

Zanesville City Schools (Sponsor)
Guidance Document for Completing a Community School Application
For a Community School to Renew or Begin in School Year 2026 – 2027
(Includes Renewal Schools, New Schools, Replicators, and Schools Seeking a New Sponsor)

Applications for Community School Renewal, New Schools, Replicator Schools, and Schools seeking a change in sponsorship are available July 1, 2025. Applications can be located on the Zanesville City Schools website, Community School Sponsoring located at:

<https://www.zanesville.k12.oh.us/ApplicationRubric.aspx> . Applications can also be picked up at the Zanesville City Schools District Office located at 956 Moxahala Avenue, Zanesville, OH 43701 or by phoning 740-454-9751. By email, send request to: mstallard@zanesville.k12.oh.us or ltompkins@zanesville.k12.oh.us . At any stage in the application process, please contact us for virtual, phone, and/or in-person assistance to complete your community school application.

Timeline

July 1, 2025	Applications are available July 1, 2025 or before to Renew , <i>Start a New School</i> , <i>Replicators</i> , & <i>Community Schools seeking a change in Sponsor</i> .
July 1, 2025	Renewal Applicants: The “High Stakes” Evaluation process will begin as part of the renewal process and will conclude on April 15, 2026, at the time of the Renewal Recommendation. Note: An Intent to Renew notice will be provided following the formal Fall Site Visit.
November 1, 2025	Application period ends <i>for New Schools, Replicators, & Community Schools seeking a change in Sponsor</i> . Applications for School Year 2026 – 2027 are no longer available.
November 5, 2025	Renewal Applicants: Deadline to submit a Letter of Intent to Renew the Community School Contract
November 15, 2025	Deadline to submit the application and all related documents <i>for New Schools, Replicators, & Community Schools seeking a change in Sponsor</i> .
November 15, 2025	ZCS (Sponsor) Evaluation Team begins reviews of submitted applications and related documents <i>for New Schools, Replicators, & Community Schools seeking a change in Sponsor</i> .
November 30, 2025	Renewal Applicants: Deadline for the sponsor to complete the formal Fall Site Visit. Note: An intent to renew will be made to the Renewal Applicant at this time.
December 1, 2025	Renewal Applicants: Deadline to complete the Renewal Application.
December 20, 2025	ZCS Evaluation Team concludes the applicant review process <i>for New Schools, Replicators, & Community Schools seeking a change in Sponsor</i> .
December 20, 2025	Successful applicants are notified and interviews to be scheduled <i>for New Schools, Replicators, & Community Schools seeking a change in Sponsor</i> .
January 3, 2026	Interview Sessions with Community School Applicants begin <i>for New Schools, Replicators, & Community Schools seeking a change in Sponsor</i> .
January 16, 2026	Interview Sessions with Community School Applicants conclude <i>for New Schools, Replicators, & Community Schools seeking a change in Sponsor</i> .

