

Zanesville City Schools
2025 - 2026 Community School Application Rubric
(To open a New Community School, Replicator School, or Change in Sponsor)

Reviewers Include:

Ms. Laura Tompkins, ZCS Superintendent

Mr. Mike Emmert, ZCS Director of HR Curriculum & Human Resources Mr.

Mark Stallard, ZCS Director of Title I, Federal Programs, & Special

Programs Ms. Michelle Jordan, ZCS Director of Student Services

Mr. Mike Young, ZCS Treasurer

Mr. Kevin Appleman, ZCS Executive Director of Operations

Ms. Michelle Neal, ZCS Supervisor of Secondary Curriculum, Coaching and Compliance

Note: The application will not be scored if the following items are not included: The signed Assurances page; a Conflict of Interest Affidavit and Criminal Background Check Affidavit for the operator and each governing authority member; and, a signed Understanding of Voluntary Acceptance statement.

☐ Signed Assurances Page

☐ Conflict of Interest Affidavits for the operator and each governing authority member ☐ Criminal Background Check Affidavit for the operator and each board member ☐ Signed Understanding of Voluntary Acceptance statement

Note to Scorers: Examine attachments included in the appropriate sections as part of the assessment. If the application is incomplete on its face, do not score the document. ☐ Completed all portions of the Mission/Vision, Educational Program, Staffing Plan, Business Plan, and Organizational (including Governance & Management Structures) plans. ☐ Included all attachments including:

- ☐ Attachment A: Curriculum & Instruction/Educational Program Details
- ☐ Attachment B: Proposed School Calendar
- ☐ Attachment C: Daily Hours of Operation & Daily Instructional Times/Hours
- ☐ Attachment D: Discipline Policy
- ☐ Attachment E: Business Plan & Capacity to Execute Plan
- ☐ Attachment F: Market Research
- ☐ Attachment G: Organizational and Governance Chart
- ☐ Attachment H: Staffing Plan

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 ☐ Missing Items-Did Not Score ☐ Information/Packet Complete Application Scored

Note to Reviewers: The Evidence and Artifacts to be taken into consideration during the review and scoring of applicants includes: the information included on the application, all required attachments indicated on the application, the applicant's in-depth interview regarding the application responses (based upon your notes from the interview), and the interview of the previous sponsor (replicator schools/change of sponsor schools only). Applicants Must Obtain 75% of Possible Points in Each Section to Be Considered to Receive a Preliminary Agreement/Contract.

Reviewer Process: All Reviewers will individually review and score each applicant. Based upon the individual reviewer score in the rating for each selection criteria, a summative score will be developed/averaged.

Section A: Education Plan/Program/Mission & Vision

A.1 Mission, Vision, and Educational Philosophy

Mission, Vision, and Educational Philosophy is concise and provides a compelling statement of what the school hopes to achieve, for whom, and to what degree.

☐ Basic – 1 point ☐ Effective – 2 points ☐ Exemplary – 3 points

A.2 Geographic Boundaries

Informational purposes – no points awarded.

A.3 Curriculum and Instruction

Curriculum and Instruction meet or exceed the Ohio state standards; are specific, measurable, and ambitious but attainable; and align with the school's educational approach and state standards.

☐ Basic – 1 point ☐ Effective – 2 points ☐ Exemplary – 3 points

A.4 Target Population

Provides a plan that reflects an understanding of the services and costs associated with providing high-quality support for all students; and includes: serving special education, ELL, gifted, and homeless students.

☐ Basic – 1 point ☐ Effective – 2 points ☐ Exemplary – 3 points

A.5 School Calendar and Daily Schedule

The school calendar and daily schedule reflect at least the minimum required by the State of Ohio; and, provides adequate time for core instruction, supplemental instruction, extra-curricular activities, and after-school activities as applicable.

☐ Basic – 1 point ☐ Effective – 2 points ☐ Exemplary – 3 points

A.6 Special Student Populations

The plan indicates how special population groups will be identified, served academically, progress monitored, and how the school has budgeted and staffed

to serve these students. ☐ Basic – 1 point ☐ Effective – 2 points ☐ Exemplary – 3 points

A.7 School-Specific Goals and Objectives

The plan identifies key academic goals and key non-academic goals for which the school plans to hold itself accountable. The school's policy and plan for reporting performance goals to parents and the public is outlined with well-developed SMART goals.

☐ Basic – 1 point ☐ Effective – 2 points ☐ Exemplary – 3 points

A.8 School Climate and Discipline

The strategies the school will employ to develop and sustain a safe and orderly school climate that supports fulfillment of the educational goals and incorporates research-based discipline practices such as positive behavior interventions is described. The discipline policy is attached and addresses the consequences (or range of consequences); due process procedures; identify the individuals responsible for carrying out the discipline policy, restraint and seclusion policy; and, escalation process.

☐ Basic – 1 point ☐ Effective – 2 points ☐ Exemplary – 3 points

A.9 Assessments and Intervention

The plan describes the school's approach to assessment, including state assessments, and explains how the school will evaluate progress of individual students, cohorts over time, and the school as a whole. The plan describes the school's policies and criteria for promotion and retention of students as well as the feedback cycle for staff.

☐ Basic – 1 point ☐ Effective – 2 points ☐ Exemplary – 3 points

A.10. Prior Success in Raising Student Achievement

The applicant can describe prior success the developer has in improving student academic outcomes that includes supporting data.

☐ Basic – 1 point ☐ Effective – 2 points ☐ Exemplary – 3 points

Total Section A points available 27. Total Section A points earned by the applicant

If the total of Section A points earned is less than 21 points, the application is denied by this reviewer.

If the total of Section A points earned is 21 points or more, move on to Section B scoring. The standard is 75% or above.

Section B: Business/Financial Plan (Include attachments Market Research & Capacity to Execute Plan)

B.1 Budget & Business Plan

The response includes an anticipated budget and business plan including items listed below: 1) Start-up Budget with Assumptions

2) First Year Budget with Assumptions

3) First Year Monthly Cash Flow Projection with Assumptions for monthly changes 4) Five Year Budget Plan with Assumptions for yearly changes

5) Market Research

Detailed assumptions of the calculations used to estimate revenues and expenditures are included for each line item. Letters of commitment from any outside source (e.g., banks, lending institutions, corporations, foundations, grants, etc.) are included indicating when the funds, resources or property were secured. If the funds are not secured, the letter should indicate when the funds, resources or property will be secured.

☐ Basic – 1 point ☐ Effective – 2 points ☐ Exemplary – 3 points

B.2 Financial Management

The plan describes the systems and procedures for managing the school's finances and identifies the staff position(s) that will be responsible for financial oversight and management, as well as their relevant qualifications to manage this work. Vendors that will be used to support finance and operations are identified. If using an education management entity, at least the three most recent years of the entity's audited financial statements are included.

☐ Basic – 1 point ☐ Effective – 2 points ☐ Exemplary – 3 points

B.3 Transportation, Food Service, Other Partnerships

The application states whether the school intends to provide transportation for students. If so, the plan describes the transportation plan for all students, including those with special needs, and explain budget revenue and expenditure assumptions. The plan describes the school's plans for providing food service. The plan indicates any types of health services that will be provided including any other partnerships or contractual relationships central to the school's operations or mission.

☐ Basic – 1 point ☐ Effective – 2 points ☐ Exemplary – 3 points

B.4 Insurance

The application provides a quotation/letter that describes the level of insurance coverage that will be obtained and the insurance coverage meets industry norms for schools. ☐

Basic – 1 point ☐ Effective – 2 points ☐ Exemplary – 3 points

B.5 Pre-Opening Plan

The application provides a pre-opening plan that documents key tasks to be completed between approval of the application and opening of the school, including but not limited activities associated with finance, leadership, facilities, state obligations, students, parents and community. Timelines and schedules for pre-opening are be included.

☐ Basic – 1 point ☐ Effective – 2 points ☐ Exemplary – 3 points

Total Section B points available 15. Total Section B points earned by the applicant

If the total of Section B points earned is less than 12 points, the application is denied by this reviewer.

If the total of Section B points earned is 12 points or more, move on to Section C scoring. The standard is 75% or above.

Section C: Organizational and Governance/Management/Staffing Plan:

C.1. Governing Body

The plan provides a brief description of the governing board, its history, and its current operation including the governing board's view of the relationship between itself and the school leader and management entity (if any). The plan includes training the board plans to obtain and includes a timetable, topics to be addressed and requirements for participation.

☐ Basic – 1 point ☐ Effective – 2 points ☐ Exemplary – 3 points

C.2 Governing Board Composition

The application lists at least five members of the proposed governing board including their names and current employment. Set forth board members' relevant experience or qualifications for serving on the board including, but not limited to, their relationship to the community in which the school will be located and their membership on any other boards. For each proposed governing board member, the application should include a resume.

☐ Basic – 1 point ☐ Effective – 2 points ☐ Exemplary – 3 points

C.3 Management and Operations

The plan describes the organizational structure of the school and its day-to-day operation; explaining the management roles and responsibilities of key administrators with respect to: ☐ Instructional leadership

- ☐ Curriculum development and implementation
- ☐ Personnel decisions
- ☐ Budgeting
- ☐ Financial management
- ☐ Legal compliance
- ☐ Any special staffing needs.

