



Community School
Transfer Application

Contract Effective Date: July 1, 2018

Overview of North Central Ohio Educational Service Center Sponsorship

Dear Prospective Partner:

Thank you for your interest in transferring sponsorship to the North Central Ohio Educational Service Center (NCOESC). NCOESC seeks to develop long-lasting partnerships with groups who share our high standards for quality. Our chartering priority is to develop a robust portfolio of innovative, high-performing schools throughout the state, with a focus on providing Ohio students rigorous and unique educational experiences while meeting high academic achievement and growth for students. We envision partnerships with organizations that effectively implement a variety of academic programs critical for meeting the unique needs of a variety of students.

The North Central Ohio ESC strives to be a leader in the national charter school movement. As a charter authorizer, we strive to develop strong relationships with our sponsored schools based on a balance of autonomy and accountability. We provide meaningful technical assistance to our sponsored school supporting high-quality education to the students they serve.

NCOESC is committed to rigorous, meaningful, student-focused, and transparent sponsorship. Our contracting processes are firmly rooted in the Principles and Standards for Quality Charter School Authorizing established by the Nation Association of Charter School Authorizers (NASCA). Reauthorization recommendations will be based on the record of school performance.

As North Central Ohio Educational Service Center's lead contact for contract application, please feel free to contact me through email at ilahoski@ncoesc.org or by phone at (419) 447-2927. Thank you in advance for your interest in our sponsorship. We look forward to meeting your team and learning more about your school.

Sincerely,

Dr. Jim Lahoski
Superintendent/CEO
North Central Ohio Educational Service Center

Overview of Transfer Application Process

Applicants seeking to transfer and secure a charter contract with the North Central Ohio Educational Service Center (NCOESC) must go through our transfer application review process and submit the requested documents for each step. Throughout the process, the NCOESC will communicate important information to the lead contact. Please promptly notify NCOESC if there are any changes to the lead contact.

The application steps for sponsorship are listed below:

	Deadline	Deliverables and Deadlines Sponsorship Begins Fall 2018
Step One Complete and Submit Intent to Transfer Application	December 15, 2018	Submit Transfer School Application Applicants interested in sponsorship must complete a Transfer School Application. Applicants that a demonstrated academic and financial capacity will be invited to continue the process. <u>Please note, if your school has been non-renewed by your sponsor, the NCOESC will NOT consider your application.</u>
Step Two Governing Authority Meeting and School Site Visit	January 11, 2018	Governing Authority Meeting and School Site Visit The NCOESC Community School Team will visit and tour the school, interview selected staff, and attend at least one governing authority meeting.
Step Three Interviews: Transfer Applicant and Current Sponsor	February 16, 2018	Interviews: Transfer Applicant and Current Sponsor Following the review of the application, the governing authority, school leadership, corporate management, and other key stakeholders will participate in an applicant interview with the NCOESC review team. Additionally, NCOESC Community School Director and designated sponsoring staff will meet with the current sponsor to review information and discuss past performance.
Step Four Contract Negotiation and Execution	April 13, 2018	Contract Negotiation and Execution Deadline for completing charter contract negotiations and executing the contract.

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

TRANSFER SCHOOL APPLICATION

Basic Information

Community School Information

School Name:

School Leader:

Address:

Year Opened:

Grades Served:

Website:

Current Contract Term:

Contract Status: Non-Renewed Terminated Not Yet Determined

Governing Authority Chairman Information

Name:

Phone:

Email:

Transfer Application Lead Contact Information

Name:

Phone:

Email:

Current Sponsor Information

Sponsor Name:

Contact Name:

Phone:

Email:

Management Company Information (if applicable)

Company Name:

Contact Name:

Phone:

Email:

Term of Agreement:

Website:

Academic and School Information

The NCOESC transfer review team will be analyzing the school's performance and growth trends via publicly accessible interactive local report cards. Please include other academic data you would like to share with us, including your own trend data (NWEA, STAR, Scantron, etc.), please feel free to attach them in addition to the items required below.

A. Mission, Vision, Values

Describe your school's mission. What makes the mission unique for the target community and how will the mission be measured?

Describe your school's vision for students. What makes your school's vision statement unique? What are your school's values and how are they supported by the mission and vision?

B. Academics

Requested Attachments:

- a. Educational Plan
- b. Parent and Student Handbook
- c. Other Academic Data showing three-year trends and including any internal trend data (NWEA, STAR, Scantron, etc.) your school has used over the past three years

Evaluation Criteria: Reviewers will look for a clear and compelling mission statement that is aligned with the vision and how the mission and vision help support the core values. Reviewers will also look at the execution of the Educational Plan and how the mission, vision, and core values are integrated into the handbooks.

Governance

A. Governing Authority

List governing authority members, including officers, committee memberships, and terms. Describe the governing authority's committee structure.

Who has the governing authority retained as legal counsel?

Requested Attachments:

- C. Code of Regulations or Bylaws
- D. Governing Authority Resumes

Evaluation Criteria: *Reviewers will look for a Code of Regulations which describes a governance structure that is distinct from the management of the school. Reviewers will also look for the use of a committee structure to help facilitate the work of the governing authority.*

B. Sponsor Discipline

Were you ever on corrective action, probation, or have operations suspended (or threatened) by your sponsor for deficiencies or noncompliance? If yes, please explain and note how it was remedied.

