



E-SCHOOL APPLICATION

2025 – 2026

SCHOOL YEAR



E-SCHOOL APPLICATION

2025 – 2026

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INSTRUCTIONS

Please review these instructions, the enclosed timeline, and the attachment list before beginning this application. For more detailed instructions on completing this application, you may view the application webinar on the Charter School Specialists website or by clicking here: [APPLICATION WEBINAR](#)

The application consists of questions in twelve (12) sections, to allow for an evaluation of the capacity of the applicant to operate a charter school.

1. The first step is to complete the “Notice of Intent to Apply,” which can be found on the Charter School Specialists website or by clicking here: [NOTICE OF INTENT TO APPLY](#)
 - Upon receiving the Notice of Intent to Apply, the applicant will receive a **school specific** application, with unique links for uploading documents. Therefore, applications must not be duplicated.
 - If the proposed school is a replicator or virtual school, you will receive an application reflecting that.
2. Next, complete all application questions and provide all the mandatory attachments to the application.
 - All questions in each applicable section must be answered and all required attachments in those applicable sections must be provided for an application to be considered complete.

APPLICATION REQUIREMENTS:

- Please see the “Scoring Rubric” of each section, for specific criteria required for scoring on each question.
- In preparing responses to the application, please keep in mind answers to the specific requests carry significance beyond determining whether the applicant will be granted a contract. The answers will determine the specific terms of the contract and will establish parameters for the operation of the school.
- Applicants should be aware that the school will be held accountable for commitments made in the application, and the applicant should evaluate all responses to make sure the proposed plans are reasonable, feasible, and attainable.





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- Do not send unsolicited amendments following submission. If an item has been overlooked, please contact Angie Mann at amann@charterschoolspec.com first to determine the ability to submit additional documentation. *There will be a period available to submit supplemental information after the interview.*
- St. Aloysius and Charter School Specialists are looking for quality and clarity in the responses, not just volumes of information.
- Completion of the application does not guarantee a contract for a community school.
- Also note that receiving a score of 75% on the application does not guarantee a contract for a community school, only that the application is eligible to be recommended for approval.
- Schools may now be in any school district and not only in challenged school districts. If the school is in a school district with a lower free and reduced lunch rate or draws a high percentage of students with a lower free and reduced lunch rate, it may reduce the amount of state funds received.

ATTACHMENT REQUIREMENTS:

- All attachments are required to be in **PDF format** and titled with the Attachment Number, unless otherwise indicated.
- For questions that request a narrative response, you can upload an existing document,  use the scrollable text box, or create a Google document using the provided link.
- For some of the questions, an attachment may be provided, or the text may be copied and pasted from a document into the text box.
- Some questions allow for an optional attachment in addition to answering the question, or in lieu of answering the question.
- To upload a PDF attachment, click on the blue upload icon. 



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APPLICATION SUBMISSION:

1. The completed application and all the attachments should be submitted in the Shared Google folder that has been provided to the Applicant, after receiving the Notice of Intent to Apply. **The final submission should include:**
 - The PDF application with all the applicable sections complete.
 - The application should be saved as the “[School Name] New Application” in the appropriate Google folder (i.e., ABC School New Application)
 - All required attachments saved according to the Attachment Number and Name in the appropriate Google folder (i.e., Attachment 2—Development Team Resumes)
 - Any optional attachments saved according to the Attachment Number and Name in the appropriate Google folder.
2. The checklist provided at the front of the application should be completed to reflect that all the required attachments have been included. Please note, this list is not exhaustive as there are additional optional attachments that may be included as well.

OUR COMMITMENT:

Charter School Specialists will be a high performing sponsor that employs a team of qualified customer service oriented professionals dedicated to increasing access to high performing schools by expanding educational opportunities, improving school performance and ultimately lifting student achievement.

At St. Aloysius, we believe that every child deserves to receive a good education, no matter what challenges they may be facing. As part of our mission, we strive to be a leader in furthering education for all children throughout our community and statewide. Part of the way we fulfill this mission is by being a proud Charter School Sponsor for the state of Ohio.



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TIMELINE

APPLICATION PROCESS:

- The deadline to submit this application is **September 10, 2024**.
 - All submitted applications and attachments will be reviewed and scored in accordance with the scoring rubric.

INTERVIEW PROCESS:

- After the evaluation of the applications, Charter School Specialists (CSS) will conduct an interview with each applicant that scored high enough on the initial round of evaluation.
 - Interviews will take place between October 28th and November 8th.
 - All the personnel that will be responsible for executing the plan for the school that are listed in the application, will be required to attend the interview.
- During the interview CSS will discuss the application and may allow an applicant to supplement the application or attachments that did not receive a perfect score.
 - The deadline for the additional information is **November 1, 2024**.
- After November 1st, Charter School Specialists will then make recommendations of approval to the St. Aloysius' Board.
 - Only applicants that score 75% of eligible points qualify for recommendation of approval.
 - Approvals are granted based on a review of points received, high need district, and consistency with the St. Aloysius and Charter School Specialists mission, vision, strategic plan and sponsorship priorities.
 - The sponsorship priorities for St. Aloysius and Charter School Specialists are that the organizations value expanding educational opportunities, improving school performance and ultimately lifting student achievement throughout the state of Ohio.
- Notice of approval or denial will be sent to applicants by **November 26, 2024**.



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SECTION 1- GENERAL INFORMATION

Scoring Rubric: This section is not scored as part of the scoring rubric.

Primary Contact:

Phone:

Email:

Name of Proposed School:

Local School District:

Proposed School Year to Open:

Proposed Grades to be Served:

Proposed Address of the Administrative Offices:

Proposed Location of Student In-Person Testing Sites:
(List All Potential Testing Sites)

**If an in-person testing site has not been determined at the time of this application, please indicate the city or township that the market research was conducted for in the Local School District and Proposed Location of Student In-Person Testing Site rows.*

Has the applicant previously submitted or is currently submitting this school to any other sponsor for approval?

Yes

No



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SECTION 2: DEVELOPMENT TEAM

The Development Team plays a critical role in starting the school. Team members should have a varied range of expertise.

2A- DEVELOPMENT TEAM MEMBERS:

Scoring Rubric: To receive a “Meets” on the questions under this section,

- There are multiple members of the Development Team
- There must be a resume for each Development Team member listed
- All resumes must have current contact information including email address, mailing address, and phone number
- The resumes of the members of the Development Team show that the members have a diverse set of skills
- The resumes of the members of the development team show that the members have expertise in at least 3 of the following areas: Business, Education, Finance, Technology, and Governance

Please list all the members of the Development Team, each member’s planned role in the development of the school, and an email address for each member.

<u>NAMES:</u>	<u>ROLES:</u>	<u>EMAIL ADDRESSES:</u>



ATTACHMENT 2A: DEVELOPMENT TEAM RESUMES

Upload as a single PDF document titled: “Attachment 2A – Development Team Resumes”



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2B- DEVELOPMENT TEAM EXPERIENCE:

Scoring Rubric: To receive a “Meets” on this question, at least two (2) members of the Development Team have at least three (3) years of experience working with community schools or charter schools

Please describe the experience that the Development Team members have with any community or charter school, inside or outside of Ohio, and identify the role and years of experience for each Development Team member with this experience.

NAMES:	YEARS OF EXPERIENCE:	ROLES:



ATTACHMENT 2B: DEVELOPMENT TEAM EXPERIENCE

Upload as a single PDF document titled: “Attachment 2B – Development Team Experience”

DEVELOPMENT TEAM TRANSITION PLAN:

Scoring Rubric: These questions are not scored as part of the scoring rubric.

If any member of the Development Team plans to continue to be involved with the school or the Governing Authority after opening, please describe the role. If no members intend on a transition to the school or Governing Authority, please select N/A. N/A

Is any member of the Development Team currently involved with any charter/community school, in any capacity, inside or outside Ohio? Yes No

If yes to the above question, please list the charter/community school and the capacity with that school.



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SECTION 3- GOVERNANCE

The Governing Authority's role is vital to the school's success and future existence. The Governing Authority sets policies, establishes the budget and is the fiduciary agent for the community school. The Governing Authority is responsible for compliance with the community school contract and applicable local, state and federal laws. The Governing Authority of the community school is the responsible entity and contracting party for any community school contract. Ohio Revised Code requires no fewer than five (5) members on each Governing Authority.

3A- GOVERNING AUTHORITY MEMBERS:

Scoring Rubric: To receive a "Meets" on the question under this section,

- There are at least three (3) Governing Authority Members listed
- There must be a resume for each Governing Authority Member listed
- All resumes must have current contact information including email address, mailing address, and phone number

Please list all the members of the Governing Authority and provide an email address for each member.

<u>NAMES:</u>	<u>EMAIL ADDRESSES:</u>



ATTACHMENT 3A: GOVERNING AUTHORITY RESUMES

Upload as a single PDF document titled: "Attachment 3A - Governing Authority Resumes"



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3B- GOVERNING AUTHORITY MEMBERS EXPERIENCE:

Scoring Rubric: To receive a “Meets” on this question, at least 1 member of the Governing Authority must have at least 3 years experience working with community schools or charter schools and/or has experience working in a business-related area such as a company executive, an accountant, an attorney, or another similar professional field.

Please describe the experience that the Governing Authority members have with any community or charter school, inside or outside of Ohio, and identify the role and years of experience for each Governing Authority member with this experience.

NAMES:	YEARS OF EXPERIENCE:	ROLES:



ATTACHMENT 3B: GOVERNING AUTHORITY EXPERIENCE

Upload as a single PDF document titled: “Attachment 3B - Governing Authority Experience”

GOVERNING AUTHORITY LEGAL COUNSEL INFORMATION:

Scoring Rubric: This question is not scored as part of the scoring rubric. However, the expectation is that the legal counsel listed has experience with Ohio law as it pertains to community schools.

Under [Ohio Revised Code Section 3314.036](#), the Governing Authority must employ legal counsel who is independent from both the school’s sponsor and the operator. Independent counsel shall negotiate the school’s contract with the sponsor and the school’s contract with the operator. While no score will be given for this section, the expectation is that the legal counsel listed has experience with Ohio law as it pertains to community schools.

Name of Legal Counsel:

Address:

Phone:

Email:

Experience with Ohio Charter Schools:



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3C- GOVERNING AUTHORITY STRUCTURE:

Scoring Rubric: To receive a “Meets” on this question the Governing Authority Structure statement or bylaw must contain:

- Information on the structure of Governing Authority members
- How and When meetings are held
- The Committees
- The length of Governing Authority member terms
- Conditions for removal of a Governing Authority Member
- Information on Governing Authority member recruitment
- Information on future development plans

Please describe the Governing Authority Structure, including how/when meetings will be held, committees, terms for members, conditions for removal of a Governing Authority member, and recruitment of new members, etc. (This information is typically contained in the by-laws.) A draft of the bylaws may be uploaded as a response.

