

**DAYTON PUBLIC SCHOOLS
CHARTER SCHOOL SPONSORSHIP**

APPLICATION FOR SPONSORSHIP RENEWAL

with

DAYTON BOARD OF EDUCATION
115 South Ludlow Street
Dayton, Ohio 45402-1812



Dayton Public Schools Community School Sponsorship Mission Statement

To advocate educational excellence in a global society throughout our community by creating strategic partnerships.

PHASE	DESCRIPTION	APPROXIMATE TIMELINE
Renewal Process Overview	A representative from the Sponsorship Review Team will provide the governing authority an overview/presentation of the renewal process.	June – July (if requested)
Submission of the Application for Sponsorship renewal	<p>A Dayton Public Schools sponsored community school submits its Application for renewal to Dayton Public Schools charter school liaison.</p> <p>The deadline for receipt of all application materials is 4:30 p.m. on September 1st.</p>	September 1 st
Application Review	The Sponsorship Review Team reviews the application as well as the existing data, and records in its files collected on the school over the life of the charter.	September – December
Application Revision (Request for Amendment Process)	Dayton Public Schools may ask for amendments to parts of the application, some of which may be required by statute.	September – April
Renewal Visit	<p>The Sponsorship Review Team will conduct a site visit to the school, during which it observes instruction, conducts interviews and reviews documentary evidence including information relating to academic achievement, curriculum, pedagogy, internal assessment, board governance, and fiscal and legal compliance. The Sponsorship Review Team may also conduct an interview of the Governing Authority of the sponsored school during the visit or on a separate date.</p> <p>During or after the renewal visit, the Sponsorship Review Team may require additional documentation and other evidence where necessary and appropriate. The Sponsorship Review Team may also conduct follow-up visits where it deems necessary.</p>	September – December
Draft Renewal Recommendation Report	<p>Based upon the totality of information and evidence collected over the course of the charter term – including the application for renewal, previous evaluation visits and the renewal visit, as well as other pertinent information – the Sponsorship Review Team produces a draft report of its findings which contains a preliminary renewal recommendation.</p> <p>The Sponsorship Review Team shares the draft report with the Governing Authority and invites factual corrections to ensure accuracy. Where appropriate, the Sponsorship Review Team may require the Governing Authority of the sponsored school to provide additional information and documentation.</p> <p>When the Sponsorship Review Team makes a preliminary recommendation of non-renewal, it provides the Governing Authority of the sponsored school with an opportunity to provide written comments in opposition to the recommendations. In addition, the Sponsorship Review Team offers an opportunity to have the Sponsorship Review Team appear at the school to listen to a presentation of evidence in opposition to the preliminary non-renewal recommendation.</p>	November – December

PHASE	DESCRIPTION	APPROXIMATE TIMELINE
Final Renewal Recommendation Report	<p>Based on the evidence it has compiled and analyzed, including any evidence in opposition to a preliminary non-renewal recommendation, the Sponsorship Review Team prepares its final recommendation report for the Dayton Public Schools' Superintendent.</p> <p>The Sponsorship Review Team sends the final report to the DPS Superintendent and the Governing Authority of the sponsored school.</p> <p>When the Sponsorship Review Team report recommends non-renewal, the Governing Authority shall have 14 days of receiving the notice to request an informal hearing before Dayton Public Schools. The request must be in writing.</p> <p>If a hearing is requested because of a non-renewal recommendation, Dayton Public Schools will provide the Governing Authority an informal hearing within 14 days of receipt of notice and issue the Governing Authority a written decision, no later than 14 days after the informal hearing, either affirming or rescinding the Sponsorship Review Teams recommendation.</p>	December - January
Action of the Charter School Liaison	<p>If the recommendation is to renew the charter, the Charter School Liaison sends the proposed sponsorship contract to the Governing Authority for review and approval.</p> <p>If the sponsorship is not recommended for renewal, the Charter School Liaison will work with the school administration and Governing Authority on next steps.</p>	Within 90 days of the recommendations of renewal or non-renewal
Action of the Dayton Board of Education	The Dayton Board of Education votes on the recommendation of the Dayton Public Schools' Superintendent to accept the sponsorship renewal contract.	February - May

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RENEWAL OVERVIEW

The sponsorship renewal process is central to Dayton Public Schools, sometimes called “the District”, ensuring that the strategic partnerships created for advocating for educational excellence continues for the Dayton community. Sponsorship renewal is not automatic; a school must demonstrate that it has earned the opportunity to serve students an additional charter term. An application for Sponsorship renewal is the means by which a local educational agency makes its case for advocacy in school choice through sponsorship renewal and/or renewal of its authority to operate a school for an additional charter term. In order to make a compelling case for renewal, the Governing Authority must present clear and concise evidence of the school's attainment in its primary academic indicators as identified by the Ohio Department of Education as well as its Education Plan.