Evaluation Criteria: *Reviewers will look at the number, types of incidents, and remedies.*

C. Sponsor Expectations

What are your expectations of an authorizer? (Please limit to 250 words.)

Why have you selected the North Central Ohio ESC as a possible new authorizer? (Please limit to 250 words.)

D. Current Sponsor Interview (Do not respond, this is for the review team **ONLY**)

Evaluation Criteria: *Reviewers will determine how the governing authority's expectations align with the sponsoring expectations and approach of the North Central Ohio ESC.*

Organizational Capacity

A. Operations

Describe the organizational structure of the school and provide the organizational chart. Describe the roles and responsibilities of the school leader and other key personnel. If applicable, describe what role your management company plays in the ongoing support of the school.

Requested Attachments:

- Compliance Reports
- Management Company Contract

Evaluation Criteria: *Reviewers will look for a compliant school that operates effectively and efficiently. Additionally, reviewers will determine capacity and support capabilities of the staff.*

B. Staff and Student Retention

Summarize the recruitment process and marketing plan. What are the student and staff retention rates for the school?

What are the frequency and results of parent satisfaction surveys? Include an example.

Evaluation Criteria: Reviewers will look for trends in retention rates and how the recruitment, enrollment, and marketing plans are implemented. Additionally, reviewers will be mindful of parent satisfaction results and any changes to operations due to parent/family feedback.

Financial Information

A. Fiscal Viability

Please list full-time equivalency (FTE) figures for the past 5 years.

Who is your fiscal officer? How long has your fiscal officer been in this position?

Requested Attachments:

- *Budget*
- *Five-Year Forecast*
- *Financial Audit- Include the last three years audits and if any findings, please include a detailed explanation of how the findings were addressed and corrective action taken including a timeline of actions taken*
- *Financial Statements (last three months)*

Evaluation Criteria: Reviewers will look for a budget and five-year forecast that utilizes reasonable enrollment numbers and state per-pupil allocation, strategies to ensure the school's financial viability, and detail regarding supplemental revenue. Reviewers will also look for effective and responsible use of funds through the budget, audit, and financial statements.

TRANSFER SCHOOL APPLICATION EVALUATION RUBRIC

Responses provided by the applicant, along with the corresponding documentation or attachments, are evaluated by the NCOESC Transfer School Review Team according to the scoring rubric outlined below. The NCOESC Transfer School Review Team will issue a score for each of the eligible sections based on the quality of the information provided by the applicant. The scores from each section will be weighted equally; however, any application where an entire section “Falls Far below Standards” or any application receiving two or more “Falls Far below Standards” in any two criteria will be rejected.

The scoring rubric is as follows:

Exceeds Standards (3 Points): Meeting the targets for this rating category implies that the application exceeds expectations and has clearly demonstrated the capacity for developing and operating a successful community school. Schools repeatedly receiving this rating warrant consideration for the NCOESC Transfer School Review Team to encourage approval of the application. Schools repeatedly receiving this rating have clearly outlined expectations of the component questions and have exceeded review criteria established for the standard.

Meets Standards (2 Points): The targets for this rating category set the minimum expectations for a community school that is likely to be successful. Schools repeatedly earning this rating or higher are likely to perform well and are on solid ground for the NCOESC Transfer School Review Team to consider approval of the application. Schools repeatedly receiving this rating or higher have outlined expectations of the component questions and have met review criteria established for the standard.

Does Not Meet Standards (1 Point): Schools in this rating category have failed to adequately address the component questions and/or meet the established review criteria. Schools repeatedly achieving this rating are more likely to fail to meet minimum expectations for performance. Schools that fall into this category have failed to meet the component questions sufficiently and will not be approved.

Falls Far Below Standards (0 Points): Schools that fall into this rating category are evaluated as highly likely to perform well below the sponsor’s expectations and will not be approved. Schools that fall into this category have not addressed the component questions sufficiently and have significantly failed to meet minimum expectations set by the review criteria.



Transfer School Application Scoring Summary

School Name:

School Current Sponsor:

Academic and School Information

- A. Mission _____
- B. Vision _____
- C. Values _____

Governance

- A. Governing Authority _____
- B. Sponsor Discipline _____
- C. Sponsor Expectations _____

Organizational Capacity

- A. Operations _____
- B. Staff and Student Retention _____

Financial Information

- A. Viability _____

GRAND TOTAL	
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Is the Grand Total higher than 24?

____ Yes, recommend partnership to Committee

____ No, do not recommend partnership to Committee

In addition:

- The Transfer Review Committee will conduct an interview with the applicants after reviewing the transfer application and submitted documents.
- The Transfer Review committee will conduct an interview with the current sponsor of the applicant.

The North Central Ohio Educational Service Center reserves the right to deny a transfer application based on an applicant's status or history with corrective action and/or status with any issues that exist between the Ohio Department of Education and the Office of Community Schools.