Cleveland Public Schools
Request to Address the Board of Education
(Public Participation)

I request to address the board of education on the following topic:

_____
_____
_____
_____
_____
_____
_____
_____

I agree to adhere to the following guidelines:

- My comments will be limited to 3 minutes and must be made in a civil and courteous manner.
- In accordance with applicable legal requirements, I will not make comments on issues subject to remediation under board policies and district procedures – including positive or negative comments about staff or others connected with the district unless those items have reached the board through the proper administrative procedures.
- I will not use this as an opportunity for campaigning for or against a candidate for public office or any ballot measure.

Name: _____

Organization name: _____

Address: _____

Phone: _____

Email: _____

Cleveland Public Schools
Request to Address the Board of Education
(New Agenda Item)

I request to address the board of education on the following topic:

_____
_____
_____
_____
_____
_____
_____
_____

I understand and agree that if my request is approved, the superintendent will prepare an appropriate agenda item for inclusion on the board's upcoming meeting agenda. I agree to adhere to the following guidelines:

- My comments will be limited to 3 minutes and must be made in a civil and courteous manner.
- In accordance with applicable legal requirements, I will not make comments on issues subject to remediation under board policies and district procedures – including positive or negative comments about staff or others connected with the district unless those items have reached the board through the proper administrative procedures.
- I will not use this as an opportunity for campaigning for or against a candidate for public office or any ballot measure.

Name: _____

Organization name: _____

Address: _____

Phone: _____

Email: _____

Please notify me of approval / rejection of my request by: phone / email

Cleveland Public Schools
Superintendent's Evaluation

Superintendent's Name _____School Year _____

Board Member's Name _____

TERMS

S: Satisfactory - meets standards of performance required by the School District.

N: Needs to improve upon the standards of performance required by the School District.

U: Unsatisfactory - does not meet standards of performance required by the School District.

[Any rating of "Needs to improve" or "Unsatisfactory" should have an explanation for that rating in the "Comments" section. When a majority of the Board rates the superintendent as "Needs to improve" or "Unsatisfactory" in a specific area then a written plan of improvement for that area should be developed for the superintendent. A written plan of improvement is not a prerequisite to disciplinary action against the superintendent.]

	EDUCATIONAL LEADERSHIP	S	N	U
1.	The superintendent effectively administers the development and maintenance of a positive educational program designed to meet the needs of the community.			
2.	The superintendent develops school objectives, policies, plans and programs.			
3.	The superintendent monitors and evaluates school programs, and advises the Board on recommendations for the educational advancement of the schools.			
4.	The superintendent develops and recommends to the Board for its adoption all courses of study, curriculum and major changes in texts to be used in the schools.			
5.	The superintendent keeps informed of modern educational thought and practices.			

Board Member's Comments:

_____

_____

_____

	DISTRICT MANAGEMENT	S	N	U
1.	The superintendent operates the District in compliance with all policies of the Board and advises the Board on the need for new or revised policies.			
2.	The superintendent makes administrative decisions within the school necessary to the proper function of the School District within established school Board policies.			
3.	The superintendent delegates authority where appropriate.			
4.	The superintendent communicates directly or through delegation all actions of the Board relating to personnel matters of all employees, and receives from employees all communications to be made to the Board.			
5.	The superintendent directs staff negotiations with professional and non-professional personnel.			
6.	The superintendent recommends to the Board of Education employment of qualified and competent certified and non-certified personnel.			
7.	The superintendent assures that personnel records and appropriate documentation to support any recommended personnel actions are maintained.			
8.	The superintendent supervises and evaluates administrative personnel.			
9.	The superintendent assures that personnel records and appropriate documentation to support any recommended personnel actions are maintained.			
10.	The superintendent recommends to the Board for final action the promotion, compensation, demotion or dismissal of any employee.			
11.	The superintendent directs the preparation of the annual budget for adoption by the Board.			
12.	The superintendent administers the budget approved by the Board.			
13.	The superintendent establishes and maintains efficient procedures and controls over expenditures of school funds.			
14.	The superintendent efficiently and effectively acts as purchasing agent for the Board.			
15.	The superintendent establishes procedures for the purchase of books, materials, and supplies.			
16.	The superintendent maintains school property and recommends to the Board sales of all property and equipment no longer needed by the District.			
17.	The superintendent effectively directs the keeping of personnel records, pupil accounting records, business records and other records which are required by law and by Board policy.			

DISTRICT MANAGEMENT		S	N	U
18.	The superintendent files, or causes to be filed, all reports required by state and federal laws and regulations.			
19.	The superintendent maintains an effective system for the transportation of pupils in accordance with state and federal law and regulations.			