If you do not have an existing document to attach, please click here to create one. Or use provided textbox.



SAMPLE



ATTACHMENT 3C: GOVERNING AUTHORITY STRUCTURE (BY-LAWS)

Upload as a single PDF document titled: “Attachment 3B - Governing Authority Structure”




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3D- GOVERNING AUTHORITY MONITORING:

Scoring Rubric: To receive a “Meets” on this question, the description will clearly identify the method in which the Governing Authority will monitor, measure, and evaluate the management organization and/or the school leader.

Please describe the Governing Authority’s plan to monitor, measure, and evaluate the management organization’s or the school leader’s performance. If a monitoring/evaluation tool is going to be used, the monitoring/evaluation tool may be uploaded as supporting documentation.

If you do not have an existing document to attach, please click here to create one. Or use provided textbox. 

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ATTACHMENT 3D: GOVERNING AUTHORITY MONITORING

Upload as a single PDF document titled: “Attachment 3D – Governing Authority Monitoring”

GOVERNING AUTHORITY INVOLVEMENT:

Scoring Rubric: This question is not scored on the scoring rubric.

Is any member of the Governing Authority currently involved with any charter/community school, in any capacity, inside or outside Ohio?

Yes

No

If yes to the above question, please list the charter/community school and the capacity with that school.

Large light blue rectangular area for text input, overlaid with a large, faint 'DRAFT' watermark.



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MANAGEMENT

MANAGEMENT STRUCTURE:

Schools are operated either by a management organization or self-managed by a school leader.

Please review the definitions below and determine which management structure the school will be following. Select the option that corresponds to the applicant's actual or intended management structure, even if the specific management style has not yet been contracted.

Once selected, please only answer the questions in the appropriate section.

MANAGEMENT ORGANIZATION

An organization that manages the daily operations of a community school pursuant to a contract between the management organization and the school's governing authority or a non-profit organization that provides programmatic oversight and support to a community school under a contract with the school's governing authority and that retains the right to terminate its affiliation with the school if the school fails to meet the organization's quality standards.

[Continue to Section 4](#)

SELF-MANAGED

Management of the daily operations of the school is through the School leader and the delegation of tasks is to employees under the School leader's direct control. The governing authority employs the School leader and all employees.

[Continue to Section 5](#)



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SECTION 4- MANAGEMENT ORGANIZATION

Only answer the questions below if the school is operated or intends to be operated by a management organization. If a management organization currently operates schools and has a model it is replicating, please fill out the [Replicator Application](#).

ORGANIZATION TYPE:

Scoring Rubric: The following information is not scored on the scoring rubric.

What type of organization is the management company?

EMO (EDUCATIONAL MANAGEMENT ORGANIZATION)

A for-profit entity that contracts with new or existing public-school districts and charter schools to manage charter schools by centralizing support, operations, and oversight.

CMO (CHARTER MANAGEMENT ORGANIZATION)

A nonprofit organization that operates or manages two or more charter schools (i.e., either through a contract with the charter schools or as the charter holder) linked by centralized support, operations and oversight.

OTHER:

MANAGEMENT ORGANIZATION INFORMATION:

Organization Name:

Contact Person:

Phone:

Email:

Management Organization EIN:

Management Organization IRN:



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4A- MANAGEMENT AGREEMENT:

Scoring Rubric: To receive a “Meets” on this question, a final or template management agreement must be submitted.

If a management agreement has not been finalized, provide a copy of the management agreement template as a PDF document titled, “Management Agreement Draft.”



ATTACHMENT 4A: MANAGEMENT AGREEMENT

Upload as a single PDF document titled: “Attachment 4A – Management Agreement”

4B- ROLES AND RESPONSIBILITIES:

Scoring Rubric: To receive a “Meets” on this question, provide a detailed description of the management organization's role with managed school(s), and a detailed description of the management organization's responsibility to the governing authority.

Please provide 1) A detailed description of the management organization’s role with managed school(s), and 2) A detailed description of the management organization’s responsibility to the governing authority.

If you do not have an existing document to attach, please click here to create one. Or use provided textbox. 

SA



ATTACHMENT 4B: ROLES AND RESPONSIBILITIES

Upload as a single PDF document titled: “Attachment 4B – Roles and Responsibilities”



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4C-ORGANIZATIONAL STRUCTURE:

Scoring Rubric: To receive a “Meets” on this question, the management organization’s organizational chart will be uploaded, and the organizational structure will identify specific individuals or roles who will be responsible for day-to-day operations of the school in each of the following categories:

- School leader/Principal
- Testing and Assessments
- Human Resources
- Training and Professional Development
- Building Maintenance and related services
- Marketing/Enrollment
- Purchasing; Technology
- Sponsor Compliance
- Finance
- Education Management Information Systems
- Federal Programs

Please provide a description of the organizational structure of the management organization including specific individuals who will be responsible for the day-to-day operation and success of the proposed school.

If you do not have an existing document to attach, please click here to create one. Or use provided textbox.