January 30, 2026	ZCS Evaluation Team notifies ZCS Board of Education of applications that are recommended for a sponsoring contract <i>for New Schools, Replicators, & Community Schools seeking a change in Sponsor</i> .
February 21, 2026	ZCS Board of Education vote on new community school sponsor contracts <i>for New Schools, Replicators, & Community Schools seeking a change in Sponsor</i> .
February 22, 2026	Sponsor Contracts are drafted and sent to ZCS Board approved <i>New Schools, Replicators, & Community Schools seeking a change in Sponsor</i> . Renewal Schools can continue community school operations as normal.
March 8, 2026	If you were expecting a new community school sponsor contract <i>for New Schools, Replicators, & Community Schools seeking a change in Sponsor</i> and did not receive one, immediately contract Zanesville City Schools using the contact information above.
March 13, 2026	Signed and completed sponsor contracts are due back to ZCS <i>for New Schools, Replicators, & Community Schools seeking a change in Sponsor</i> .
March 14, 2026	New Community Schools begin the process to formally begin operations. Technical Assistance from ZCS to assist community schools start operations begins <i>for New Schools, Replicators, & Community Schools seeking a change in Sponsor</i> .
April 15, 2026	Renewal Schools: Deadline for the Sponsor to complete the formal Spring Site Visit. Note: A “High Stakes” Evaluation will be concluded for the Renewal Applicant at this time.
April 30, 2026	Renewal Schools: Deadline for the Sponsor to make a Renewal Recommendation to the ZCS Board of Education.
May 15, 2026	Renewal Schools: Deadline for the Sponsor and the Renewal School to update the new Sponsor – Community School Contract Agreement.
May 15, 2026	ZCS Mandatory “Check In” meeting <i>for New Schools, Replicators, & Community Schools seeking a change in Sponsor</i> regarding the new community school’s progress toward opening.
May 30, 2026	Renewal Schools: Deadline for Zanesville City Schools, Board of Education (Sponsor) to take a formal vote on the Renewal Contract. Approved Renewal Schools will continue normal operations under the terms of the approved renewal contract for the start of the 2026 – 2027 School Year.
June 19, 2026	Second ZCS Mandatory “Check In” <i>for New Schools, Replicators, & Community Schools seeking a change in Sponsor</i> meeting regarding the new community school’s progress toward opening.
July 17, 2026	Final ZCS Mandatory “Check In” meeting <i>for New Schools, Replicators, & Community Schools seeking a change in Sponsor</i> regarding the new community school’s progress toward opening.
August 1, 2026	New Community Schools may begin full operations at any time in August 2026.

New Community School, Replicator School and Community Schools Seeking a New Sponsor Guidance
Use this form to place a “check” when each section is completed to track progress on the application

Start with School Information & Section A: Education Plan

- ☐ Community School Application Contact Information: Complete all requested information in this section.
- ☐ Education Management Organization Information (if any): Complete all requested information in this section.
- ☐ Projected Enrollment: Complete projected enrollment, for the grade levels that you anticipate serving, for the indicated five-year period.
- ☐ School Site: Complete the physical site of the school information, if known at this time. Complete the certification and understanding statements.
- ☐ Section A: Education Plan. Complete the A.1 Mission, Vision, and Educational Philosophy Section using the instructions located on the application. Note that in all sections, the form will permit as much response as needed to fully provide a response. There is not a “word limit” in any section of the application.
- ☐ Section A: Education Plan. Complete the A.2 Geographic Boundaries Section using the instructions located on the application.
- ☐ Section A: Education Plan. Complete the A.3 Curriculum and Instruction Section using the instructions located on the application. Remember to include the document titled “Attachment A.”
- ☐ Section A: Education Plan. Complete the A.4 Target Population Section using the instructions located on the application.
- ☐ Section A: Education Plan. Complete the A.5 School Calendar and Daily Schedule Section using the instructions located on the application. Remember to include the documents titled “Attachment B” and “Attachment C.”
- ☐ Section A: Education Plan. Complete the A.6 Special Student Populations Section using the instructions located on the application.
- ☐ Section A: Education Plan. Complete the A.7 School-Specific Goals and Objectives Section using the instructions located on the application.
- ☐ Section A: Education Plan. Complete the A.8.01 Assessment Section using the instructions located on the application.
- ☐ Section A: Education Plan. Complete the A.8.02 School Climate and Discipline Section using the instructions located on the application. Remember to include the document titled “Attachment D.”
- ☐ Section A: Education Plan. Complete the A.9 Assessment and Intervention Section using the instructions located on the application.
- ☐ Section A: Education Plan. Complete the A.10 Prior Success in Raising Student Achievement Section using the instructions located on the application. If there is no prior experience in this area, please type, “No prior success experience in Raising Student Achievement.”

