



Overview of Proposed School Application Process

Applicants seeking a charter contract from North Central Ohio Educational Service Center must go through our eight-step application review process. The process includes two phases as outlined below and further explained on pages 3 and 4, “**TIMELINE AND DESCRIPTION OF PROPOSED SCHOOL APPLICATION PROCESS**”. Please pay close attention to dates listed on the timeline as they will be followed precisely.

The first step of the process is to submit a “*Request for Proposal*” (RFP). You will find the RFP beginning on page 5 of this document or by contacting Krista Gerhart, Director of Community Schools at kgerhart@ncoesc.org.

On approval of the RFP, phase one of the application process involves a submission of the completed application which should describe the basic elements of the applicant’s plan for establishing a community school. It will be reviewed and evaluated against criteria described in the application packet. (Refer to Appendix 1 of Application)

The application addresses four main key design elements: 1) Educational Plan and Programming, 2) Organization & Management, 3) Facilities, and 4) Fiscal Viability. Our team of experts will evaluate the written application to assess the quality of the school’s plan and viability for success in focusing on these key design elements per the evaluation rubric.

Following the review of the Phase One Application, the NCOESC Community School Review Team will determine if written application demonstrates viable capacity to establish and operate a quality charter school and invite applicants to take part in the interview process. The interview involves meeting with the applicants and any other key individuals/stake holders to further assess the applicant’s capacity to implement the submitted plan in the written application. The interview team will consist of a governing board member of NCOESC, educational experts, and school leaders.

Phase Two of the application process involves issuance of a Preliminary Agreement and an invitation to submit further documentation to provide more detail plans for specific aspects of the school proposal that demonstrates a readiness to start the school and succeed with the plan. Further documentation may need to be provided and all addendums need to be provided as well as board training for the Governing Authority. Community School Leaders from NCOESC will meet periodically with the school leaders/ GA to provide technical assistance on school operations.

Throughout the application review process, NCOESC will communicate important information to the lead contact listed on the RFP. *Please promptly notify NCOESC of any changes to the lead contract.* The application steps for school sponsorship are listed briefly below and are further explained in the timeline found on pages 3 & 4.

1. Complete a Request for Proposal (RFP)- Submit by August 15, 2014. To obtain the RFP, please

request one from kgerhart@ncoesc.org or download one from this website and submit electronically to Krista Gerhart, Director of Community School, North Central Ohio ESC at kgerhart@ncoesc.org

2. Upon approval of the RFP, complete a “Phase One Application”- Application for proposal to sponsor can be obtained upon request from kgerhart@ncoesc.org or downloaded from our webpage. Email completed application to kgerhart@ncoesc.org

3. “Phase Two Application”- If written application demonstrates viable capacity, participate in an Applicant Interview to further clarify your application and determine your working knowledge of the community school process and the requirements of successfully running an independent public school.

4. Adopt a Preliminary Agreement

5. Sign and return Preliminary Agreement- Contract Negotiations begin

6. Phase Two Follow Up- Provide further documentation as requested or needed

7. Complete the contract negotiation process

8. Contract execution

As the Director of Community Schools for North Central Ohio ESC, please feel free to contact me at kgerhart@ncoesc.org or at 740-387-6625, ext 249, if you should have any questions.

Thank you in advance for your time and interest in sponsorship with North Central Ohio Educational Service Center. We look forward learning more about your proposed school.

Sincerely,

Krista Gerhart, Director of Community Schools
North Central Ohio ESC

Please note: Any information submitted through the application process may constitute a public record subject to disclosure under the Ohio Public Records Act

TIMELINE AND DESCRIPTION OF PROPOSED SCHOOL APPLICATION PROCESS

Application Step	Deadline	Deliverables and Deadlines
Step One: Completion of Request for Proposal (RFP) Online	August 15	<p>*Request for Proposal (RFP) submission to NCOESC: RFP is available on North Central Ohio's Home Page.</p> <p>All interested applicants can fill out and submit an RFP online or make a request for an RFP by notifying Krista Gerhart at kgerhart@ncoesc.org of your interest.</p> <p>*Applicants interested in sponsorship must complete an RFP. Applicants that demonstrate academic and financial capacity will be invited to fill out a Phase One Application.</p>
Step Two: Upon Approval of RFP, Submit a Phase One Application	September 15 by 12:00 p.m.	<p>*Phase One Application submission should be sent electronically (If RFP is approved) to Krista Gerhart at kgerhart@ncoesc.org or mailed to Krista Gerhart at North Central Ohio ESC, 333 East Center Street, Marion, Ohio 43302.</p> <p>The Phase One Application will describe the basic elements of the applicant's plan for establishing a community school. It will be reviewed and evaluated against criteria described in the application packet. (refer to application rubric)</p> <p>Upon submission, the NCOESC Community School Review Team will review all proposals and decide if the applicant is invited to an applicant interview. In the case of a rejected Phase One Application, NCOESC will provide the applicant with a written explanation. NCOESC will provide feedback to Phase One applicants by <u>October 15, by 12:00 PM.</u></p>
Step Three: Participate in Phase Two of Application Process- Applicant Interview	Beginning November 1	<p>* Applicant interviews</p> <p>Following the review of the Phase One Application, the NCOESC Community School Review Team will conduct an applicant interview, which will include school representatives, governing board members and identified school leaders. Background checks and resumes for all GA members and school leaders must be provided.</p> <p><u>Only applications that meet the criteria and are received by the due date and time will be considered for the interview phase of the review cycle.</u></p>
Step Four: Final Authorizing Decision- Adoption of a Preliminary Agreement	December 15	<p>Issuance of a Preliminary Agreement; invitation to submit a Phase Two Application</p> <p>The NCOESC Community School Review Team will issue a final authoring recommendation to the NCOESC Board. Applicants will then be notified that they have been approved for a preliminary agreement towards a charter with NCOESC for the _____ school year. A Preliminary Agreement will be issued for signatures.</p> <p>Selected applicants will be invited to submit further documentation and begin the contracting process.</p>
Step Five: Sign and return Preliminary Agreement	January 31	<p>Sign and return Preliminary Agreement</p> <p>Deadline by which Governing Authority needs to meet to sign, date, and return executed Preliminary Agreement to Krista Gerhart at kgerhart@ncoesc.org. Contract negotiations between NCOESC and governing authority begin.</p>

