



# Community School Application for School Changing Sponsor for 2017-18 School Year

Date Submitted: \_\_\_\_\_

Community School Name: \_\_\_\_\_

IRN: \_\_\_\_\_

Grade Levels Served: \_\_\_\_\_

School District: \_\_\_\_\_

School Address: \_\_\_\_\_

Educational Management Organization, if any: \_\_\_\_\_

Current Sponsor: \_\_\_\_\_

Governing Authority President: \_\_\_\_\_

School Director: \_\_\_\_\_

Fiscal Officer: \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

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

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

## 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, and operations. 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 the school clearly demonstrate its strong educational, operational, and financial performance before the Educational Service Center of Lake Erie West agrees to sponsor the continuation of the community school.

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

### Current Sponsor Relationship

Please note that the Educational Service Center of Lake Erie West will be contacting the current sponsor as a part of this application process.

1. Explain the school's reason for changing authorizer. Indicate if the school has been non-renewed for cause by the current sponsor. *NOTE: The Educational Service Center of Lake Erie West will not consider sponsorship of a school that has been non-renewed for cause by its current sponsor.*
2. Provide copies of any disciplinary actions from the past three years, including corrective action plans, probation notices, and intent to suspend/suspension notices.
3. Provide copies of any sponsor compliance or academic evaluations of the school from the past three years.

### Student Population

1. Describe your student population, including demographical information and target percentages addressing race/ethnicity, socio-economic status, at-risk status, special education needs, or other relevant characteristics.
2. Describe the grade levels or age range of students served, including any plans for future growth.
3. Provide enrollment levels for the past three years and describe and explain the anticipated enrollment for the next five years of operation. If the past three years show a decrease in enrollment, explain any reasons for this decrease and the actions that the school is taking to address the decrease.
4. Describe any early intervention or other retention strategies that the school will employ to maximize student retention.

### Education Plan

1. Provide the school's mission and vision and describe the actions that the school has taken to fulfill this mission over the past three years.
2. Explain the school's curriculum and specific instructional materials used to implement the curriculum. Demonstrate how this plan correlates with state learning standards and performance assessments.
3. Give an overview of the instructional design and program emphasized by the school. Demonstrate how your approach enhances student achievement. Provide any research that substantiates this approach or demonstrates its effectiveness with your particular student population.
4. Explain the process the school uses to evaluate, review, and revise its curriculum on an annual basis.
5. Describe any supplementary services or after-school programming that the school provides. Explain how these services enhance program quality and student achievement.

6. Describe the methods, services, and staffing that the school utilizes in order to provide a free, appropriate public education (FAPE) to all students with special needs.
7. Describe methods used to involve parents and the community in the education of enrolled students.
8. Provide the school calendar schedule, including instructional days and hours.

### **Assessment, Accountability, and Academic Record**

1. Describe the assessment program and strategies, including both state requirements and any supplementary assessment. Explain how assessment results are used to improve teaching and learning.
2. Describe how the curriculum and instructional design are evaluated and modified, if necessary. Describe how teachers are evaluated.
3. Provide academic performance data for the past three years, including local report card data and data from any additional assessment tools utilized by the school.
4. Provide existing academic performance goals, if any, and explain the actions that the school has taken to achieve these goals.
5. Provide goals for the school using the attached template. Goals should reflect available trend data.

### **Financial Information**

1. Describe the qualifications and experience of the school's fiscal officer.
2. Provide the following financial records:
  - a. State audits for the past three years, as well as any independent audit(s) conducted by the school
  - b. Financial statements for past year, including financial summary reports, profit & loss statements, and statement of any existing unpaid debts
  - c. Record of any existing loans to or by the school
3. Provide a projected budget and financial plan for next five years, including projected enrollment. Explain the budget and the process by which enrollment and budget numbers were determined.
4. Describe your plans for meeting financial needs if revenues are lower than the estimated budget.
5. List any open lawsuits or other threatened liabilities against the school.

### **Facilities**

1. Describe the school, including suitability of the space and any future growth plans. If the school has any additional buildings, provide the address and the grades served for that facility.
2. Provide the current lease or purchase agreement for the school.
3. Describe the school's plan for transportation of its students, if any.

### **School Leadership and Governance**

1. Describe the governance, management, and staffing structure for the school. Provide a copy of the current year's governing authority meeting schedule.
2. For each of the governing authority (board) members of the school:
  - a. List the name, address, and officer/committee role(s), if any
  - b. Describe the strengths, knowledge bases, and expected contributions

- c. Describe any relevant past history with school or business development
  - d. Verify that the governing authority member has received a clean BCI/FBI background check
3. Describe any outside contractual relationships that are used to ensure the effective operation of the proposed school. If the school contracts with an educational management organization, provide a list of all schools that it manages, 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. Provide the school's organizational chart. Describe the strength and knowledge base of the school leader(s).
  5. Describe the process that the school uses to recruit and hire licensed teachers.

### **Conclusion**

1. Present any additional information that is relevant or compelling in support of your application.

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. In addition, members of our review team may visit the school or attend a school governing authority meeting. Approval of this application 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.*