Should you have any questions regarding Section A: Education Plan, please contact us for virtual, phone, and/or in-person assistance to complete your community school application

Progress to Section B: Financial Plan

- ☐ Section B: Financial Plan. Complete the B.1 Budget & Business Plan Section using the instructions located on the application.
- ☐ Section B: Financial Plan. Complete the B.2 Financial Management Section using the instructions located on the application. Remember to include, “Attachment E: Business Plan & Capacity to Execute Plan” and “Attachment F: Market Research.”
- ☐ Section B: Financial Plan. Complete the B.3 Transportation, Food Service, Other Partnerships Section using the instructions located on the application.
- ☐ Section B: Financial Plan. Complete the B.4 Insurance Section using the instructions located on the application.
- ☐ Section B: Financial Plan. Complete the B.5 Pre-Opening Plan Section using the instructions located on the application.

Should you have any questions regarding Section B: Financial Plan, please contact us for virtual, phone, and/or in-person assistance to complete your community school application

Progress to Section C: Organizational & Governance Plan

- ☐ Section C: Organizational & Governance Plan. Complete the C.1 Governing Body Section using the instructions located on the application.
- ☐ Section C: Organizational & Governance Plan. Complete the C.2 Governing Board Composition using the instructions located on the application. Remember to include a resume for each Governing Authority member as attachments.
- ☐ Section C: Organizational & Governance Plan. Complete the C.3 Management and Operations Section using the instructions located on the application. Remember to include organizational chart, job descriptions, partners, and resumes of staff members as attachments. Remember to include Attachment G: Organizational and Governance Chart.
- ☐ Section C: Organizational & Governance Plan. Complete the C.4 Staffing and Human Resources Section using the instructions located on the application. Remember to include a staffing chart, staffing plan, and personnel policies/handbook as attachments. Specifically include: Attachment H: Staffing Plan.
- ☐ Section C: Organizational & Governance Plan. Complete the C.5 Professional Development Section using the instructions located on the application. Remember to include a schedule for professional development (Year 1) as an attachment.
- ☐ Section C: Organizational & Governance Plan. Complete the C.6 Student Recruitment and Enrollment Section using the instructions located on the application. Remember to include student enrollment forms and an enrollment policy as attachments.
- ☐ Section C: Organizational & Governance Plan. Complete the C.7 Community Involvement Section using the instructions located on the application.
- ☐ Section C: Organizational & Governance Plan. Complete the C.8 Parent Engagement Section using the instructions located on the application.

Should you have any questions regarding Section C: Organizational & Governance Plan, please contact us for virtual, phone, and/or in-person assistance to complete your community school application

Progress to Section D: Facilities

☐ Section D: Facilities. Complete Section D: Facilities Section using the instructions located on the application.

Should you have any questions regarding Section D: Facilities, please contact us for virtual, phone, and/or in-person assistance to complete your community school application

Progress to Section E: Blended Learning

☐ Section E: Blended Learning. Complete Section E: Blended Learning Section using the instructions located on the application. If the school will not be using a Blended Learning Model, please type "This section does not apply to our community school."

Should you have any questions regarding Section E: Blended Learning, please contact us for virtual, phone, and/or in-person assistance to complete your community school application

Additional attachments for Replicator Schools and Schools Seeking a New Sponsor

- ☐ Attachment I: Academic Data for the last two years of operation
- ☐ Attachment J: Sponsor compliance reports for the last two years of operations
- ☐ Attachment K: School Board meeting minutes for the last year of operation
- ☐ Attachment L: Financial Records and audits for the last two years of operations
- ☐ Attachment M: Improvement Plan/Feedback information from previous sponsor

Progress to the Applicant Assurances Page

☐ Applicant Assurances Page. Review and complete the Applicant Assurances Page and Sign and Date the document.

Should you have any questions regarding Applicant Assurances Page, please contact us for virtual, phone, and/or in-person assistance to complete your community school application

Progress to the Application Checklist Page

☐ Application Checklist Page. Review the Application Checklist Page and this document to verify that your community school application is complete. Sign and date the completed application. Send the complete application and related documents via certified mail to: Zanesville City Schools, District Office 956 Moxahala Avenue, Zanesville, OH 43701. Full application packages can also be email, return receipt requested to: mstallard@zanesville.k12.oh.us or ltompkins@zanesville.k12.oh.us . In addition, full application packages can be hand delivered to: Zanesville City Schools District Office located at 956 Moxahala Avenue, Zanesville, OH 43701.