<p>Step Six: Phase Two Follow-Up</p>	<p>December 31</p>	<p>Phase Two follow-up submissions to NCOESC</p> <p><i>Completed Phase Two Applications must be completed and all requested documents must be submitted to NCOESC by close of business <u>January 31, prior to the opening of the impending year.</u> Documents will be reviewed and included as appropriate in the community school contract.</i></p> <p><i>In Phase Two, you may need to provide more detailed plans for specific aspects of the school proposal that demonstrate your readiness to start the school and to succeed with your plans for success. You may need to provide further documentation that will make up the basis of the school's contract attachments.</i></p> <p><i>You will also need to submit clean FBI/BCI criminal background checks for all founders and proposed governing authority members at this time. Also at this time and throughout the school development process, a sponsor representative from NCOESC will meet with school leadership to provide technical assistance on community school operation. In addition, school governing authority members will need to complete five hours of training on board governance, public records and open meetings laws.</i></p>
<p>Step Seven: Complete the Contracting Negotiation Process</p>	<p>March 15</p>	<p>Community school contract negotiations are complete</p> <p><i>All documents and components must be completed and submitted to NCOESC by March 1, 20-- for review and approval-prior to signing the charter school contract.</i></p> <p><i>Deadline for the completion of the community school contract negotiating process, including adoption of a resolution accepting the community school contract by the school's governing authority</i></p>
<p>Step Eight: Contract Execution</p>	<p>No later than May 15</p>	<p><i>School Governing Authority & NCOESC Governing Board must fully execute the charter school contract.</i></p>

Revised 4-11-16



NCOESC Request for Proposal (RFP)

Thank you for expressing interest in sponsorship with the NCOESC. Submission of this RFP is the first step in the application process. The deadline for RFP submissions for the _____ school year is August 15, 20___. However, we strongly encourage you to complete and return it as soon as possible. When complete, the document will automatically be emailed to the Director of Community Schools, Krista Gerhart at kgerhart@ncoesc.org who will follow-up.

Please type in the boxes below. They will expand- just click on the box and drag the corner.

Applicant Information

1. Lead contact name(s):

Brief biography/resume (not to exceed 250 words):

2. Mailing address: _____

3. Phone number & email address: _____

4. Name of board president (of proposed community school), contact information (name/email), and brief biography/resume (not to exceed 250 words):

5. Describe where you are in the process of applying for the school's 501(c) (3) (e.g., have you filed with the Ohio Secretary of State? Submitted Federal IRS Documents?):

6. Application history:

Have you (or another member of the school's founding group) ever applied to another sponsor to open this proposed school or another community school? Yes No
Have you had a community application denied? Yes No
if so, please list state and authorizer.

State: _____ Authorizer: _____

7. Can you provide a clean background check (BCII/FBI)? Yes No

Proposed Community School Information

1. Proposed school name: _____

2. Proposed opening date: _____

3. Proposed school location: _____

4. Name of community or educational management organization (or N/A if none):N/A

5. How many schools are you proposing to open next year? _____

6. Local School District (in which school will be located) _____

7. Proposed grades and target enrollment for each of the first 5 years:

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8. Proposed model (e.g., brick-and-mortar, e-school, or blended):

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9. Proposed school mission:

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10. School overview: A brief (500 words or less) description of the school model, especially innovative design elements that might require specific expertise to evaluate during the review process:

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11. Student population: A brief description of the school’s target population, and needs assessment of the community the school intends to serve (e.g., Why are you proposing this school in this specific location? What is the existing school landscape in this community like?):

12. In the box below describe what a quality school looks like.

13. Is the proposed school a replication of an existing school model? *If yes, please fill out the below section.* Yes No

Track record of existing applicant

1. List current schools operating in Ohio, including the sponsor(s):

2. List current schools operating in other states, including the sponsor(s):

3. Briefly describe (250 words) the achievement and academic growth of your current network of schools:

4. Has a school in your network ever been deemed un-auditable, or had any findings for recovery?

Yes No

5. Have you ever had a community revoked, non-renewed, or had any disciplinary action (probation, corrective action plans) from your authorizer?

Yes No

Financial capacity & Proposed Operational Budget

1. Have you ever filed for bankruptcy? Yes No

2. List current schools operating in other states, including the sponsor(s):
 2. Briefly describe your financial resources for opening the school- Address the following:
The school's intent to ensure financial stability; The governing authority's intent to improve the schools financial condition if the school shows a deficit beyond year one; any anticipated contributions and any fundraising efforts and plans that will be utilized to bring in additional funding for the school; also include an accurate account of expected enrollment, growth, income and expenditures.

Lead Applicant Name and Date Submitted

Applicant Name:

Date:
