

Sponsor Application Review Instrument

The application for community school sponsoring includes the following sections:

- A. Application Cover Sheet
- B. Sponsoring Capability
- C. Performance of Sponsored and/or Operated School(s)
- D. Oversight, Technical Assistance and Compliance
- E. Willingness to Comply
- F. Applicant Assurances
- G. Supporting Documentation

Application Scoring

The Ohio Department of Education (the Department) will review and score Sections B through E of all applications submitted by organizations that meet sponsor eligibility requirements. While Section A, the application cover sheet, will not be scored, the information requested in that section is needed to determine whether the applicant is eligible to apply. Please note that if the Department determines the applicant does not meet the eligibility requirements to apply for sponsorship, the Department will send the applicant a letter of denial and will not review or score the other sections of the application. Applicants must also complete Section F—Applicant Assurances, and provide the supporting documentation listed in Section G.

Sections A through G include the minimum standards, practices and/or requirements the applicant must have to be considered for a sponsorship agreement, per Ohio Revised Code (ORC) 3314.015(B)(2)(c) and Ohio Administrative Code (OAC) 3301-102-03(E)(1-4). Department staff will score Sections B through E of the application by dividing the total number of points the application receives by the total number of points possible. The resulting percentage will be the score for the application.

Application reviewers will be considering the following as they review the applications:

- **Eligibility:** Per applicable laws and rules, does the applicant meet the requirements needed to apply to become a sponsor? Did the applicant provide all required documents and information?
- **Capacity:** Does the applicant have the human and financial resources needed to operate as a sponsor?
- **Feasibility:** Does the applicant actually have the ability to do what it plans to do? Is becoming a sponsor and carrying out all of the needed sponsoring activities something that the applicant can realistically achieve? Has the applicant discussed sponsoring with its governing board (or equivalent)? Why does the applicant want to become a sponsor?
- **Awareness/Knowledge:** Does the applicant appear to have an understanding of what it means to be a community school sponsor? Does the applicant seem to know what community schools are and how they function amidst Ohio's entire educational landscape?
- **Preparedness:** Does the applicant have the staff, resources and processes in place to begin sponsoring immediately if its application is approved or will an extensive amount of preparation be needed?

Each application section will be scored using the scoring rubric below. Applications must receive an overall scoring percentage of 75 percent or higher to be approved.

Points	Rating	Description of Rating
4	Fully Developed	The response demonstrates the applicant's thorough understanding of key issues via specific and accurate information. The response provides a clear and realistic picture of how the applicant expects to operate as a sponsor and inspires confidence in the applicant's capacity and ability to effectively carry out its plan.
3	Well Developed	The response is almost complete but is still missing some information, as a few items are not fully addressed. Even with some missing parts, however, the response indicates that the applicant will be capable of operating as a sponsor with a few minor modifications.
2	Partially Developed	The response provides some of the requested information but contains substantial gaps in other areas and causes concern about the applicant's ability to function as a sponsor.
1	Poorly Developed	The response is extremely incomplete with missing or incorrect information and raises substantial concerns about the applicant's ability to function as a sponsor.
0	Not Addressed	No response provided <u>or</u> the response provided does not address the question being asked or provide the content being requested.

Reviewer: _____ Date: _____

A. Application Cover Sheet

Name of Applicant/Organization: _____

Organization Type: _____

Has applicant ever sponsored before in Ohio? Yes No

If "Yes" to previous question, enter applicant's IRN: _____

Has applicant ever sponsored before in another state? Yes No*(For federal nonprofit organizations only)* Has applicant been in operation for at least five years prior to the application date? Yes No*(For federal nonprofit applicants only)* Did applicant provide an audited financial statement with evidence of \$500,000 in net assets? Yes No*(For federal nonprofit applicants only)* Did applicant provide its most recent IRS Form 990? Yes No*(For federal nonprofit applicants only)* Did applicant provide a copy of its current federal nonprofit certificate (or that of its parent organization)? Yes No*(For federal nonprofit applicants only)* Did applicant provide the evidence needed [per OAC 3301-102-02(I)(6)(c)] for the Department to determine whether the applicant is an "education-oriented entity"? Yes No*(For federal nonprofit applicants only)* Date of notification of the Department's confirmation of applicant as an education-oriented entity: _____*(For any of the 13 state universities listed in ORC 3345.011) Per ORC 3314.02(C)(1)(e), a sponsoring authority designated by the board of trustees of any of the 13 state universities listed in ORC 3345.011 or the board of trustees itself as long as a mission of the proposed school to be specified in the contract under ORC 3314.03(A)(2) and as approved by the department under ORC 3314.015(B)(3) will be the practical demonstration of teaching methods, educational technology, or other teaching practices that are included in the curriculum of the university's teacher preparation program approved by the State Board of Education. Does the applicant meet this requirement? Yes No*