The state performance measures represent:

- whether student performance on state tests met established thresholds and how well students performed on tests overall;
- looks closely at the growth that all students are making based on their past performances;
- shows how well schools are meeting the performance expectations for our most vulnerable populations of students in English language arts, math and graduation;
- looks at the percent of students who are successfully finishing high school with a diploma in four or five years (drop out recovery – beyond five years);
- how successful the school is at getting struggling readers on track at proficiency in third grade and beyond (N/A for DPS currently sponsored schools); and
- whether training in a technical field or preparing for work or college.

The education plan in the sponsorship contract describes elements in place at the schools that are highly effective at providing students from low-income backgrounds the instruction, content, knowledge and skills necessary to produce strong academic performance that the school has personally provided the evidence-based research to support the instructional programming. The renewal benchmarks detail the elements an effective school must have in place at the time of renewal.

Dayton Public Schools will conduct renewal reviews, including onsite evaluation visits, near the end of each school's charter term. Unlike regular onsite monitoring visits, which focus on school's compliance monitoring and organizational capacity, renewal reviews address all areas of the school's organization. All of the following forms the basis of Dayton Public Schools renewal recommendation to the Dayton Board of Education:

- Evidence collected during the renewal review process;
- Student performance data throughout the Accountability Period and even from prior periods;
- Information submitted by the school; and
- Information already on file obtained from previous visits.

RENEWAL OUTCOMES

Initial Renewal

Dayton Public Schools (DPS) Initial Renewals shall be identified as three potential outcomes for DPS sponsored community schools coming to renewal for the first time: Full-Term Renewal (five years); Short-Term Renewal (up to three years); or Non-Renewal (closure). During the fifth year of the school's initial charter term, DPS makes a renewal recommendation to the Dayton Board of Education based on the extent to which the school has met, or come close to meeting, its performance measures and has met all other benchmarks related to governance, compliance and fiscal soundness.

Subsequent Renewal

Dayton Public Schools (DPS) Subsequent Renewals shall be identified as two potential outcomes for DPS sponsored schools that have already been renewed at least one time: Full-Term (five years) or Non-Renewal (closure). DPS may not provide short-term renewal outcomes for schools in subsequent charter terms. When making recommendations regarding subsequent sponsorship renewals, DPS will rely heavily on performance measures and compliance.

Please note that renewal terms are subject to the terms of Dayton Public Schools Sponsorship Agreement with the Ohio Department of Education and their authority to approve sponsors and grant specific terms, territories and portfolio expansions.

RENEWAL RECOMMENDATIONS

The District will make recommendations based on a variety of evidence gathered and analyzed over the course of a charter term. This evidence includes a school's Application for Sponsorship Renewal and record in meeting or positive trends towards meeting Performance Measures and Academic Indicators.

Dayton Public Schools will be using the following four interconnected questions for framing its renewal reviews and to determine if a school has made an adequate case for renewal:

1. Is the school an academic success?
2. Is the school and effective, viable organization?
3. Is the school fiscally sound?
4. If the school's charter is renewed, what are its plans the next charter term, and are they reasonable, feasible and achievable?

This application for Sponsorship renewal is/will be available on the Dayton Public School's Website at:

<http://www.dps.k12.oh.us/our-departments/grants-and-compliance/school-sponsorship.html>

All updates/modifications to this documentation will be posted online.

SUBMITTING APPLICATIONS

All required information must be submitted as either a “*Response*” or an “*Exhibit*”. Responses generally comprise the school’s documentary evidence of success in the current charter term; while exhibits generally provide information to be incorporated into a new sponsorship contract, should the Dayton Board of Education approve the Application for Renewal.

The main difference between the narrative responses and the exhibits is that the exhibits outline the “what” that the school will do if renewed; the narrative responses provide the “why” and the “how”. The entire application, as a whole, will allow the District to determine if the Governing Authority and the school’s plan for the next sponsorship term are “reasonable, feasible, and achievable.”

The Governing Authority of sponsored schools seeking renewal must submit all materials as electronic files by September 1st. Please do not submit a paper copy of the full application. The District must receive the Transmittal/Assurances Form statement with either digital signatures or hard copies of the forms with original signatures, postmarked by the application deadline. Governing Authority must submit application to the Charter School Liaison:

LaShawn Graham
Grants and Compliance Specialist
lgraham@dps.k12.oh.us
(937) 542-3373

Renewal applications should be submitted in the order as identified under “***What to Submit***” as well as items using those headings.

Upon review of the electronic submissions and at its discretion, the District may request a paper copy to clarify information submitted and other issues.

Acceptable electronic formats for the saved files are MS Word®, MS Excel®, or Adobe Acrobat®. Scanned files in Adobe Acrobat® format should be OCR’d (Optical Character Recognition) and Optimized to reduce the file size. Do not submit files in any file type except as directed.

WHAT TO SUBMIT and HOW TO ORGANIZE APPLICATION FOR RENEWAL

1. Executive Summary
2. Statistically Overview
3. Academic Success
4. Organizational Performance
5. Fiscal Soundness
6. Supplemental Information (Optional)
7. Plans for the Future
8. Exhibits



TRANSMITTAL/ASSURANCES FORM

School Information				
Community School Name:				
School Administrator's Name:				
Community School Address:				
Other districts from which the school is likely to draw students:				
Days of Instruction				
Proposed Grades and Enrollment			Affiliations (IF APPLICABLE)	
School Year	Grades Served	Total Enrollment	Operator:	
2018-19				
2019-20				
2020-21			Management Company:	
2021-22				
2022-23				
Contact Information				
Primary School Contact Name:				
Title:				
Mailing Address:				
Primary Phone #:		Secondary Phone #:		Email:
Primary Operator/Management Company Contact Name (if applicable):				
Primary Phone #:		Secondary Phone #:		Email:
Fiscal Officer/Treasurer Contact Name:				
Primary Phone #:		Secondary Phone #:		Email:
Governing Authority Chair Signature				
<p><i>Authenticated Digital Signatures accepted. If a handwritten signature is used, Dayton Public Schools must receive the transmittal form, bearing an original signature, postmarked no later than September 1st. I hereby certify that the information submitted in this Application for Sponsorship Renewal is true to the best of my knowledge and belief; that the Governing Authority has reviewed this application; and, that if awarded a renewal for sponsorship, the school shall operate in a manner consistent with the description outlined in the Application for Sponsorship Renewal and subsequent Sponsorship Contract.</i></p>				Submit Completed Application to: Dayton Public Schools ATTN: LaShawn Graham 115 S. Ludlow Street Dayton, OH 45402
Signature of School Principal:		Date:		Phone: (937) 542-3373
Signature of Board President:		Date:		Fax: (937) 542-3217
Signature of Board President:		Date:		Email: lgraham@dps.k12.oh.us
OFFICIAL USE ONLY:	Received By:		Date:	

EXECUTIVE SUMMARY

As the Application for Sponsorship renewal looks at both the past, present and future, the Executive Summary should articulate how and to what extent the vision, design and implementation of the school's current charter has proven effective in improving student achievement, and what changes, if any, the Governing Authority envisions.

The District puts more weight on a discussion of the processes that the Governing Authority took to remedy specific leadership, organizational or programmatic deficiencies, rather than simply promoting a claim of current school effectiveness. Such a discussion shows the resilience and depth of the organization and its ability to address future challenges. The description would further benefit from an explicit link between the organization issues and student performance before the Governing Authority undertook corrective action and the resulting change in performance.

While the focus of the Executive Summary must be the school's record of improving student learning and achievement, this section should cover all aspects of the Governing Authority operation, e.g., governance, financial stability, plans for the next sponsorship term.

The Executive Summary must not exceed 10 pages in length.