SAMPLE



ATTACHMENT 4C: ORGANIZATIONAL CHART

Upload as a single PDF document titled: “Attachment 4C – Organizational Chart”



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4D- COMMUNICATION PLAN:

Scoring Rubric: To receive a “Meets” on this question, the communication plan should describe any reports that will be provided to the governing authority, how often the communication is expected, and the communication plan should align with the Governing Authority structure described.

Please describe management organization’s plan for communicating with the Governing Authority. The plan should describe any reports that will be provided to the Governing Authority and how often communication is expected. This plan should also align with the governing authority structure described in this application.

If you do not have an existing document to attach, please click here to create one. Or use provided textbox.



ATTACHMENT 4D: COMMUNICATION PLAN

Upload as a single PDF document titled: “Attachment 4D – Communication Plan”



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4E- BUSINESS AND GROWTH PLAN:

Scoring Rubric: To receive a “Meets” on this question, a formal statement of attainable business goals has been provided along with the plans for reaching the business goals. The business goals should contain information on the academic, financial, and operational goals of the company. The answer must also include information on the number of schools the organization plans to open over the next five (5) years.

Please provide the following:

- 1) A formal statement of the management company’s business goals,
- 2) The reasons the business goals are attainable,
- 3) The plans for reaching the business goals which contains information on the academic, financial and operational position of the organization over multiple years,
- 4) A statement about how many schools the organization plans to open over the next five years.

If you do not have an existing document to attach, please click here to create one. Or use provided textbox.



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ATTACHMENT 4E: BUSINESS AND GROWTH PLAN

Upload as a single PDF document titled: “Attachment 4E – Business and Growth Plan”



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4F- ADDITIONAL CONTRACTORS

Scoring Rubric: To receive a “Meets” on this question, it must be clear that between support services described in either the organizational structure or the daily operations section, combined with those described in this section, all required daily support services will be provided.

List below the names of all contractors, or potential contractors, that will provide daily support services to the school that are not provided by a management organization or listed in the self-management section. If a provider has not been selected, list the service and those entities currently in negotiations to provide the services.

<u>NAME:</u>	<u>CONTACT INFORMATION:</u>	<u>SERVICES TO BE PROVIDED:</u>
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ATTACHMENT 4F: ADDITIONAL CONTRACTORS

Upload as a single PDF document titled: “Attachment 4F – Additional Contractors”



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SECTION 5- SELF-MANAGED

(Only answer the questions below if the school will be self-managed during the term of the charter.)

DAILY OPERATIONS:

School Leader/Principal:

Testing and Assessments:

Human Resources:

Training and Professional Development:

Building Maintenance and related services:

Marketing/Enrollment:

Purchasing:

Technology:

Sponsor Compliance:

Finance:

Education Management Information System:

Federal Programs:

5A- OPERATIONS RESUMES /JOB DESCRIPTIONS:

Scoring Rubric: To receive a “Meets” on this question, either the applicant has provided resumes for all persons listed above showing relevant experience in each of the assigned areas OR the job description for each position has been provided and the job description identifies that the employed person must have the relevant experience.

Please provide a copy of the resumes for all the individuals listed above showing relevant experience OR a job description showing each of the assigned areas of the relevant experience required in the job description.



ATTACHMENT 5A: OPERATIONS RESUMES / JOB DESCRIPTIONS

Upload as a single PDF document titled: “Attachment 5A – Operations Resumes” OR “Job Descriptions”



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5B- ORGANIZATIONAL CHART:

Scoring Rubric: To receive a “Meets” on this question, an Organizational Chart must be uploaded.

Please provide the overall organizational chart with information regarding the reporting expectation of each individual involved in the daily operations.



ATTACHMENT 5B: ORGANIZATIONAL CHART

Upload as a single PDF document titled: “Attachment 5B – Organizational Chart”

5C- COMMUNICATION PLAN:

Scoring Rubric: To receive a “Meets” on this question, the communication plan should describe any reports that will be provided to the governing authority, how often the communication is expected, and the communication plan should align with the Governing Authority structure described.

Please describe the school leader’s plan for communication with the Governing Authority. The plan should describe any reports that will be provided to the Governing Authority and how often communication is expected. This plan should also align with the Governing Authority structure described in this application.

If you do not have an existing document to attach, please click here to create one. Or use provided textbox. 

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ATTACHMENT 5C: COMMUNICATION PLAN

Upload as a single PDF document titled: “Attachment 5C – Communication Plan”



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5D- BUSINESS AND GROWTH PLAN:

Scoring Rubric: To receive a “Meets” on this question, a formal statement of attainable business goals has been provided along with the plans for reaching the business goals. The business goals should contain information on the academic, financial and operational goals of the Governing Authority. The answer must also include information on the number of schools the Governing Authority plans to open over the next five (5) years.

Please provide the following:

- 1) A formal statement of the Governing Authority’s business goals,
- 2) The reasons the business goals are attainable,
- 3) The plans for reaching the business goals which contains information on the academic, financial, and operational position of the organization over multiple years,
- 4) A statement about how many schools the organization plans to open over the next five (5) years.

If you do not have an existing document to attach, please click here to create one. Or use provided textbox.



ATTACHMENT 5D: BUSINESS & GROWTH PLAN

Upload as a single PDF document titled: “Attachment 5D – Business & Growth Plan”



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5E- ADDITIONAL CONTRACTORS

Scoring Rubric: To receive a “Meets” on this question, it must be clear that between support services described in either the organizational structure or the daily operations section, combined with those described in this section, all required daily support services will be provided.

List below the names of all contractors, or potential contractors, that will provide daily support services to the school that are not provided by a management organization or listed in the self-management section. If a provider has not been selected, list the service and those entities currently in negotiations to provide the services.

<u>NAME:</u>	<u>CONTACT INFORMATION:</u>	<u>SERVICES TO BE PROVIDED:</u>
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ATTACHMENT 5E: ADDITIONAL CONTRACTORS

Upload as a single PDF document titled: “Attachment 5E – Additional Contractors”



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SECTION 6- CURRICULUM & STAFFING

Describe your school and what you think will make it unique.

Large light blue rectangular area for describing the school and what makes it unique.

6A- MISSION, VISION, AND PHILOSOPHY:

Scoring Rubric: To receive a “Meets” on this question there must be a mission statement with intent and purpose, a vision statement with anticipated operation, function, and success of the school over time, and there must be a philosophy which describes values and beliefs by which the school will operate.

Please identify the school’s mission statement which includes intent and purpose. Please identify the school’s vision statement including anticipated operation, function, and success over time. Also, identify the school’s philosophy which describes the values and beliefs by which the school will operate.

If you do not have an existing document to attach, please click here to create one. Or use provided textbox.



Large light blue rectangular area for identifying the school's mission statement, vision statement, and philosophy.



ATTACHMENT 6A: MISSION, VISION, AND PHILOSOPHY

Upload as a single PDF document titled: “Attachment 6A – Mission, Vision, & Philosophy”



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EDUCATION PLAN

6B- CURRICULUM MODEL:

Scoring Rubric: To receive a “Meets” on the questions under this section, the applicant has provided the following:

- Specific standards for all core content
- Specific standards for all non-core content (i.e., physical education, music, art, technology)
- Information on social-emotional learning as well as having information on the four learning domains

Please describe the curriculum model the school plans to use.

If you do not have an existing document to attach, please click here to create one. Or use provided textbox.



SAMPLE



ATTACHMENT 6B: CURRICULUM MODEL

Upload as a single PDF document titled: “Attachment 6B – Curriculum Model”



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6C- INSTRUCTION:

- Scoring Rubric:** To receive a “Meets” on the questions under this section, the applicant has provided the following:
- Specific standards for all core content
 - Specific standards for all non-core content (physical education, music, art, and technology)
 - Information on social-emotional learning, as well as having information on the four learning domains

Explain in detail the primary evidence-based instructional delivery methods, strategies, and/or techniques (i.e., high yield instructional practices, project-based learning, computer-based, etc.) that will be used to provide daily instruction in the school to support success for all students.

If you do not have an existing document to attach, please click here to create one. Or use provided textbox.



SAMPLE



ATTACHMENT 6C: INSTRUCTION

Upload as a single PDF document titled: “Attachment 6C – Instruction”



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6D- LITERACY SKILLS:

Scoring Rubric: To receive a “Meets” on the questions under this section, the applicant has provided the following:

- Specific details about how the literacy skills will be developed
- The specific details are in alignment with Ohio literacy laws, rules, and guidelines

Please describe how the school will develop literacy skills across all ages, grades, and subjects, as well as building the capacity for effective literacy instruction.

If you do not have an existing document to attach, please click here to create one. Or use provided textbox.



SAMPLE



ATTACHMENT 6D: LITERACY SKILLS

Upload as a single PDF document titled: “Attachment 6D – Literacy Skills”



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6D- FUTURE SUCCESS:

Scoring Rubric: To receive a “Meets” on the questions under this section, the applicant has provided the following:

- A description of its vision for student success
- A description of what student success is
- A detailed plan about how to achieve that student success, including information about how this will be measured and tracked
- The applicant’s detailed plan is reasonable and student success under this plan appears to be attainable.

How does the school define future success for students and how will the school identify and support the student’s future success?

If you do not have an existing document to attach, please click here to create one. Or use provided textbox.



SAMPLE



ATTACHMENT 6E: FUTURE SUCCESS

Upload as a single PDF document titled: “Attachment 6E – Future Success”



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6F- SCHOOL CALENDAR:

Scoring Rubric: To receive a “Meets” on the questions under this section, the applicant has provided the following:

- A proposed school calendar
- The school calendar is comprehensive and includes professional development days, assessment days, vacation days, and the number of hours school will be in session

Please provide a copy of the proposed school calendar.



ATTACHMENT 6F: SCHOOL CALENDAR

Upload as a single PDF document titled: “Attachment 6F – School Calendar”

6G- BELL SCHEDULE:

Scoring Rubric: To receive a “Meets” on the questions under this section, the applicant has provided the following:

- A proposed school bell schedule
- The bell schedule includes all of the core and non-core content areas, has a common planning time for teachers, and indicates the number of hours per day
- If the school has indicated additional services will be provided in this application, the bell schedule should include these additional services (i.e. after school tutoring)

Please provide a copy of the proposed school bell schedule.



ATTACHMENT 6G: BELL SCHEDULE

Upload as a single PDF document titled: “Attachment 6G – Bell Schedule”



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6H- ANTICIPATED ACADEMIC CHALLENGES:

Scoring Rubric: To receive a “Meets” on the questions under this section, the applicant has:

- Sufficiently described at least two academic challenges that the school could face; and
- Provided a detailed plan on how to overcome those challenges. The plan must include the steps that will be taken, the timeline for those steps, and the measures used to evaluate the effectiveness of those steps.

