



Application for New or Replicating Community School for 2017-18 School Year

Date Submitted: _____

Proposed Community School Name: _____

Proposed Grade Levels: _____

School District: _____

Proposed Location Address: _____

Contact Person: _____

Contact Address: _____

Contact Phone Number: _____

Contact Fax Number: _____

Contact Email Address: _____

Fiscal Officer: _____

Operator (Management Company), if any: _____

Founding Coalition:

- _____ Individual
- _____ Parents
- _____ Teachers/Administrators
- _____ Operator (Management Company)
- _____ Private Not-for-Profit Business
- _____ Community-Based Organization
- _____ Other Founding Group

Essay Portion

Sponsorship encompasses a great deal of legal responsibility, and we at the Educational Service Center of Lake Erie West take our responsibilities seriously. At the core, we are dedicated to facilitating high quality education to today's students. In Ohio, there are significant consequences for poor performance in academics, finance, operations, and governance. If a school does not perform well, it may be closed automatically by law or by the sponsor and could be subject to civil liability. Therefore, it is extremely important that school founders demonstrate a strong, evidence-based understanding of community school operation before moving forward with the start-up community school process.

Please respond thoroughly to all of the questions listed below. Provide any available data or other substantiation for your answers.

Background and Community Need

Briefly explain the reasons that you wish to start a new community school. Provide the proposed school's mission and vision and how the school will carry it out.

1. 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.
2. List and briefly describe the existing traditional public, public community, private and parochial schools serving the community. Explain how the proposed community school will be different than existing educational opportunities and how it will attract students (recruit) as well as strategies for student retention.
3. Describe the schools plan for parent AND community involvement to aid in the success of the school.
4. Describe the schools plan for transportation of students (if applicable).

Educational Program

1. Explain the school's curriculum and specific instructional materials to be used to implement the curriculum. Demonstrate how this plan correlates with Ohio state learning standards and Ohio performance assessments.
2. Give an overview of the instructional design and program to be 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.
3. Explain the process the school will follow to evaluate, review, and revise its curriculum on an annual basis.
4. Describe any supplementary services or after-school programming that the school will provide. Explain how these services will enhance program quality and student achievement.
5. Describe the methods, services, and staffing that your school will utilize in order to provide a free, appropriate public education (FAPE) to all students with special needs.
6. If this is a replicating school, describe the previous successes or challenges of the Education Plan, as well as any adjustments made to address the successes, challenges, or differences with Ohio required content or assessment.
7. Describe how the proposed curriculum and instructional design will be evaluated and modified, if necessary. Describe how teachers will be evaluated.
8. Provide goals for the school using the attached template. Goals should reflect available data on the current academic performance of the target population.
9. Provide a proposed academic calendar including school start date, end date and dates of all assessments.

Assessment and Accountability

1. Describe in detail the assessment and evaluation strategies that will be used, including both state requirements and Sponsor required state approved nationally normed assessment.
2. Explain how assessment results and data will be used to improve teaching and learning and drive instruction.
3. Indicate what stage the preparations for the facility currently are in and what work has been completed, as well as a proposed timeline for completion.

Governance and Management Structure

1. Describe how a strong governance and management structure is in place.
2. Indicate how the founding team has clearly defined roles and demonstrated expertise.
3. Describe the concrete plan for recruitment and retention of highly qualified teachers and staff.
4. Concrete plan for recruitment and retention of highly qualified administrative staff.
5. Outline the governing board's experience and knowledge necessary to successfully oversee the school.

Business Plan

1. Realistic enrollment projections are provided
2. Identification of high quality licensed and bonded school treasurer is outlined
3. Detailed first year expenditures budget with detailed pre-operational costs and monthly cash flow
4. Description of anticipated financial resources and level of security
5. Contingency plan and/or alternate budget for low initial enrollment
6. Appropriate and available facility
7. If replicating, documented organizational and financial success in current school(s)
8. If associated with an operator/management company the financial relationship is clearly defined as well as the reporting to the sponsor from the operator/management company

Staffing and Capacity

1. Clear evidence of capacity to successfully execute the school plan
2. Staffing demonstrates diverse knowledge in various areas
3. If replicating, clear evidence of capacity while maintaining quality in existing school(s)
4. School has a proposed location adequate for opening
5. If applicable, leasing and purchasing arrangements have been provided and are realistic/reasonable

Financial Information

1. Describe the qualifications and experience of the proposed school's fiscal officer.
2. Detail all pre-operational costs and describe how these costs will be covered.
3. Provide a projected first year expenditure budget and projected enrollment. Explain the budget and the process by which enrollment and budget numbers were determined.
4. Indicate the total amount and sources of funds, property, or other resources that you expect to be available through banks, lending institutions, corporations, foundations, grants, etc. Indicate which of these are secured, anticipated, or have firm commitments, if possible.
5. Describe your plans for meeting financial needs if anticipated revenues are not received or are lower than the estimated budget. (For example if enrollment projections are not met)
6. If the school is associated with an operator (management company), please describe the financial relationship with the operator, as well as the reporting that the operator will provide to the sponsor and governing authority.
7. If this is a replicating school, document the organizational and financial success of the school(s) being replicated.

Facilities

1. Describe the proposed location of the school.
2. If you have identified a physical facility, describe the facility, suitability of the space, and provisions for any specialized space needed. If you have not yet identified a physical facility, please describe the needs of the school with respect to the facility and efforts to secure the facility.
3. Describe any purchase or leasing arrangements and construction or renovation that must occur. Include detailed information about the anticipated budget for procuring and maintaining the facility.
4. Indicate what stage the preparations for the facility currently are in and what work has been completed, as well as a proposed timeline for completion.

School Development Team and Governance

Note: All governing authority members and school founders will need to complete a clean FBI/BCI check prior to adoption of the community school contract.

1. For each of the founding organizers and proposed governing authority (board) members of the proposed school:
 - a. List the name and address
 - b. Explain the role of the organizer in the school's development
 - c. Describe the strengths, knowledge bases, and expected contributions
 - d. Describe any relevant past history with school or business development
2. Explain any previous attempts obtain a charter, including the authorizer to which the school applied, and describe the outcome.
3. Describe any outside contractual relationships that will be used to ensure the effective operation of the proposed school. If the school will be contracting with an educational management organization, provide a list of all schools that it has managed, both in Ohio and other states. If any of the community schools it has managed have closed, please indicate this and give a brief explanation for the closure.
4. Describe the anticipated governance, management, and staffing structure for the proposed school.
5. Describe the process that the school will use to recruit, retain and hire licensed (and HQT) teachers and qualified administrative staff.

Charter School Operators/Replicators (if applicable)

This section applies only to those schools attempting to replicate an existing school or open an additional school within an educational management organization network.

1. Describe the capacity of the replicator to operate a new school successfully while maintaining quality in existing schools. Provide a business plan and the growth plan of the replicator.
2. Provide documentation on the educational, organizational, and financial performance of all existing schools for the past three years. Include the most recent financial audits.
3. Explain any never-opened, terminated, or non-renewed schools. *NOTE: Omission of any never-opened, terminated, or non-renewed schools is grounds for denial of this application.*

Conclusion

1. Present any additional information that is relevant or compelling in support of your application for a charter for the proposed school.

If this application is accepted, you will be asked to provide additional information and invited to interview with our review panel prior to final approval. Approval of this application does not guarantee approval of a charter for the proposed school and does not constitute approval to negotiate a contract with the Educational Service Center of Lake Erie West.

Note: The application and information submitted to the Educational Service Center of Lake Erie West may constitute a public record subject to disclosure under the Ohio Public Records Act.