STATISTICAL OVERVIEW

All schools must submit a Statistical Overview with the Application for Sponsorship Renewal. Provide the enrollment and demographic information for the current school year (Statistical Overview – FORM A). The statistical overview requires schools to also provide the following information regarding:

- Enrollment: including withdrawals (reasons for the withdrawals and trend data), enrollment for students with disabilities, ELLs, homeless, and economically disadvantage students;
- Retention: including number of students eligible to return from the previous academic year and the number of those students who returned;
- Attendance and discipline data;
- Number of faculty/staff (contracted and on staff) and,
- Parent and Community Engagement: include the method, means, and frequency by which the school involves parents and the community in the support to strengthen student learning.

**STATISTICAL OVERVIEW – FORM A
CURRENT YEAR ENROLLMENT AND DEMOGRAPHIC INFORMATION**

TOTAL ENROLLMENT	
# of students enrolled	
# of students on waiting list	
GENDER	
# Male	
# Female	
ETHNICITY/RACE	
# American Indian/Alaskan Native	
# Asian or Pacific Islander	
# Black, Non-Hispanic	
# Hispanic	
# Multiracial	
# White, Non-Hispanic	
SPECIAL POPULATIONS	
# Students with Disabilities	
# English Language Learners	
# Homeless Students	
# Eligible for Free and Reduced-Price Lunch	

ACADEMIC SUCCESS

The school's application must include the most recent annual report, most recent State Report Card data, and data from the performance measures indicated in current education plan indicating its progress in achieving academic goals (and each of the specific measures) on Ohio Assessments and Ohio's Academic Standards.

- This response must be completed by September 15th.
- The Education Plan Progress Report must discuss the extent to which the school has met all required academic measures as well as any additional academic goals and measures included in its Education Plan. The presentation must broadly address the school's progress toward meeting each goal, specifically linking measured attainment to each of the goals and to the educational program over the course of the Accountability Period.
- Annual Report. The school must submit their current annual report as part of the renewal application. The annual report must include the following information:
 1. A description of the performance standards (in addition to all available report card measures) and the methodology used by the sponsor to evaluate the academic performance of the community school;
 2. The methodology used by the sponsor to evaluate whether or not nonacademic goals included in the contract between the community school governing authority and sponsor were met;
 3. School activities used to achieve academic and nonacademic goals;
 4. All schools' financial status during the preceding school year.

ORGANIZATIONAL PERFORMANCE

As part of the renewal application, a school must demonstrate that it is an effective and viable organization.

1. Governing Authority Monitoring
 - Describe how the governing authority monitors academic, organizational, and financial performance of the school. Provide evidence of its practices such as board meeting minutes and/or decisions.
 - Please submit a self-evaluation survey from each member of the governing authority.
2. School Culture
 - Provide evidence that your school implements its discipline policies with fidelity. Discuss your school's discipline data and how this data is used, including any consideration of discipline disproportionality.
 - Provide evidence of strategies to involve parents in the school.
3. Parent Satisfaction

Provide parent satisfaction and student survey results or other verifiable data that attest to parent satisfaction with the school's academic program. The school must

demonstrate that it administered the surveys and interpreted results using generally accepted evaluation methods (including method of administration, time of year and adequate response rate). The District may require the submission of additional information regarding demand and persistence prior to the renewal visit.

4. Contact Information

Provide a list of the parent names and address of all students enrolled in the school by grade to enable the District to communicate directly with families regarding the renewal process, if necessary.

5. School Policies and Procedures

Complete Parent, Student, and/or Teacher Handbook (from the most recent academic year) or similarly comprehensive document.

If the Parent and/or Student Handbook do not contain all of the policies listed below, attach the Handbook as one response and each remaining policy as a separate response from your policy manual.

- a) Admissions/Enrollment Policy;
- b) Academic and Prevention Services Policy;
- c) Truancy/Non-Attendance Policy;
- d) Student Discipline Policy (including Special Education Discipline Policy, if separate);
- e) Suspension, Expulsion, Removal, and Permanency Exclusion Policy;
- f) Student Retention/Promotion Policy;
- g) Health Services Policies including Medication Policies;
- h) Personnel policies;
- i) Family Educational Rights and Privacy Act ("FERPA") policies, annual notices and sample waiver form, if applicable (see [http://education.ohio.gov/Topics/Other-Resources/Family-and-Community-Engagement/Getting-Involved-with-your-Child-s-Learning/Planning-Tools/Family-Educational-Rights-and-Privacy-Act-\(FERPA\)\)](http://education.ohio.gov/Topics/Other-Resources/Family-and-Community-Engagement/Getting-Involved-with-your-Child-s-Learning/Planning-Tools/Family-Educational-Rights-and-Privacy-Act-(FERPA))));
- j) Public Information Policy (which should identify at least one person, as designated by the Board Trustees, to process public records requests);
- k) Fraud reporting notice.