Please describe the biggest academic challenges you anticipate in opening your school and how you plan to overcome them. (*Examples include recruiting and retaining qualified educators, working with community organizations, developing high quality instructional programs, and attracting new students.*)

If you do not have an existing document to attach, please [click here to create one](#). Or use provided textbox. 

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ATTACHMENT 6H: ANTICIPATED ACADEMIC CHALLENGES

Upload as a single PDF document titled: “Attachment 6H – Capacity to Institute Curriculum”



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STAFFING PLAN

6I- RECRUITMENT:

Scoring Rubric: To receive a “Meets” on the questions under this section, the applicant has provided:

- A plan for the recruitment of teachers;
- The plan will have specific details as to the process of receiving applications, interviewing, and offering positions.

Please describe how you plan to recruit quality teachers.

If you do not have an existing document to attach, please click here to create one. Or use provided textbox.



SAMPLE



ATTACHMENT 6I: RECRUITMENT

Upload as a single PDF document titled: “Attachment 6I – Recruitment”



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6J- HIRING PROCESS:

Scoring Rubric: To receive a “Meets” on the questions under this section, the applicant has provided:

- A plan that specifically describes the steps that will be taken to ensure that teachers and faculty that are offered positions have values that align with the school's core principles.

Please provide a plan for the school to hire faculty and staff with values that align to the school's core principles (mission/vision/philosophy).

If you do not have an existing document to attach, please click here to create one. Or use provided textbox.



ATTACHMENT 6J: HIRING PROCESS

Upload as a single PDF document titled: “Attachment 6J – Hiring Process”



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SECTION 7- DEMOGRAPHICS AND MARKET RESEARCH

7A- SCHOOL MODEL:

Scoring Rubric: To receive a “Meets” on this question, a thorough explanation and analysis of each of the six criteria listed below has been provided.

Please provide the following:

- 1) An explanation with reasons that the applicant believes Ohio would benefit from an additional internet or computer-based school,
- 2) A description of how the school model is unique from the other online school models in Ohio,
- 3) Specific data that shows the need for the school’s model,
- 4) The grade levels, ages, and specific demographics that this school is proposing to serve,
- 5) The expectations of student’s academic performance,
- 6) The expectations of any non-academic school or student goals and how the school plans to hold itself accountable.

If you do not have an existing document to attach, please click here to create one. Or use provided textbox.



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ATTACHMENT 7A: SCHOOL MODEL

Upload as a single PDF document titled: “Attachment 7A – School Model”



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7B- COMMUNITY SUPPORT:

Scoring Rubric: To receive a “Meets” on this question, support from the community must be evidenced by letters of support dated within one (1) year of the application or surveys. Providing a robust plan to establish community support may receive a “Partially Meets.”

Provide evidence of community support for the school. Examples of evidence of community support could be letters of support from the community showing support for the school or surveys of local residents indicating a need/desire for this type of community school. Any letters of support must be dated within one year of application date and specifically support this school in this location.



ATTACHMENT 7B: COMMUNITY SUPPORT

Upload as a single PDF document titled: “Attachment 7B – Community Support”

7C- RECRUITMENT, MARKETING PLANS, AND STUDENT ENROLLMENT:

Scoring Rubric: To receive a “Meets” on this question, the description should contain each of the four (4) criteria noted above and the evidence provided must reflect a realistic and attainable plan to recruit students and maintain enrollment. This should align with the enrollment projections below.

Please provide the following: 1) A discussion of the school’s current recruitment and marketing plans, 2) A discussion of the plans to maintain student enrollment, 3) Discuss the plan to counter attrition at all grade levels, and 4) A discussion regarding future marketing strategies. (Examples of evidence of Recruitment and Marketing Plans are copies of promotional or recruitment materials including media plans, marketing plans, open house schedules, etc.)

If you do not have an existing document to attach, please click here to create one. Or use provided textbox.



ATTACHMENT 7C: RECRUITMENT & MARKETING PLANS

Upload as a single PDF document titled: “Attachment 7C – Recruitment & Marketing Plans”



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7D- EXPERIENCE WITH STUDENT DEMOGRAPHICS OF THE PROPOSED COMMUNITY:

Scoring Rubric: To receive a “Meets” on this question, a formal statement is provided showing that there is adequate and relevant experience with student demographics that are similar to the demographics of the community for the proposed location.

Please describe and provide data evidencing experience with student demographics that align with the community of the proposed school location.

If you do not have an existing document to attach, please click here to create one. Or use provided textbox.



SAMPLE



ATTACHMENT 7D: EXPERIENCE WITH STUDENT DEMOGRAPHICS

Upload as a single PDF document titled: “Attachment 7D – Experience with Student Demographics”



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ENROLLMENT PROJECTIONS:

Scoring Rubric: This question is not scored on the rubric.

Please enter projected enrollments in the spaces below. Enter N/A for grades not served. Please note that Ohio law requires a total of at least twenty-five (25) students be fully enrolled to open. These projections will be considered in conjunction with the Facilities, Financial, and Staffing (Ed Plan) portions of the application.

	Year 1	Year 2	Year 3	Year 4	Year 5
Kindergarten					
1 st Grade					
2 nd Grade					
3 rd Grade					
4 th Grade					
5 th Grade					
6 th Grade					
7 th Grade					
8 th Grade					
9 th Grade					
10 th Grade					
11 th Grade					
12 th Grade					
Total # of Students					



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SECTION 8- FINANCES

FISCAL OFFICER INFORMATION:

Scoring Rubric: This question is not scored on the scoring rubric.