Does applicant meet the eligibility requirements to apply to become a sponsor? Yes No

If "No," please explain why the applicant is not eligible to apply to become a sponsor:

Applicants that do not meet the eligibility requirements to apply for sponsorship will be sent letters of denial. **The Department will not review or score Sections B through G of their applications.** Applicants denied sponsorship may appeal the decision in accordance with ORC 119.12.

B. Sponsor Capability

The applicant must demonstrate it is an eligible entity capable of sponsoring a new start-up school(s) to be located in a challenged school district(s).

Response Review Criteria	Not Applicable	Not Addressed (0 Pts)	Poorly Developed (1 Pt)	Adequately Developed (2 Pts)	Well Developed (3 Pts)	Fully Developed (4 Pts)
Question 1: <ul style="list-style-type: none"> Mission, vision, core values and strategic plan mention sponsoring and its role and affects on those processes 	<input type="checkbox"/> NA	<input type="checkbox"/> 0	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
Question 2: <ul style="list-style-type: none"> Discusses how sponsoring aligns to the organization's mission, vision, core values and strategic plan 	<input type="checkbox"/> NA	<input type="checkbox"/> 0	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
Question 3: <ul style="list-style-type: none"> Addresses the organization's sponsoring priorities Provides an understanding of why the applicant wants to become a sponsor 	<input type="checkbox"/> NA	<input type="checkbox"/> 0	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
Question 4: <ul style="list-style-type: none"> Provides information of the organization's process for evaluating its work Explains how sponsoring would fit into the self-evaluation process 	<input type="checkbox"/> NA	<input type="checkbox"/> 0	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
Question 5: <ul style="list-style-type: none"> Discusses the role of the organization's board of directors regarding pursuing sponsoring Explains how the board decided to pursue sponsoring (e.g., official vote, resolution, etc.) Provide a copy of the board resolution to pursue sponsoring 	<input type="checkbox"/> NA	<input type="checkbox"/> 0	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4

Response Review Criteria	Not Applicable	Not Addressed (0 Pts)	Poorly Developed (1 Pt)	Adequately Developed (2 Pts)	Well Developed (3 Pts)	Fully Developed (4 Pts)
Question 6: <ul style="list-style-type: none"> Explains the types of community schools it plans to sponsor Discusses where the schools will be located Discusses if the proposed locations are in challenged school districts 	<input type="checkbox"/> NA	<input type="checkbox"/> 0	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
Question 7: <ul style="list-style-type: none"> Compares sponsor's roles and responsibilities with those of a community school Provides examples of specific staff members' job duties 	<input type="checkbox"/> NA	<input type="checkbox"/> 0	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
Question 8: <ul style="list-style-type: none"> Addresses whether the organization has a conflict of interest (COI) policy Explains whether COI policy includes or speaks to sponsoring Describes the policies and practices the organization will implement to avoid potential conflicts of interest 	<input type="checkbox"/> NA	<input type="checkbox"/> 0	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
Question 9: <ul style="list-style-type: none"> Discusses the applicant's staff capacity for sponsoring Discusses the applicant's plans for ensuring needed capacity for sponsoring purposes Applicant provided current org chart and/or proposed org chart that shows positions related to sponsoring 	<input type="checkbox"/> NA	<input type="checkbox"/> 0	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4

Response Review Criteria	Not Applicable	Not Addressed (0 Pts)	Poorly Developed (1 Pt)	Adequately Developed (2 Pts)	Well Developed (3 Pts)	Fully Developed (4 Pts)
Question 10: <ul style="list-style-type: none"> • Discusses staff's sponsoring expertise and experience • If staff has no experience, discusses how it will ensure that the sponsoring experience and expertise needed is obtained 	<input type="checkbox"/> NA	<input type="checkbox"/> 0	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
Question 11: <ul style="list-style-type: none"> • Discusses the PD it plans for its staff to prepare for sponsoring • Discusses the role of ongoing PD 	<input type="checkbox"/> NA	<input type="checkbox"/> 0	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
Question 12: <ul style="list-style-type: none"> • Provides information on how it plans to make use of the planning period • Describes the activities to take place during the planning period 	<input type="checkbox"/> NA	<input type="checkbox"/> 0	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
Question 13: <ul style="list-style-type: none"> • Discusses estimated revenue and expenditures for sponsoring • Explains how funds will be allocated for sponsor activities 	<input type="checkbox"/> NA	<input type="checkbox"/> 0	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
Question 14: <ul style="list-style-type: none"> • Describes its understanding of community school autonomy • Explains how it will ensure autonomy for the schools it sponsors 	<input type="checkbox"/> NA	<input type="checkbox"/> 0	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
Comments:						