The plan discusses how the school will handle back office support, including state data entry. Attachments: Provide desired qualifications, credentials and resume (if selected) of principal candidate. An organizational chart that clearly presents the school's organizational structure, including lines of authority and reporting between the governing board, staff, any related

bodies (such as advisory bodies or parent and teacher councils), and any external organizations that will play a role in managing the school.

☐ Basic – 1 point ☐ Effective – 2 points ☐ Exemplary – 3 points

C.4 Staffing and Human Resources

The plans outline recruitment, selection, and evaluation for all staff – including leadership and operations positions – of the proposed charter school. Include job descriptions for all staff members, employment benefits offered, and estimated salary ranges. The plan explain how the non-profit governing board and school administration will handle unsatisfactory staff performance, as well as staff turnover and leadership succession. Attachments: Include a staffing chart for the school's first year, and a staffing plan for the term of the charter, and a copy of the proposed school personnel policies or staff handbook.

☐ Basic – 1 point ☐ Effective – 2 points ☐ Exemplary – 3 points

C.5 Professional Development

The plan describes the professional development opportunities that will be offered to teachers and staff; indicating the lead person responsible for developing, implementing and evaluating professional development plans. The proposed professional development plan includes support for both general and special education teachers. The plan explain how the professional development program is aligned with the school's pedagogy and curriculum. The plan describes how the professional development program will be evaluated to assess its effectiveness and success, and how the program will be modified to support identified teacher needs. A schedule for professional development is attached.

☐ Basic – 1 point ☐ Effective – 2 points ☐ Exemplary – 3 points

C.6 Student Recruitment and Enrollment

The plan articulates a plan for recruitment and enrollment of students and explains how the school will be publicized and marketed throughout the community to a broad cross-section of families and prospective students. The school's plans and timelines for the school's recruitment, enrollment, and admission process (including lottery if applicable). Attachments: any documents related to student enrollment (e.g., enrollment forms) and a detailed Enrollment Policy. ☐ Basic – 1 point ☐ Effective – 2 points ☐ Exemplary – 3 points

C.7 Community Involvement

A list of at least three potential community partners identified and how they will support the school.

☐ Basic – 1 point ☐ Effective – 2 points ☐ Exemplary – 3 points

C.8 Parent Engagement

The plan explains how the school will encourage family involvement to support student learning and discusses policies, programs, and practices to ensure parental

involvement and procedures to respond to parental complaints.

☐ Basic – 1 point ☐ Effective – 2 points ☐ Exemplary – 3 points

Total Section C points available 24. Total Section C points earned by the applicant

If the total of Section C points earned is less than 18 points, the application is denied by this reviewer.

If the total of Section C points earned is 18 points or more, move on to Assurances/Interviews. The standard is 75% or above.

Section D: Facilities

Informational purposes – no points awarded.

Section E: Blended Learning

Informational purposes – no points awarded.

Name of Proposed Community School:

Type of proposed school:

☐ New School

☐ Replicator School

☐ Seeking Change of Sponsor School

☐ Application was incomplete and therefore not scored

Application did not earn enough points to progress past section:

☐ A. Education Plan Points Earned: _____ ☐ B. Financial Plan Points

Earned: _____ ☐ C. Organizational and Governance Plan Points

Earned: _____

Total Points Earned on completed application: _____

☐ Applicant Interview: applicant was able to clearly articulate and provide depth to the details in the plan and provide adequate responses to questions.

☐ Applicant Interview: applicant was not able to clearly articulate and provide depth to the details in the plan and/or was not able to provide adequate responses to questions.

Replicator/Schools Seeking a Change in Sponsor Schools (Only)

☐ The Applicant's Former Sponsor Interview: the former/current sponsor was able to clearly articulate and provide information as to why the applicant would be a positive school to sponsor.

☐ The Applicant's Former Sponsor Interview: the former/current sponsor was able to clearly articulate and provide information as to why the applicant would not be a positive school to sponsor.

Application Approved by this reviewer: _____

Application Denied by this reviewer: _____

If denied, feedback on the denial:

Summative Reviewers Average Scores for this Applicant:

☐ A. Education Plan Points Earned: _____ ☐ B. Financial Plan Points Earned: _____

☐ C. Organizational and Governance Plan Points Earned: _____

Total Average Points Earned on completed application: _____

Application Approved by this Review Team: _____

Application Denied by this Review Team: _____

If denied, feedback on the denial:
