





# 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.

The review and evaluation, which include research, applicant interviews, visits to existing schools, and interviews with applicant’s current sponsor. Reviewers will examine a range of factors, such as whether the existing school has been proven effective.

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:

	<b>Deadline</b>	<b>Deliverables and Deadlines Sponsorship Begins July 2020</b>
<b>Step One</b>  Complete and Submit Intent (letter of intent) to Transfer Application	<b>December 16, 20</b>	<b>Submit Transfer School Application</b>  Applicants interested in sponsorship must submit a letter of intent and 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>
<b>Step Two</b>  Governing Authority Meeting and School Site Visit	<b>January 13, 202</b>	<b>Governing Authority Meeting and School Site Visit</b>  The NCOESC Community School Team will visit and tour the school, interview selected staff, and attend at least one governing authority meeting.
<b>Step Three</b>  Interviews: Transfer Applicant and Current Sponsor	<b>February 17, 202</b>	<b>Interviews: Transfer Applicant and Current Sponsor</b>  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.
<b>Step Four</b>  Contract Negotiation and Execution	<b>April 13, 2020</b>	<b>Contract Negotiation and Execution</b>  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. It is highly recommended that you submit other academic data you have, including your own trend data (NWEA, STAR, Scantron, etc.), please feel free to attach them in addition to the items required below.

- Mission- Describe your school's mission. What makes the mission unique for the target community and how will the mission be measured?
- Vision- Describe your school's vision for students. What makes your school's vision statement unique?
- Values- What are your school's values and how are they supported by the mission and vision?
- Academic Data- Include all of the following:
  - Both recent and longitudinal, (at least three-years) growth trends, internal assessment data-diagnostic & progress monitoring tools used and results, graduation rates, attendance rates and academic goals for reading and mathematics.
- School Improvement Planning- Goals, Strategies & Action Steps

### **Requested Attachments:**

- ✓ Educational Plan
- ✓ Parent and Student Handbook
- ✓ Requested Academic Data listed above
- ✓ School Improvement Planning & Data

*Evaluation Criteria: Reviewers will look for a clear and compelling mission statement that aligns with the vision and how the mission and vision help support the core values and align to academic goals and school improvement planning. Reviewers will also look at the execution of the Educational Plan and how the mission, vision, and core values are integrated into the handbooks. The reviewers will look at trend data via state and internal assessments.*

## **Governance**

### 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:**

- ✓ Code of Regulations or Bylaws
- ✓ Governing Authority Resumes

***Evaluation Criteria: Reviewers will look for a Code of Regulations that describe 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.***

## **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.

### **Requested Attachments:**

- ✓ Compliance Reports from current sponsor
- ✓ School Site Visit Documentation
- ✓ Corrective Action Plan Issued & School's Remedies

***Evaluation Criteria: Reviewers will look at the number, types of incidents, and remedies and school's compliance records.***

## **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.)

***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**

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
- ✓ Business or Growth Plan- A formal statement of business goals, reasons they are attainable and plans for reaching them while containing background information on the academic, financial and operational position of the organization over multiple years.
- ✓ Market research- address the following:
  - Analysis of student and student subgroup(s) academic needs to be served by the proposed community school that are not met by existing schools in the area or community.

- Demonstrated demand for the proposed community school (for example, list of maps of all current school options, including capacity/seats currently available, evidence of existing wait lists or lack of capacity from existing schools, letters of commitment to the proposed school from parents, community stakeholders).
- Evidence of data collection and analysis in the following areas: real estate market (rental property, insurance rates, property taxes), availability of transportation (such as bus lines), enrollment fluctuation in surrounding schools, job growth, number and age range of students in the surrounding area of the proposed facility, crime rates, etc.

***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.***

## **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**

- Address 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
- ✓ Recent Audit Reports
- ✓ Financial Records/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

### Academic and School Information

- A. Mission \_\_\_\_\_
- B. Vision \_\_\_\_\_
- C. Values \_\_\_\_\_

### Governance

- A. Governing Authority \_\_\_\_\_
- B. Sponsor Discipline \_\_\_\_\_
- C. Sponsor Expectations \_\_\_\_\_

### Organizational Capacity

- A. Operations \_\_\_\_\_
- A. Staff and Student Retention \_\_\_\_\_

### Financial Information

- A. Viability \_\_\_\_\_

<b>GRAND TOTAL</b>	
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Is the Grand Total higher than 23?

\_\_\_\_\_ Yes, recommend partnership to Committee

\_\_\_\_\_ No, do not recommend partnership to Committee