C. Performance of Sponsored and/or Operated School(s)

If the applicant sponsors or operates schools in another state, it must demonstrate that at least one of its sponsored or operated schools has a rating that is comparable to or better than the performance of Ohio schools rated in continuous improvement or its successor equivalent rating under ORC 3302.03.

Response Review Criteria	Not Applicable	Not Addressed (0 Pts)	Poorly Developed (1 Pt)	Adequately Developed (2 Pts)	Well Developed (3 Pts)	Fully Developed (4 Pts)
Question 15: <ul style="list-style-type: none"> • Addresses whether applicant currently <i>sponsors</i> schools in other states • If yes, provides school performance information and how performance ratings are calculated in those states 	<input type="checkbox"/> NA	<input type="checkbox"/> 0	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
Question 16: <ul style="list-style-type: none"> • Addresses whether applicant currently <i>operates</i> schools in other states • If yes, provides school performance information and how performance ratings are calculated in those states 	<input type="checkbox"/> NA	<input type="checkbox"/> 0	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
Question 17: <ul style="list-style-type: none"> • If “Yes” to #15 and/or #16, discusses how the current performance of those schools compare to Ohio schools rated in Continuous Improvement (or equivalent rating). 	<input type="checkbox"/> NA	<input type="checkbox"/> 0	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
Question 18: <ul style="list-style-type: none"> • Provides a copy or a draft of its community school application • Discusses the general criteria it will consider when reviewing new community schools and/or replicator schools 	<input type="checkbox"/> NA	<input type="checkbox"/> 0	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4

Response Review Criteria	Not Applicable	Not Addressed (0 Pts)	Poorly Developed (1 Pt)	Adequately Developed (2 Pts)	Well Developed (3 Pts)	Fully Developed (4 Pts)
Question 19: <ul style="list-style-type: none"> Provides a copy or draft of the contract it will use for approved schools Describes how it will evaluate a school's performance 	<input type="checkbox"/> NA	<input type="checkbox"/> 0	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
Question 20: <ul style="list-style-type: none"> Explains how it will ensure that its sponsoring decisions are transparent and merit-based 	<input type="checkbox"/> NA	<input type="checkbox"/> 0	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
Question 21: <ul style="list-style-type: none"> Describes the process and frequency of reviewing school performance against contract measures 	<input type="checkbox"/> NA	<input type="checkbox"/> 0	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
Comments:						

D. Oversight, Technical Assistance and Compliance

The applicant or its representative(s) must demonstrate that it possesses the requisite skills, professional knowledge and expertise to provide technical assistance and monitor, oversee and hold accountable for compliance with all applicable laws, rules and terms of the community school contract for each community school that it proposes to sponsor.

Response Review Criteria	Not Applicable	Not Addressed (0 Pts)	Poorly Developed (1 Pt)	Adequately Developed (2 Pts)	Well Developed (3 Pts)	Fully Developed (4 Pts)
Question 22: <ul style="list-style-type: none"> Describes review team's level of expertise regarding education plan, governance, finance and accountability 	<input type="checkbox"/> NA	<input type="checkbox"/> 0	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
Question 23: <ul style="list-style-type: none"> Describes the sponsor staff's level of skill, professional knowledge and expertise 	<input type="checkbox"/> NA	<input type="checkbox"/> 0	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
Question 24: <ul style="list-style-type: none"> Describes the technical assistance it expects to provide to its schools Explains how it will determine the technical assistance that the school needs 	<input type="checkbox"/> NA	<input type="checkbox"/> 0	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
Question 25: <ul style="list-style-type: none"> Discusses its plan for implementing its monitoring process for both its own compliance as well as its schools' compliance with all applicable laws and rules 	<input type="checkbox"/> NA	<input type="checkbox"/> 0	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
Question 26: <ul style="list-style-type: none"> Discusses how it plans to ensure that its schools are held accountable for compliance with all applicable laws, rules and contract terms 	<input type="checkbox"/> NA	<input type="checkbox"/> 0	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4