6. Assurances

All Applications for Sponsorship Renewal must include a list of specific Assurances signed by the Board of Trustee chair.

The District will only accept handwritten signatures. The applicants must include a scanned copy of the signed copy of the signed form with the application, and ensure the District receives a paper copy, bearing the original signatures, by the application deadline.

FISCAL SOUNDNESS

The Governing Authority must demonstrate its ability to operate the school in a fiscally sound manner.

Please provide the following:

1. Fiscal and procurement policies and procedures manual, including all recent updates; and
2. Additional miscellaneous financial documents related to budgeting and long-range planning; internal controls; financial reporting; and financial condition. Include any Ohio Auditor of State Audit Reports during the sponsorship term and information on active audits or monitoring reviews with the Ohio Department of Education taking place or have taken place during the sponsorship year.

SUPPLEMENTAL INFORMATION (*optional*)

The District will accept information not specifically required in the Application for Sponsorship Renewal if the Governing Authority believes this supplemental information is essential for making its case for renewal. **The collective length of this section must not exceed 25 pages.**

PLANS FOR THE NEXT TERM

This section focuses on the Governing Authority future plans rather than the outcomes achieved during the current sponsorship term. In addition to a number of narrative *responses*, the application requires submission of a series of *Renewal Charter Exhibits* (“*Exhibits*”) that the District will incorporate into a new sponsorship contract should the District approve the application. The main difference between the narrative responses and the exhibits is that the exhibits outline the “what” that the school will do if renewed; the narrative responses provide the “why” and the “how”. The entire application, as a whole, will allow the District to determine if the Governing Authority and the school’s plan for the next sponsorship term are “reasonable, feasible, and achievable.”

Requirements for both types of submissions are set forth below.

An important note: The District analyzes the school’s accomplishments during the existing sponsorship term as it relates to the Qualitative Education Benchmarks and the school’s performance on Performance Measures in making renewal recommendations. While the District asks applicants to identify future plans, no school will receive a positive recommendation based only on those plans. Without demonstrating success academically or on existing performance measures in the current sponsorship term, no school’s future plans alone are sufficient to earn renewal.

RESPONSES

The nature and content of each response is likely to differ greatly depending on the degree of difference between the school’s current operations and its plans for the next charter term.

Schools choosing not to change any element of their current program or structure need only incorporate a response by reference and indicate no change; whereas, schools choosing to make some changes must identify them and schools making material changes must provide extensive documentation and detail. Examples of significant changes include, but are not limited to, offering new grades, expanding enrollment, moving locations, shifting the focus of the educational program, switching to/from management company structure and adding a school level, e.g., adding a middle or high school.

Responses are required for the following areas that shall be incorporated into your Comprehensive Plan:

A. Proposed Educational Program

Provide an overview of the planned educational program. For those schools seeking to make significant changes in one or more aspects of the educational program, the narrative response must detail each of these changes, not only stating the school's planned change, but how and why as well.

B. Parent and Community Engagement Plan

Provide an overview on how the school will build and/or maintain the family-school-community partnerships that strengthen support for student learning.

C. Organizational Plan

The Governing Authority must provide details on what plans, if any, it has to ensure the sustainability of its success (e.g., creating a recruitment committee on the Governing Authority; providing a transition and training plan for the new board members). The Governing Authority should include in the renewal application a biographical sketch for each board member (not to exceed 200 words).

For Governing Authority making material changes to their governance structure, including but not limited to board composition, committee structure, and/or amendments to bylaws, the narrative response must focus on the reasons behind those changes, references where necessary, any appropriate events and outcomes from the present sponsorship term are driving these proposed changes. The response must also indicate with clarity how and why those governance changes will allow for the kind of oversight that will result in satisfactory student achievement results.