Name of Fiscal Officer:

Address:

Phone: Email:

Number of Schools Representing:

Years of Experience with Ohio Charter Schools:

8A- OPERATIONAL BUDGET:

Scoring Rubric: To receive a “Meets” on this question, the budget should be provided, be on the Ohio Department of Education’s Annual Budget Template, be complete, align with the enrollment projections in Section 9, and realistically reflect enrollment, revenue, and expenditures of the school.

Using the [Ohio Department of Education and Workforce’s School Annual Budget Template](#), provide the school’s first year budget with monthly detail showing expected cash flow, assets and liabilities. The information in the budget should align with the enrollment projections listed in Section 9. Should the anticipated enrollment be lower in free and reduced lunch, please consider the impact of not receiving the maximum DPIA funds in making the projections. For additional guidance, see the [Community School Annual Budget Guidance](#).



ATTACHMENT 8A: OPERATIONAL BUDGET

Upload as a single PDF document titled: “Attachment 8A – Operational Budget”

8B- FIVE-YEAR FORECAST:

Scoring Rubric: To receive a “Meets” on this question, the Five-Year Forecast should be provided, be on the [Ohio Department of Education and Workforce’s School Five-Year Forecast Template](#), be complete, and realistically reflect the anticipated enrollment, anticipated revenue, and anticipated expenditures of the school.



ATTACHMENT 8B: FIVE-YEAR FORECAST

Upload as a single PDF document titled: “Attachment 8B – Five-Year Forecast”



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8C- CONTRIBUTION OF FUNDS:

Scoring Rubric: To receive a “Meets” on this question, signed letters of commitment have been provided that are acceptable to the sponsor.

Does the school have any individual or entity that has provided a letter guaranteeing a commitment of funds, or a letter with a commitment for contributions of in-kind services?

Yes No

If Yes, please upload the signed letters of commitment for contributions or in-kind services.




ATTACHMENT 8C: CONTRIBUTION OF FUNDS

Upload as a single PDF document titled: “Attachment 8C – Contribution of Funds”

8D- INITIAL FUNDING OF SCHOOL OPERATIONS:

Scoring Rubric: To receive a “Meets” on this question, a description of a plan has been provided that demonstrates an ability to fund the school during the interim period until the foundation funding payments have begun.

In Ohio, new community schools do not receive foundation funding payments from the state until October. Foundation funding payments are the payments received from the state based upon student enrollment. Please describe the governing authority’s plan for funding the school’s operations until the first foundation funding payment is received in October.

If you do not have an existing document to attach, please click here to create one. Or use provided textbox. 

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ATTACHMENT 8D: INITIAL FUNDING

Upload as a single PDF document titled: “Attachment 8D – Initial Funding”



E-SCHOOL APPLICATION

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8E- FINANCIAL STABILITY:

Scoring Rubric: To receive a “Meets” on this question, a description of a plan has been provided that demonstrates an understanding of maintaining financial stability.

Please describe the governing authority’s plan to maintain the school’s short- and long-term financial stability and viability, including the plan for potential reductions in expenditures relative to fluctuating enrollment.

If you do not have an existing document to attach, please click here to create one. Or use provided textbox.



SAMPLE



ATTACHMENT 8E: FINANCIAL STABILITY

Upload as a single PDF document titled: “Attachment 8E – Financial Stability”



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8F- NEW SCHOOL BOND:

Scoring Rubric: To receive a “Meets” on this question, an accurate description of the plan to secure a bond or written guarantee has been provided.

In Ohio, no community school may open until a bond in the amount of \$50,000 has been posted with the auditor of state to cover the costs of closing audits. In lieu of a bond, the school’s operator may provide a written guarantee to the auditor of state to pay the costs of any closing audits up to the amount of \$50,000. Please describe the governing authority’s plan to secure the bond. If the school will be operated by a management organization, the applicant can describe the governing authority’s plan to secure a written guarantee of payment.

If you do not have an existing document to attach, please click here to create one. Or use provided textbox.



SAMPLE



ATTACHMENT 8F: CLOSING BOND

Upload as a single PDF document titled: “Attachment 8F – Closing Bond”



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SECTION 9- INTERNET OR COMPUTER-BASED SCHOOL EXPERIENCE

(Only answer the questions below if the site for the school facility has been secured.)

YEARS OF EXPERIENCE:

Applicant/Operator Number of Years of Experience
Operating Community Schools:

Applicant/Operator Number of Years of Experience
Operating Community Schools in Ohio:

Applicant/Operator Number of Years of Experience
Operating Internet or Computer-Based Schools:

9A- DESCRIPTION OF EXPERIENCE:

Scoring Rubric: To receive a “Meets” on this question, a detailed description of the experience with operating community schools and/or internet or computer-based schools have been provided.

Please describe the Applicant/Operator’s experience with operating community schools and the Applicant/Operator’s experience operating internet or computer-based schools.

If you do not have an existing document to attach, please click here to create one. Or use provided textbox. 



ATTACHMENT 9A: DESCRIPTION OF EXPERIENCE

Upload as a single PDF document titled: “Attachment 9A – Description of Experience”



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MANAGEMENT ORGANIZATION:

If the Applicant intends for the proposed school to use a Management Organization, complete the remaining questions below. If the Applicant does not intend for the proposed school to use a Management Organization, select N/A and skip to Section 10.

Management Organization

N/A

9B- OPERATOR REGISTRATION:

Scoring Rubric: To receive a “Meets” on this question, the operator will be registered with the Ohio Secretary of State and will have provided the Operator Registration as a PDF attachment.

Is the operator registered with the Ohio Secretary of State? Yes No

If Yes, please upload the operator’s registration with the Ohio Secretary of State.



ATTACHMENT 9B: OPERATOR REGISTRATION

Upload as a single PDF document titled: “Attachment 9B – Operator Registration”

9C- OPERATOR ASSESSMENT OF INTERNET OR COMPUTER-BASED SCHOOLS:

Scoring Rubric: To receive a “Meets” on this question, a thorough explanation of the operator’s affiliated schools are meeting the operating standards for online schools will be provided.

Please describe the operator’s assessment of the degree to which each of the operator’s affiliated internet or computer-based schools is meeting the operating standards for online schools.



ATTACHMENT 9C: OPERATOR ASSESSMENT

Upload as a single PDF document titled: “Attachment 9C – Operator Assessment”



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9D- OPERATOR INTERNET OR COMPUTER-BASED SCHOOL TERMINATIONS:

Scoring Rubric: To receive a “Meets” on this question, the applicant will have described each instance in which an agreement has been terminated, the circumstances, actions, and timelines, or if no agreements were terminated, the applicant has described the circumstances, actions, and timelines it would take.

Please describe each instance where the operator terminated its agreement with any internet or computer-based schools including:

- The circumstances leading to the decision to terminate its agreement and,
- The specific actions taken by the operator and timeline for the action.

If the operator has not had to terminate an agreement with any internet or computer-based school, describe:

- The circumstances that would lead the operator to make the decision to terminate its agreement, and
- The specific actions and timeline for the actions.

If you do not have an existing document to attach, please click here to create one. Or use provided textbox.



SAMPLE



ATTACHMENT 9D: OPERATOR TERMINATIONS

Upload as a single PDF document titled: “Attachment 9D – Operator Terminations”



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OPERATOR FTE DETERMINATIONS:

Scoring Rubric: To receive a “Meets” on this question, the operator will not have had any community schools with a full-time equivalency determination.

Has the operator had any community schools with a full-time equivalency (FTE) determination issued by a state education agency?

Yes

No

9E- OPERATOR ACADEMIC PERFORMANCE:

Scoring Rubric: To receive a “Meets” on this question, the applicant will have provided a list of all the schools inside and outside the state of Ohio, and the school’s weighted academic performance, based on the Ohio Department of Education’s weighted scaled, will be 2.50 or greater.

Provide a list of all schools managed by the operator, inside and outside of the state of Ohio, with the name of the school, state that the school is located in, the IRN of the school, and the academic performance of each school from the 2002 – 2003 school year until the current school year.



ATTACHMENT 9E: OPERATOR ACADEMIC PERFORMANCE

Upload as a single PDF document titled: “Attachment 9E – Operator Academic Performance”

9F- OPERATOR SELF-EVALUATION:

Scoring Rubric: To receive a “Meets” on this question, the applicant will upload a PDF of the self-assessment included in the Standards for Quality Online Programs, as well as the score received.

Please provide a narrative that explains how the school will meet requirements included in the [Standards for Quality Online Programs](#). The self-assessment should be conducted, and the scores provided as a PDF attachment.



ATTACHMENT 9F: OPERATOR SELF-EVALUATION

Upload as a single PDF document titled: “Attachment 9F – Operator Self-Evaluation”



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SECTION 10- CONFLICT OF INTEREST

CONFLICT OF INTEREST:

Scoring Rubric: This question is not scored on the scoring rubric.

Has any member of the governing authority, development team, management company, or treasurer/fiscal officer, been involved with an entity that was involved in 1) bankruptcy, 2) closed for financial reasons, 3) had a finding for recovery, 4) designated as not auditable by the Auditor of State?

Yes No

If Yes to the above question, please list the school(s) or entities and identify the basis of the relationship in the fields below (i.e. contractor, employee of operator, treasurer, board member, etc.).

N/A

<u>SCHOOL OR ENTITY:</u>	<u>RELATIONSHIP:</u>



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SECTION 11- CAPACITY TO EXECUTE THE PLAN

CAPACITY TO EXECUTE THE PLAN:

Scoring Rubric: This question is not scored on the scoring rubric.

The Applicant must demonstrate the capacity to start and maintain a quality charter school in all of the areas that are included in this application. The Capacity to Execute the Plan section has a total of 12 points, with 4 points being awarded to each of the three main groupings: Overall Administration; Overall Education; and Overall Financial.

- Overall Administration Evaluation is based upon the responses to the questions, the attachments provided, and the input received for the following sections: Section 2 Development, Section 3 Governance, Section 4/5 Management, Section 6 Additional Contractors, Section 9 Demographics and Market Research, and Section 11/Section 12 Facilities.
- Overall Education Evaluation is based upon the responses to the questions, the attachments provided, and the input received for the following sections: Section 7 Education Program and Section 8 Staffing Plan.
- Overall Financial Evaluation is based upon the responses to the questions, the attachments provided, and the input received for the following section: Section 10 Finances.

Provide a brief summary of why your organization has the capacity to execute its plan for the school(s).

Large light blue rectangular area intended for the applicant to provide a summary of their organization's capacity to execute the plan.