Response Review Criteria	Not Applicable	Not Addressed (0 Pts)	Poorly Developed (1 Pt)	Adequately Developed (2 Pts)	Well Developed (3 Pts)	Fully Developed (4 Pts)
Question 27: <ul style="list-style-type: none"> • Discusses how it will ensure that its evaluation of its schools is transparent • Discusses how it will ensure that its evaluation of its schools is clearly communicated 	<input type="checkbox"/> NA	<input type="checkbox"/> 0	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
Question 28: <ul style="list-style-type: none"> • Describes the circumstances that would lead it to intervene in a school's operations. • Explains how it will communicate these circumstances to its schools 	<input type="checkbox"/> NA	<input type="checkbox"/> 0	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
Comments:						

E. Willingness to Comply

The applicant must demonstrate its specific willingness to comply with all other sections of the Ohio Revised Code and all rules of the Ohio Administrative Code that are applicable to sponsors and community schools.

Response Review Criteria	Not Addressed (0 Pts)	Poorly Developed (1 Pt)	Adequately Developed (2 Pts)	Well Developed (3 Pts)	Fully Developed (4 Pts)
Question 29: <ul style="list-style-type: none"> Affirms that it is willing to comply with all applicable sections of the ORC and OAC 	<input type="checkbox"/> NA	<input type="checkbox"/> 0	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3
Question 30: <ul style="list-style-type: none"> Describes how it plans to build a positive working relationship with the school governing authority Describes how it will uphold the distinct roles and responsibilities of a sponsor and school 	<input type="checkbox"/> NA	<input type="checkbox"/> 0	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3
Question 31: <ul style="list-style-type: none"> Discusses how it will help schools obtain any requested or needed PD Discusses how it will determine the school's needs 	<input type="checkbox"/> NA	<input type="checkbox"/> 0	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3
Question 32: <ul style="list-style-type: none"> Discusses how it will ensure that its sponsored schools are updated on any changes in law, rule and/or policy that impact community school operations 	<input type="checkbox"/> NA	<input type="checkbox"/> 0	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3
Comments: 					

F. Applicant Assurances

Did applicant provide a completed and signed Applicant Assurances form? Yes No

G. Supporting Documentation

Indicate which documents were provided by the applicant:

- Responses to all application sections and questions
- Mission statement (may include a link to applicant's website)
- Strategic plan
- Board structure
- Annual report (examples related to the board's review of its performance; continuous improvement plan)
- Financial and independent audits
- Organizational chart
- Staff resumes/biographies with current roles indicated
- Job descriptions
- Budget of the organization's yearly revenue and expenditures
- Conflict of interest policy
- List of any schools ever sponsored, their status and performance data (if applicable)
- Professional development opportunities
- (For federal nonprofit applicants only)* Audited financial statement with evidence of \$500,000 in net assets
- (For federal nonprofit applicants only)* Most recent IRS Form 990
- (For federal nonprofit applicants only)* A copy of the current federal nonprofit certificate
- (For federal nonprofit applicants only)* A copy of the articles of incorporation
- (For federal nonprofit applicants only)* The evidence listed in OAC 3301-102-02(I)(6)(c) that is used to determine whether the applicant is an "education-oriented entity"

Indicate which **optional** documents were provided by the applicant:

- School application for sponsorship
- Application timeline
- Application review instrument
- Application interview guide
- School renewal application
- Guidance documents and policies (such as conflict of interest policy and signed conflicts of interest statements, contract termination and renewal policies, if available)
- Examples of signed conflict of interest statements
- School contract template (if available)
- Performance framework, if different from that in the community school's contract (if available)
- Site visit report template
- Current five-year financial plan
- Other documents

Application Summary

Section	Total Points Possible	Total Applicable Points Possible	Points Received
A			
B	56		
C	28		
D	28		
E	16		
TOTAL			

Score Percentage = $\frac{\text{Total Number of Points Received}}{\text{Total Number of Applicable Points Possible}} = \text{_____}\%$

APPLICATION SCORING:

Score Percentage	Description
90% or Higher	The applicant provides comprehensive and compelling details of its sponsoring plans. The application is approved.
75% - 89.9%	The applicant provides practical and appropriate details of its sponsoring plans. The application is approved.
60% - 74.9%	The applicant provides minimal details of its sponsoring plans. The application is not approved.
59.9% or Less	The applicant provides an insufficient amount of detail of its sponsoring plans. The application is not approved.

Application is (check one): Approved Not Approved

Comments/Justification