D. Fiscal Plan

Describe the Governing Authority fiscal plan for the term of the proposed renewal sponsorship term specifically identifying future enrollment, staffing and facility plans and assumptions, and discuss how those plans are financially reasonable and feasible. If the Governing Authority operates more than one school, please provide a separate budget for each school up for renewal. This information must be consistent with the Budget Projection for the term of the renewal sponsorship, which must serve as the cornerstone for the Governing Authority fiscal plan. Please ensure that the Budget Projection covers the entire term of the next sponsorship term and a description of all revenue and expenditure assumptions.

E. Facility Plan

Clearly describe how the school's facility plan will meet the needs of the educational plan for the proposed sponsorship term including prior commitments the school may have made to support the school. *Ensure that the budget narrative in the Fiscal Plan explains how the school's facilities plan is reflected in the budget.*

EXHIBITS

- Mission Statement
Provide the mission statement for the next charter term.
- Key Design Elements
The Key Design Elements are the core components of the school's educational and organization plans for the term of the sponsorship renewal.

The elements are those that collectively constitute the essential design features of the school and that define what the school would be including in its comprehensive plan for the sponsorship renewal contract. The Key Design Elements describe what the school will do if the District approve its application for renewal and formally be renewed. Please include any before-, after-, or summer school programs in the Key Design Elements.

- Proposed Enrollment. Provided proposed enrollment in chart form. Provide the grades the school proposes serving in each year of the next sponsorship term, the number of students expected to be in each grade, the age-range of the students that will be served and the maximum number of students per year.

Please be sure that the chart reflects any anticipated attrition over the charter term. The enrollment chart must only cover the number of years for which the school is seeking renewal.

- Master School Calendar
Provide an overall school calendar that clearly indicates the number of hours/days of instruction for the first year of the renewal sponsorship term. Where the calendar is different for different grades, the calendar should so indicate. Alternatively, the school can submit separate calendars for each set of grades (elementary, middle, high, etc.). When summing the number of days of instruction, please include the FTE value.
- School Schedule
Provide a daily school schedule that clearly details the total hours of instruction the school will provide and in what subjects. Where different grades have different schedules, provide all such schedules. The school must submit schedules to permit the District to determine if the school is providing the proper number of instructional units each year as required by the Ohio Department of Education.
- Staffing Plan
The staffing plan must include an annotated organizational chart, a narrative and copy of the Staffing Chart. The annotated organization chart should depict who will carry out the key educational and supporting administrative functions during the next sponsorship term. The accompanying narrative must describe the key educational staff positions for each year of the proposed sponsorship.
- Plan for Meeting Enrollment and Retention Targets
The Governing Authority must include a plan for the school to meet or exceed enrollment and retention targets.

- Governing Authority By-Laws
Include the Governing Authority by-laws as a Renewal Exhibit.
- Code of Ethics/Conflict of Interest
Include the Governing Authority Code of Ethics and Conflict of Interest policies for the next sponsorship term. The Governing Authority may have policies that fulfill the statutory requirement. If there are no changes to the current policies, please state that fact. These policies must be in accordance with House Bill 2 and the Ohio Revised Code.
- Negotiated (but not executed) Operator/Management Company Contract
If a Board of Trustee plans to contract with an Operator or a Management Company at any time during the next sponsorship term, please include the fully negotiated (but not executed) management contract for the District's review and approval, together with evidence that the Governing Authority has approved its execution subject to the District's approval. If the contract has yet to be negotiated, please provide an explanation in the narrative portion of the school's response along with a timetable for that process to be completing. Such timetable must in all instances allow sufficient time for the District to review the complete contract prior to the time that the District must make its recommendation on the renewal application.
- Budget Projection
Submit a proposed budget for the proposed next sponsorship term support the fiscal plan.

WRAP-UP

Prepare your renewal application by replying to the each section of this Application for Sponsorship Renewal by responding to each area in the order of the application and supplying the evidence either by "Response" or "Exhibit". Submit with the *Transmittal/Assurance Form* as the cover by the deadline.

If you have any questions, please contact the District's Charter School Liaison:

LaShawn Graham
Grants and Compliance Specialist
115 S. Ludlow St.
Dayton, Ohio 45402
E-Mail: lgraham@dps.k12.oh.us
Office Phone: (937) 542-3373
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