Should you have any questions regarding submitting a community school application, please contact us for virtual, phone, and/or in-person assistance to submit your community school application

Renewal Community Schools Guidance

Use this form to place a “check” when each section is completed to track progress on the application and renewal process

Process

- ☐ Utilizing the methods available (website, in-person, phone/email request) obtain the Community School Renewal Application from the Sponsor. Renewal Applications are available July 1, 2025 for Community Schools with a current contract expiring during at the end of the 2024 – 2025 School Year.
- ☐ Fully participate in the “High States” Evaluation process starting July 1, 2024 and concluding April 15, 2026.
- ☐ Send a Letter of Intent to Renew the Community School Contract to the Sponsor prior to November 5, 2025
- ☐ Fully participate in the Fall Site Visit prior to November 30, 2025. The Sponsor will provide an Intent to Renew notice at this time.
- ☐ Complete and Submit the completed Renewal Application to the Sponsor prior to December 1, 2025.
- ☐ Fully participate in the Spring Site Visit prior to April 15, 2025. **Note:** A “High Stakes” Evaluation will be concluded for the Renewal Applicant at this time.
- ☐ Based upon the results of the Fall Site Visit, the Spring Site Visit, the data from the completed Renewal Application and the High Stakes Evaluation, a Renewal Recommendation will be made to the Zanesville City School, Board of Education (Sponsor) prior to April 30, 2026.
- ☐ Both the Sponsor and the Community School being renewed will develop and complete the new Sponsor – Community School Contract prior to May 15, 2026.
- ☐ Zanesville City Schools, Board of Education will formally vote on the approval of the Renewed Community School Contract.

Should you have any questions regarding any section of the Renewal Application or the Renewal Process, please contact us for virtual, phone, and/or in-person assistance to complete your Renewal Community School application

Application Details

- ☐ Application Contact Information: Complete the contact information for the Community School being renewed.
- ☐ Academic Success: Complete the Academic Success Section including data for the past four years of community school operations that include the following: Overall School Rating on the State Issued Report Card, the Student Attendance Rate, the High School Assessment Passage Rate, the Gap Closing Rate, the Progress Rate, the Graduation Rate for each population indicated, the Average Daily Enrollment number, the Enrollment by Subgroup percentage, the Attendance Rate by Subgroup percentage, and Other Student Outcome Data that includes Industry Credentials and Post-Secondary (CCP) Credits Earned. Utilizing the collected historical data, describe the academic goals for the school

for the upcoming renewal period. The majority of this information can be found on the State Issued Community School Report Card.

☐ Organizational Viability & Compliance: Complete the Organizational Viability & Compliance Section for each item indicated. For Site Visits: provide details on how any deficiencies noted will be enhanced. For strengths indicated, provide details in regard to how these strengths will be maintained. Include artifacts for any Organizational Viability & Compliance item listed in this section that starts with the word “Provide” or “Describe.”

☐ Financial Health & Sustainability: Complete the Financial Health & Sustainability Section to include the most recent 5-Year Financial Forecast (as an attachment) including assumptions. Provide the most recent State Audit results for the community school including certification and the detailed report from the audit team.

☐ Five-Year Planning: Complete the Five-Year Planning Section by describing what changes and improvements the community school will undertake to its programs in the next five years to further improve students’ academic outcomes. You may include artifacts and specific programming information from vendors and partners. Also detail how the sponsor can provide technical assistance to enhance the success of these changes and improvements.

☐ Submit the Completed Renewal Application prior to the December 1, 2025 deadline. Note: Additional information will be collected through April 30, 2025, as part of the renewal process.

Should you have any questions regarding any section of the Renewal Application or the Renewal Process, please contact us for virtual, phone, and/or in-person assistance to complete your Renewal Community School application