



Educational Service Center of Lake Erie West Community Schools Center

Evaluation Rubric for New or Replicating School

Proposed School	
Management Company	
Review Team Members	
Date(s) of Review	

The evaluation criteria below provide a framework for the approval of new school applications for sponsorship by the Educational Service Center of Lake Erie West. In addition to evaluating the written application provided, the ESCLEW Community Schools review team will conduct research into the proposed school founders and their history with community schools. The team will also interview the school founders and discuss the viability and appropriateness of the school with the team and with the ESCLEW Governing Board.

Each category will receive an aggregate score based on its components. A proposed new school must demonstrate a minimum of Effective (2 points) in every category to be considered for a Preliminary Agreement and Community School Contract, but the score of this evaluation does not guarantee that a school will be recommended for sponsorship.

Exemplary – 3 Points

The proposed school exceeds expectations and has clearly demonstrated the capacity of developing and operating a successful community school. The school has clearly outlined expectations of the components and has exceeded review criteria established for this standard.

Effective – 2 Points

The proposed school meets the minimum expectation for a community school that is likely to be successful. The school has outlined expectations of the component and has met review criteria established for the standard.

Ineffective or Emerging – 1 Point

The proposed school does not adequately address the component questions or meet the established criteria. It is unclear whether the school is likely to be successful without additional work or development.

Poor or Underdeveloped – 0 Points

The proposed school does not address the component questions and fails to meet the minimum expectations set by the review criteria. The application is poorly researched and the school as presented would be unlikely to succeed.

Background and Community Need

Criteria	Score
Stated mission and vision are clear and compelling	
School's mission provides a unique educational opportunity	
Description of how the school will carry out its mission is specific and achievable is included	
The plan for parent and community involvement is specific and achievable	
A detailed student recruitment plan is outlined	
Targeted strategies for student retention are outlined	
A demonstrated need for the school in the proposed market is included	
A detailed and well-researched student population information, including target student population and defined grades is submitted	
An explanation of how the proposed school will provide different and unique educational opportunities has been clearly defined	
The transportation plan for students is detailed and realistic	
Composite Score	
Comments:	

Educational Program

Criteria	Score
A quality education program including defined educational goals is included	
A research-based curriculum with description has been submitted	
Submitted curriculum shows alignment with Common Core and Ohio Revised Content standards	
Indicated instructional design and program(s) that has been implemented at the school and appears to be effective	
Appropriate supplementary services and non-classroom learning opportunities have been included	
If replicating, documentation of educational success from existing school(s) is included	
Detailed assessment and evaluation strategies, including: clear understanding of Ohio required testing and report card standards is outlined	
Nationally normed assessments targeting student growth are included	
A description of how assessment data will be used to inform instruction has been detailed	
Anticipated performance data based on contiguous schools demonstrates projected growth	

A clear description of how curriculum will be evaluated and modified when necessary is included	
Implementation strategy of the Ohio Teacher Evaluation System ('OTES') or other teacher assessments is included	
A school calendar that meets all state requirements has been submitted	
A complete goal template with realistic, measurable, and rigorous goals has been submitted	
Detail methods to provide FAPE for all students with disabilities have been listed	
Composite Score	
Comments:	

Assessment and Accountability

Criteria	Score
Detailed description of the assessment and evaluation strategies that will be used. This should include both state requirements as well as Sponsor required state approved nationally normed assessments (ex: NWEA, AIMSweb, etc.)	
Detailed explanation on how assessment results and data will be used to improve teaching, learning, and drive instruction	
Composite Score	
Comments:	

Governance and Management Structure

Criteria	Score
Strong governance and management structure in place	
Founding team has clearly defined roles and demonstrated expertise	
Concrete plan for recruitment and retention of highly qualified teachers and staff	
Concrete plan for recruitment and retention of highly qualified administrative staff	
Governing board appears to have the experience and knowledge necessary to successfully oversee the school	
Composite Score	
Comments:	

Business Plan

Criteria	Score
Provide realistic enrollment projections	
Identify high quality licensed and bonded school treasurer	
Detail first year expenditures budget with detailed pre-operational costs and monthly cash flow	
A description of anticipated financial resources and level of security is included.	
A contingency plan and/or alternate budget for low initial enrollment is outlined	
Include appropriate and available facility	
If replicating, documented organizational and financial success in current school(s) are included	
If associated with a operator/management company the financial relationship is clearly defined as well as the reporting to the sponsor from the operator/management company	
Composite Score	
Comments:	

Staffing and Capacity

Criteria	Score
Submits clear evidence of capacity to successfully execute the school plan	
Staffing demonstrates diverse knowledge in various areas	
If replicating, clear evidence of capacity while maintaining quality in existing school(s)	
School has a proposed location adequate for opening	
If applicable, leasing and purchasing arrangements have been provided and are realistic/reasonable	
Composite Score	
Comments:	

Financial Information

Criteria	Score
Detail the qualifications and experience of the proposed school's fiscal officer.	
Detail all pre-operational costs and describe how these costs will be covered.	
Provide a projected first year expenditure budget and projected enrollment. Explain the budget and the process by which enrollment and budget numbers were determined.	
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.	
Provide a description of 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)	
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.	
If this is a replicating school, submit documentation of the organizational and financial success of the school(s) being replicated.	
Composite Score	
Comments:	

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Facilities

Criteria	Score
Detailed description of the proposed location of the school.	
If you have identified a physical facility, detail 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.	
Detailed documentation of any purchase, leasing arrangements, construction or renovation that must occur has been provided. Included detailed information about the anticipated budget for procuring and maintaining the facility.	
Detailed description indicating what stage the preparations for the facility currently are in and what work has been completed, as well as a proposed timeline for completion.	
Composite Score	
Comments:	

School Development Team and Governance

Criteria	Score
<p>For each of the founding organizers and proposed governing authority (board) members of the proposed school:</p> <ul style="list-style-type: none"> 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 	
Any previous attempts obtain a charter, including the authorizer to which the school applied, and the outcome is described.	
Lists of any outside contractual relationships that will be used to ensure the effective operation of the proposed school are included. 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.	
Describes anticipated governance, management, and staffing structure for the proposed school.	
Describes of the process that the school will use to recruit, retain and hire licensed (and HQT) teachers and qualified administrative staff.	
Composite Score	
Comments:	

Charter School Operators/Replicators (if applicable)

Criteria	Score
Details 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.	
Documentation included on the educational, organizational, and financial performance of all existing schools for the past three years. Include the most recent financial audits.	
Lists any never-opened, terminated, or non-renewed schools. <i>NOTE: Omission of any never-opened, terminated, or non-renewed schools is grounds for denial of this application.</i>	
Composite Score	
Comments:	

Overall Assessment

Criteria	Score
Background and Community Need	
Education Program	
Assessment and Accountability	
Governance and Management Structure	
Business Plan	
Staffing and Capacity	
Financial Information	
Facilities	
School Development Team and Governance	
	Overall Composite Score
Comments:	