



## Transfer School Application

Mid-Ohio Educational Service Center mission as a Sponsor is:

*The mission of the Mid-Ohio Educational Service Center (Mid-Ohio ESC), as a sponsor of community schools, is to establish a strong public community school by adhering to quality authorizing practices and oversight of the school in accordance with the role of a quality sponsor, and to provide an opportunity to students who may not otherwise participate successfully in public education, in a student-centered manner that results in a high standard of education.*

It is the priority of Mid-Ohio ESC, as a sponsor of community schools, to foster and support the academic growth and social skills of the students we serve, in order for them to be successful, contributing members of society.

We expect a transfer team of an Ohio Community School to have done significant planning and to demonstrate a strong, evidence-based community school curriculum which is mission-driven and serves a need otherwise not being met in the community.

### STEP 1

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

Community School Name: \_\_\_\_\_

Grade Levels: \_\_\_\_\_

Electronic School, Blended Learning School or Drop-Out Recovery School?

\_\_\_\_\_

Current Location Address: \_\_\_\_\_

Contact Person & Title: \_\_\_\_\_

Contact Address: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Contact Fax Number: \_\_\_\_\_

Contact Email Address: \_\_\_\_\_

Fiscal Officer: \_\_\_\_\_

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

Located in School District of: \_\_\_\_\_

Operator/Management Company, if any: \_\_\_\_\_

## STEP 2

Since you are a transfer school, please submit the following with this application:

- recommendation letters from parents, students, staff members, governing board members, or community stakeholders (optional)
- copies of site visits and Ohio School Report Cards/academic data from the last three years
- the last three years of audit reports
- the last two years of meeting minutes
- the last two years of monthly financial records from the current sponsor
- your current sponsor's compliance reports and renewal applications and resulting reports
- any prior corrective action or performance improvement plans and how the school remedied any deficiencies cited by the current sponsor (if applicable)

## STEP 3

**Please note that the following sections will be evaluated using the rubric below. Please attach your explanations for each section to this application.**

- 1 – Falls Far Below Standards**
- 2 – Approaching Standards**
- 3 – Meets Standards**
- 4 – Exceeds Standards**

**Background and Needs** (Maximum 12 points)

**Sub Total** \_\_\_\_\_

\_\_\_\_\_ Provide a brief history of your school, including why it was started and the reasons that you wish to continue your school. Provide the school's mission, vision, and current and previous sponsor (if applicable).

*(1 – 4 points)*

\_\_\_\_\_ Explain why you are proposing to change/transfer sponsors. Explain what you are looking for from a sponsor. If you have been non-renewed or terminated, please attach all relevant documents.

*(1 – 4 points)*

\_\_\_\_\_ List and briefly describe the existing traditional public, public community, private, and parochial schools serving the community. Chart their state report card performance as compared to your school's state report card. Explain how the

community school will be different than existing educational opportunities and how it will attract students. Please attach a market study and needs assessment.

*(1 – 4 points)*

**Student Population**

(Maximum 12 points)

**Sub Total** \_\_\_\_\_

\_\_\_\_\_ Describe your target student population, including demographical information and target percentages addressing race/ethnicity, socio-economic status, at-risk status, special education needs, or other relevant characteristics. Describe the current grade levels or age range of students to be served, including any plans for future growth.

*(1 – 4 points)*

\_\_\_\_\_ Describe your plan for recruiting students for enrollment into the school. Provide the admissions policy and a 3-5 year history of enrollment. Describe any early intervention or other retention strategies that the school has employed to maximize student retention.

*(1 – 4 points)*

\_\_\_\_\_ Describe the anticipated enrollment for the next three years.

*(1 – 4 points)*

**Education Plan**

(Maximum 24 points)

**Sub Total** \_\_\_\_\_

\_\_\_\_\_ Explain the school's curriculum and specific instructional materials to be used to implement the curriculum, and demonstrate how this plan correlates with state learning standards and performance assessments. Explain the process the school will follow to evaluate, review, and revise its curriculum on an annual basis.

*(1 – 4 points)*

\_\_\_\_\_ Give an overview of the instructional design and program emphasized by the school. Demonstrate how your approach will enhance student achievement. Provide any research that substantiates this approach or demonstrates its effectiveness with your particular target student population.

*(1 – 4 points)*

\_\_\_\_\_ Describe any supplementary services or after-school programming that the school will provide and explain how these services will enhance program quality and student achievement. Also, describe methods for involving parents and the community in the education of enrolled students.

*(1 – 4 points)*

\_\_\_\_\_ Describe the methods, services, and staffing that your school will utilize in order to provide a free and appropriate public education to all students with special needs.

*(1 – 4 points)*

\_\_\_\_\_ Describe the previous successes or challenges of the Education Plan, as well as any adjustments made to address the successes, challenges, or differences with the Ohio required content or assessments.

*(1 – 4 points)*

\_\_\_\_\_ Describe and attach your parent involvement policies and practices.

*(1 – 4 points)*

**Assessment and Accountability** (Maximum 8 points) **Sub Total** \_\_\_\_\_

\_\_\_\_\_ Describe the assessment program and strategies, including both state requirements and any supplementary assessment. Explain how assessment results are used and will be used to improve teaching and learning.

*(1 – 4 points)*

\_\_\_\_\_ Describe how the curriculum and instructional design is, and will be evaluated or modified. Describe how teachers will be evaluated. Provide specific performance goals for the school. Goals should reflect available data on the current academic performance of the target population.

*(1 – 4 points)*

**Financial Information** (Maximum 16 points) **Sub Total** \_\_\_\_\_

\_\_\_\_\_ Describe the qualifications and experience of the current school's fiscal officer. Explain the budget and the process by which enrollment and budget numbers were determined.

*(1 – 4 points)*

\_\_\_\_\_ Indicate the total amount and sources of funds, property, or other resources that you expect to be available through donors, banks, lending institutions, corporations, foundations, grants, etc. Indicate which of these are secured, anticipated, or have firm commitments.

*(1 – 4 points)*

\_\_\_\_\_ Describe your plans for meeting financial needs if anticipated revenues are not received or are lower than the estimated budget.

*(1 – 4 points)*

\_\_\_\_\_ Provide a detailed list of assets and liabilities, administrative or court proceedings, loans, debts to any management company and aged accounts payable and receivable.

*(1 – 4 points)*

**Facilities**

(Maximum 8 points)

**Sub Total** \_\_\_\_\_

\_\_\_\_\_ Describe the current location(s) of the school. Include the facility, suitability of the space, provisions for any specialized space needed and transportation of students.

*(1 – 4 points)*

\_\_\_\_\_ Describe any purchase or leasing arrangements (attach your leases or deeds) and expansion, construction or renovation that may occur and when it is planned. Include detailed information about the anticipated budget for procuring and maintaining the facility.

*(1 – 4 points)***School Leadership and Governance**

(Maximum 12-16 points)

**Sub Total** \_\_\_\_\_

\_\_\_\_\_ Obtain consent of each governing board member to release current background checks (both BCI and FBI) to the ESC administration for review and submit those results to us. List the names, contact information and resumes for each governing board member.

*(1 – 4 points)*

\_\_\_\_\_ Describe the strengths, backgrounds, knowledge bases, and contributions of all governing authority members. Describe any relevant past history with schools or business development. Please submit 1) a Governing Authority statement of its view of the role of the Governing Authority and 2) an organizational chart including the governing authority, administration, any operator, and staff.

*(1 – 4 points)*

\_\_\_\_\_ Describe the process that the school uses and will continue to use to recruit and hire licensed teachers.

*(1 – 4 points)*

\_\_\_\_\_ If you have an operator (management company), provide a complete packet of information, including the contract, the experience, the history of operations and performance of operated schools, a list of any closed schools operated by the management company and the states in which it manages schools, the state report card performance of each operated school, any of your own governing authority evaluation of the operator, and a contract number for the operator. If you do not have an operator but you use consultants for the provision of educational services, please attach those consultant contracts.

*(1 – 4 points only for schools with operators)*

<b>Component</b>	<b>Score Range</b>	<b>Sub Totals</b>
Background and Needs	3 – 12 points	
Student Population	3 – 12 points	
Education Plan	6 – 24 points	
Assessment and Accountability	2 – 8 points	
Financial Information	4 – 16 points	
Facilities	2 – 8 points	
School Leadership and Governance	3 – 12 or 4 – 16 points	
<b>TOTAL</b>	<b>23 – 92 or 24 – 96 points</b>	<b>TOTAL</b>

All school applicants must earn at least 75% of the possible points (at least **69 out of 92 points or 72 out of 96 points**) to be considered for sponsorship.

**I certify that to the best of my knowledge and belief that the information contained in this application is true and accurate.**

**Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

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

**After all documents are reviewed, please know that we may interview both you as the applicant and your current sponsor.**

**Send the completed application and documentation/evidence to support your answers to Kevin Kimmel, Mid-Ohio ESC Superintendent – [kimmel.kevin@moesc.net](mailto:kimmel.kevin@moesc.net)**

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COLLABORATION, CUSTOMIZATION AND CREATIVITY**