Board Member's Comments:

_____

_____

_____

SCHOOL AND COMMUNITY RELATIONS		S	N	U
1.	The superintendent prepares and submits to the Board recommendations, facts, information, and reports as are needed to ensure the making of informed decisions relative to all matters requiring Board action.			
2.	The superintendent provides timely information, when appropriate, to the Board regarding the operation of school programs, including programs, practices and problems of the schools.			
3.	The superintendent supervises the effective carrying out of all statutes, regulations and Board policies.			
4.	The superintendent supports each recommendation to the Board with a clear and detailed explanation of any proposed action.			
5.	The superintendent effectively represents the District in its dealings with other school systems, state institutions, agencies, and community organizations.			
6.	The superintendent keeps the Board and public informed of trends in education.			
7.	The superintendent effectively represents the District before the public, and maintains a public relations program designed to keep the public informed as to the activities, needs, and successes of the District's schools.			
8.	The superintendent establishes and maintains a cooperative working relationship between the schools and the community.			
9.	The superintendent facilitates communications between the Board and the community.			

Board Member's Comments:

_____

_____

_____

Goals and Objectives, if any:

_____

_____

_____

(Signature only acknowledges receipt of this Evaluation and does not necessarily signify agreement with its contents.)

_____ _____

Signature of Superintendent **Date**

_____ _____

Signature of Board Member **Date**

Cleveland School District
Application for
Charter School Sponsorship

Type all answers.
Answer all questions completely and accurately.
Attach additional pages if more space is needed.

Proposed School Name: _____

Proposed Sponsor: _____

Organization Background Data

Note: this information is required for each individual applicant. If the applicant is a corporation, LLC, or partnership, this information is required for the entity and for each officer/director/partner/member/manager.

Applicant: _____
Address: _____
Phone: _____
Email: _____

Tax Information

Applicant's 501(c)(3) status

☐ Currently established
☐ Currently seeking
☐ Previously sought but denied by IRS
☐ Never sought

Other Affiliations

Will the school be associated in any manner with a sectarian school or religious institution?

☐ Yes ☐ No

Litigation

Identify all civil and criminal litigation in which the applicant is or has been a party. State the litigation's potential to adversely affect the charter school's operation.

Case No.: _____
Venue: _____
Plaintiff: _____
Defendant: _____
Potential impact: _____

Case No.: _____
Venue: _____
Plaintiff: _____
Defendant: _____
Potential impact: _____

Case No.: _____
Venue: _____
Plaintiff: _____
Defendant: _____
Potential impact: _____

Proposed Timeline

1st school year for classes: _____
Grades to be served: _____
Max school enrollment: _____
Max per grade enrollment: _____
Max per class enrollment: _____

2nd school year for classes: _____
Grades to be served: _____
Max school enrollment: _____
Max per grade enrollment: _____
Max per class enrollment: _____

3rd school year for classes: _____
Grades to be served: _____
Max school enrollment: _____
Max per grade enrollment: _____
Max per class enrollment: _____

4th school year for classes: _____
Grades to be served: _____
Max school enrollment: _____
Max per grade enrollment: _____
Max per class enrollment: _____

5th school year for classes: _____
Grades to be served: _____
Max school enrollment: _____
Max per grade enrollment: _____
Max per class enrollment: _____

Governing Body

The applicant agrees that it will not permit individuals to serve on the governing body if the individual has a felony conviction or misdemeanor

criminal conviction involving moral turpitude within the past 15 years (10 years for the president).

☐ Yes ☐ No

Process to be used to appoint/elect members

_____
_____
_____
_____
_____
_____
_____
_____

Minimum qualifications required to be a member

_____
_____
_____
_____
_____
_____
_____
_____

Number of individuals initially serving on governing body: _____

Min/max positions on governing body: Min:_____ Max:_____

Officer positions, lengths of terms, and responsibilities

_____
_____
_____
_____
_____
_____

Initial members of the governing body:

Name: _____
Title: _____
Address: _____
Phone: _____
Email: _____
Relevant experience:
_____
_____
_____

Name: _____
Title: _____
Address: _____
Phone: _____
Email: _____
Relevant experience:
_____
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Name: _____
Title: _____
Address: _____
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Relevant experience:
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Name: _____
Title: _____
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Relevant experience:
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Relevant experience:
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Name: _____
Title: _____
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Relevant experience:
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Name: _____
Title: _____
Address: _____
Phone: _____
Email: _____
Relevant experience:
_____
_____
_____

Meetings of the Governing Body

The governing body will meet at least quarterly, in state, during the first year:

☐ Yes ☐ No

The majority of members of the governing body are residents within the geographic boundary of the district:

☐ Yes ☐ No

The governing body will follow the requirements of Oklahoma's Open Meeting Act:

☐ Yes ☐ No

The governing body will follow the requirements of Oklahoma's Open Records Act:

☐ Yes ☐ No

During the first year, the governing body anticipates the following meetings:

Date	*Time*	*Location*

Records of the governing body's meetings and deliberations will be maintained at:
_____
_____
_____

Name of the individual and/or position responsible for complying with the Open Meeting Act and Open Records Act:
_____

Detailed description of the governing body's authority:

_____
_____
_____
_____
_____
_____

Facilities

The Charter School has secured, or will secure by the time operations are to begin, the following facilities in which to house school operations:

_____
_____
_____

The owner of the above facilities and the owner's address:

_____
_____
_____

Financial Information

Identify the name of the individual with primary responsibility for managing the charter school's finances, including but not limited to education, credentials, relevant experience, and the name/address and phone number of *every* school district in which the individual has worked.

_____
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Name / address of the charter school's depository bank:

_____
_____
_____

Mission / Goals

What is the charter school's mission?

What are the specific educational goals of the charter school?

Required Documentation

Note: each document requested must be provided on a separate page and must be clearly

marked with the exhibit number referenced in the upper right hand corner of the document. If an item does not apply, a note indicating that the item is not applicable should be attached as the exhibit.

Exhibit	*Document*
1	Applicant: Bylaws (corporations) Articles of Organization, current Operating Agreement (LLCs) Partnership Agreement/Articles, filed Certificate of Limited Partnership (partnerships)
2	Charter school (if different from Exhibit1): Bylaws (corporations) Articles of Organization, current Operating Agreement (LLCs) Partnership Agreement/Articles, filed Certificate of Limited Partnership (partnerships)
3	Copies of all 501(c)(3) submissions to the IRS and all responses from the IRS
4	Copy of the applicant's most recent tax return
5	Copy of all previous or currently pending charter school proposals and a statement of the result of the proposal
6	Explanation of any partnerships, etc. central to the operation or mission of the charter school
7	Detailed school-start up plan
8	Start up cash flow projections
9	First year cash flow projections
10	Detailed financial plan for the first five (5) years of operation, including budgets with clearly stated assumptions, income other than state aid (if applicable), and fundraising (if applicable), including but not limited to: · employee salaries/benefits/unemployment compensation · professional services (audit, legal, other), · transportation · food services · instruction · facilities/equipment · other
11	Proposed calendar and sample daily schedules
12	Facilities lease, rental agreement, or similar documentation

13	Detailed plan regarding maintenance, cleaning, and utility services
14	Floor plan of facilities
15	Statement of compliance with accessibility requirements for individuals with disabilities or a plan for remediation such deficiencies
16	Detailed list of furniture/fixtures/equipment to be utilized in each room, including whether the items will be owned or leased
17	Description of the insurance coverage the school will obtain, including workers compensation insurance
18	Resolution outlining the disposition of all property at the conclusion of the charter
19	Detailed list of all administrative positions, including title, job duties, and minimum qualifications
20	Detailed organizational chart, including related bodies such as PTA, advisory boards, external groups, etc.
21	Detailed list of the roles and responsibilities for any entity included on the organizational chart not already provided
22	Summary of expectations regarding parental involvement
23	Evidence of completion of required charter school training
24	Comprehensive instructional program to be offered, including courses to be offered and alignment with state standards
25	Comprehensive description of the school's instructional design (learning environment, class size and structure, curriculum overview, teaching methods)
26	Comprehensive list of curriculum to be utilized, including textbooks, workbooks, etc.
27	Summary of the student testing and assessment program to be utilized
28	Outline of the criteria which will measure the effectiveness of the charter school
29	Documentation of support from residents
30	Summary of the library resources available to students, including the

	location of the facilities
31	Comprehensive list of special equipment to be provided to students, including lab equipment, technology, etc.
32	Policy/procedure: student recruitment, admission, enrollment, lotteries, etc.
33	Policy/procedure: FERPA – including name and/or position of individual responsible for maintaining records and overseeing FERPA compliance
34	Policy/procedure: student absences
35	Policy/procedure: students with disabilities or who are academically behind - including name and/or position of individual responsible for IDEA compliance
36	Policy/procedure: nondiscrimination
37	Policy/procedure: ChildFind
38	Policy/procedure: English language learners
39	Policy/procedure: student bullying
40	Policy/procedure: safe school committees
41	Policy/procedure: regular and special education student discipline, including student behavioral expectations and suspensions
42	Policy/procedure: student safety and safety drills
43	Policy/procedure: employment practices, including certification requirements, hiring process, background search process, and sample employment contracts for each type of position
44	Policy/procedure: Immigration and Reform Control Act
45	Policy/procedure regarding asbestos and hazard communication training
46	Policy/procedure: transportation (including transportation for students with disabilities)
47	Policy/procedure: food services
48	Policy /procedure: business office operations, including but not limited to compliance with OCAS, adopting an annual budget and compliance with the Oklahoma Public School Audit Law

49	Policy/procedure: how the charter school will comply with all federal regulations and state and local rules/statutes related to health, safety, civil rights, insurance, students, and faculty – if not provided above

Other Services To Be Provided

Yes	No	
		AP classes
		IB program
		Gifted and talented program
		Guidance and counseling services (provide a detailed description)
		Cocurricular activities (list, by grade, including funding sources and delivery method)
		Extracurricular activities (list, by grade, including funding sources and delivery method)
		Services to students at risk of dropping out (provide a detailed description)
		Other:
		Other:
		Other:

Other Information

Please provide any additional information not already included which would be helpful as

the district evaluates this application:

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Certification

The information contained in this application is true and correct to the best of my knowledge and belief. I am individually authorized to submit this application on behalf of the applicant.

_____
Individual Printed Name

_____
Individual Signature

_____
Date Contact Number