



## New 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 those seeking to start a New 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: \_\_\_\_\_

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

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

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

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

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

## STEP 2

Complete each of the following questions using the rubric below. Please attach your explanations to this application.

**1 – Falls Far Below Standards**

**2 – Approaching Standards**

**3 – Meets Standards**

**4 – Exceeds Standards**

### **Mission and Vision –Background and Community Need** (Maximum 12 points)

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

\_\_\_\_\_ Provide a brief history of your mission and vision, including what makes you passionate and dedicated to this mission and vision?  
*(1 – 4 points)*

\_\_\_\_\_ Provide the results of the needs assessment for the school in the target location, as well as the process used to assess local need. Describe the characteristics of the community and explain why the educational needs are not currently being met. Cite any specific data or research that supports your position; including current student demographics and academic performance of other schools in the area.  
*(1 – 4 points)*

\_\_\_\_\_ List and briefly describe the existing traditional public, community, private, and parochial schools serving the community. Explain how this 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 8 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. Describe any early intervention or other retention strategies that the school will employ to maximize student retention.  
*(1 – 4 points)*

**Education Plan**

(Maximum 20 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 mission based-aspects of the Education Plan, and how the mission will be integrated into the educational programming.  
*(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 used and will be evaluated or modified. Describe how teachers will be evaluated. Provide goals for the school. Goals should reflect available data on the current academic performance of the target population.  
*(1 – 4 points)*

**Financial Information**

(Maximum 12 points)

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

\_\_\_\_\_ Describe the qualifications and experience of the intended school's licensed fiscal officer. Explain the budget and the process by which enrollment and budget numbers were determined; and detail all pre-operational costs and describe how these costs will be covered.  
*(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)*

**Facilities**

(Maximum 8 points)

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

\_\_\_\_\_ Describe the intended location of the school. Include the size of and characteristics of the facility, suitability of the space, provisions for any specialized space needed and transportation of students to and from school and school events.  
*(1 – 4 points)*

\_\_\_\_\_ Describe any purchase or leasing arrangements and construction or renovation that must occur. Include detailed information about the anticipated budget for procuring or leasing; and maintaining the facility. How will this be financed?  
*(1 – 4 points)*

**School Governance – Capacity**

(Maximum 12 points)

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

\_\_\_\_\_ Obtain and attach the consent of each governing authority 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 your 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 or will use to use to recruit and hire licensed teachers and other qualified staff.  
(1 – 4 points)

### STEP 3

Please attach each of the items listed below. Items will be rated on the following scale:

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

- **Business Plan** – A formal statement of business goals, reasons they are attainable and plans for reaching them while containing background information on the academic, financial and operational position of the organization over multiple years.

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

- **Market Research** – The process of gathering and analyzing data regarding sufficient demand or need for a new school in the proposed area or community. Market research should address the following:
  - Analysis of student and student subgroup(s) academic needs to be served by the proposed community school that are not met by existing schools in the area or community.
  - Demonstrated demand for the proposed community school (for example, list of maps of all current school options, including capacity/seats currently available, evidence of existing wait lists or lack of capacity from existing schools, letters of commitment to the proposed school from parents, community stakeholders).
  - Evidence of data collection and analysis in the following areas: real estate market (rental property, insurance rates, property taxes), availability of transportation (such as bus lines), enrollment fluctuation in surrounding schools, job growth, number and age range of students in the surrounding area of the proposed facility, crime rates, etc.

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

- **Organizational Chart** – A visual depiction of how an organization is structured. It outlines the roles, responsibilities and relationships between individuals within an organization. An organizational chart can be used to depict the structure of an organization as a whole or broken down by department or unit. The organizational chart must include the sponsor's staff with sponsoring responsibilities, contractors with sponsoring responsibilities and the sponsor's board members.

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

- **Management Structures (including any proposed management contract)** – A plan for the management and administration of the School. Any contract between the School and a management company must meet all requirements of R.C. 3314.032.

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

- **Staffing Plan** – A written plan for the recruitment, selection, training and retention of individuals for specific job functions and charging them with the associated responsibilities based on need, capacity and financial and human resources.

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

| <b>Component</b>              | <b>Score Range</b>     | <b>Sub Totals</b> |
|-------------------------------|------------------------|-------------------|
| Background and Community Need | 3 – 12 points          |                   |
| Student Population            | 2 – 8 points           |                   |
| Education Plan                | 5 – 20 points          |                   |
| Assessment and Accountability | 2 – 8 points           |                   |
| Financial Information         | 3 – 12 points          |                   |
| Facilities                    | 2 – 8 points           |                   |
| School Governance – Capacity  | 3 – 12 points          |                   |
| Business Plan                 | 1 – 4 points           |                   |
| Market Research               | 1 – 4 points           |                   |
| Organizational Chart          | 1 – 4 points           |                   |
| Management Structure          | 1 – 4 points           |                   |
| Staffing Plan                 | 1 – 4 points           |                   |
| <b>TOTAL</b>                  | <b>25 – 100 points</b> | <b>TOTAL</b>      |

All school applicants must earn at least 75% of the possible points (score of at least **75 out of 100**) 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 you and your team.**

**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**