guidance, Directions, Timelines, and Sponsorship Priorities

### Requirements for Submitting the Application

1. The District requests that applicants begin the application process in January of the year prior to the year the school will open.
2. Prior to completing the application, applicants should contact the Superintendent's office to determine whether applications are being accepted.
3. The District has established three separate applications. The applicant shall submit the correct application based on the type of school:

New School Application – for schools that have not yet opened.

Transfer School Application – for existing schools that are looking to change sponsors.

Replicator School Application – for schools that are replicating an existing model.

4. Please submit the entire application by email to the Superintendent's office:  
brandd@npschools.org
5. The application shall be submitted as *one document* in PDF format. The narrative shall contain full sentences and must be clearly labeled. There is no limit to the length of the narrative. All exhibits must be attached after the narrative. Please clearly label all exhibits consistent with the numbering system clearly defined in each application.
6. The application will be scored pursuant to the prescriptive criteria contained in the District's application rubric and the District's application review policy. The District has made the scoring rubric publicly available. *Applicants are strongly urged to review the rubric prior to submitting an application as the rubric clearly states the criteria that will be used to evaluate the application. Note that the same rubric is used for all applications. The rubric clearly indicates where certain items do not apply to specific applications.*
7. Based on the rubric, each question is scored 0-4 by each member of the Review Team. The scores are then combined. If the applicant receives at least 60% on the scoring rubric and the Review Team determines the applicant is consistent with the District's sponsoring priorities, mission, vision, and strategic plan, the Review Team will contact the applicant for an interview. The interview will be used to verify application responses to responses in the written application and to clarify misunderstandings. *The interview questions asked will be the same as the questions in the general application.*

8. If the School is an existing school or a replicator, the District will interview the applicant's current sponsor. If the school is a replicator, the District will decide which sponsor(s) to interview. The interview will be used to verify application responses to responses in the written application and to clarify misunderstandings. *The interview questions asked will be the same as the questions in the general application.*
9. The Review Team will make an evidence-based recommendation to the Board regarding whether the District may enter negotiations for a preliminary agreement.

### **Application Timeline For New and Replicator Schools**

*Except for the first date of school, all dates are for the year prior to the year sponsorship is to begin. This ensures that the District has sufficient time to develop its school.*

1. Application Deadline: August 1 (of the year before sponsorship is to begin)
2. District Review of Application: August 1-15 (of the year before sponsorship is to begin)
3. District Interviews conducted: August 16-31 (of the year before sponsorship is to begin)
4. Review Team makes evidence based recommendation to the District Board: Prior to September 15 (of the year before sponsorship is to begin).
5. District Board and Applicant enter into a Preliminary Agreement – September 15 (of the year before sponsorship is to begin)
6. District Board and Applicant enter into a Sponsor Contract – September 30 (of the year before sponsorship is to begin). *Note: by entering into a Sponsor Contract on September 30, the District complies with its policy that community school applicants have a nine (9) month planning stage.*
7. First Day of School begins – no earlier than August 1 (of the year after application is filed).

### **Application Timeline for Schools Changing Sponsor (Transfer Schools)**

1. Application Deadline: March 1 (of the year sponsorship is to begin)
2. District Review of application: March 1-15 (of the year sponsorship is to begin)
3. District Interviews conducted: March 16-31 (of the year sponsorship is to begin)
4. Review Team makes evidence based recommendation to the District Board: Prior to April 30<sup>th</sup> (of the year sponsorship is to begin)
5. District Board and Applicant enter into a Sponsor Contract: Prior to May 31<sup>st</sup> (of the year sponsorship is to begin)

### **Sponsorship Mission Statement**

It is the Sponsorship Mission of the New Philadelphia City School District to develop a proactive and exemplary sponsorship program that ensures Ohio residents have meaningful educational choices. The District seeks to sponsor innovative community schools that are academically successful, operationally compliant, and fiscally accountable.

### **Sponsoring Priorities**

1. Conduct sponsorship program pursuant to Ohio law and Ohio Department of Education quality practices.
2. Provide quality monitoring, oversight, and technical assistance so that sponsored community schools have the opportunity to be academically successful, operationally compliant, and fiscally accountable.
3. Develop clear standards for approving community schools for sponsorship.