



# community

Office of School Sponsorship

## New Community School Application Rubric 2022-2023



Department  
of Education

# 2022-2023 New School Application

## Rubric Scoring Template

General Information	
Proposed School Name	<i>Click here to enter text.</i>
Street Address	<i>Click here to enter text.</i>
City, State, Zip Code	<i>Click here to enter text.</i>
School District	<i>Click here to enter text.</i>
Proposed Grade Levels	<i>Click here to enter text.</i>
Expected Enrollment	<i>Click here to enter text.</i>
Type of School	<i>Click here to enter text.</i>
First Year of Operation	<i>Click here to enter text.</i>
School District	<i>Click here to enter text.</i>
Founding Team	<input type="checkbox"/> Individual <input type="checkbox"/> Parents <input type="checkbox"/> Teachers/Administrators <input type="checkbox"/> Management Company (Operator) <input type="checkbox"/> Private Not-for-Profit Business <input type="checkbox"/> Community-Based Organization <input type="checkbox"/> Other Founding Group
Primary Contact	
Name and Role	<i>Click here to enter text.</i>
Email and Phone	<i>Click here to enter text.</i>
Additional Contact and School Information	
Governing Authority Members and Roles	<i>Click here to enter text.</i>
EMO/CMO	<i>Click here to enter text.</i>
School Director	<i>Click here to enter text.</i>
School Treasurer	<i>Click here to enter text.</i>
Superintendent	<i>Click here to enter text.</i>
EMIS Coordinator	<i>Click here to enter text.</i>
Special Education Coordinator	<i>Click here to enter text.</i>
Names and emails of other school personnel or stakeholders to be copied on communication regarding this application.	
<i>Click here to enter text.</i>	

# Instructions for Reviewers

This rubric is intended to guide reviewers through the evaluation of new community school applications consistent with the Ohio Revised Code and in alignment with the Sponsor Evaluation System. Reviewers will score key sections within nine (9) main areas:

- Addressing the Need – Background and Community Need & Programmatic Impact;
- Schools' Mission;
- Governance and Management Structure;
- Personnel;
- Education Plan (Philosophy, Programming, Curriculum and Instruction, and Assessments);
- Business Plan;
- Financial Information;
- Facilities – Needs, Selection, Food Services, and Transportation;
- Conclusion; and
- Required Attachments.

For each scored section, key characteristics of "Meets Expectations" are outlined.

Sections that meet all expectations may earn full points. Sections that do not meet all expectations may earn 1 point or 0 points. Half scores are not permitted. Using these key characteristics, reviewers should score each section based on the evidence found in the application. For each section, there is space to note strengths, challenges, questions, and reviewer comments. For all sections scored 0 or 1, each reviewer must provide challenges noted and questions. Challenges noted and questions should be as factual and objective as possible.

# 2022-2023 New School Application

## Rubric Scoring Template

1. Addressing the Need		
<b>Addressing the Need – Background and Community Need &amp; Programmatic Impact</b>	Explained the community from which the proposed school intends to draw students, the community demographics, the rationale for selecting the community, the performance of the local schools, how the proposed school would provide a needed alternative, and how the school will plan for parent and community involvement.	Score
	Explained the programmatic impact on the existing schools in the same geographical area to include the following: <ul style="list-style-type: none"> <li>• A table/listing with existing options and grades;</li> <li>• Analysis of existing educational options;</li> <li>• Analysis of the different programs compared to those in the targeted community.</li> </ul>	/10
	<i>*The school must receive 6 points out of 10 in this section to receive a "Meets Expectations".</i>	
	Strengths Noted:	
	Challenges Noted and Questions:	
Reviewer Comments:		

2. Schools Mission		
<b>Schools Mission</b>	Explained the mission of the proposed school and addressed the following: <ul style="list-style-type: none"> <li>• The purpose and specialized focus of the school;</li> <li>• The core principles, beliefs, and values;</li> <li>• How the mission is consistent with student success.</li> </ul>	Score
	<i>*The school must receive 3 points out of 5 in this section to receive a "Meets Expectations".</i>	/5
	Strengths Noted:	
	Challenges Noted and Questions:	
	Reviewer Comments:	

3a. Governance and Management Structure - Founding Members		
<b>Governance and Management Structure – Founding Members</b>	Explained the depth and breadth of the governing authority and addressed the following (reference Attachments 1 & 2): <ul style="list-style-type: none"> <li>• All member names, email addresses, and roles in development;</li> <li>• Individual strengths, basis of knowledge, and expected contributions;</li> <li>• Relevant history with school and business development;</li> <li>• Completed and clean background checks;</li> </ul>	Score
		/10

	<ul style="list-style-type: none"> <li>• Commitment to the school (to include number of meetings per year, description of anticipated time, etc.);</li> <li>• The schools plan to ensure members are well informed of school operations, changes in law, and how to actively recruit; and,</li> <li>• Any conflicts of interest, pending lawsuits, threatening liabilities, etc.</li> </ul> <p><i>*The school must receive 6 points out of 10 in this section to receive a "Meets Expectations".</i></p>	
	Strengths Noted:	
	Challenges Noted and Questions:	
	Reviewer Comments:	

**3b. Governance and Management Structure - Accountability**

<b>Governance and Management Structure – Accountability</b>	Explained how the governing authority will comply with all state and federal laws and regulations and addressed the following (reference Attachments 1 & 2):	Score
	<ul style="list-style-type: none"> <li>• Overview of organizational bylaws;</li> <li>• Overview of board recruitment/orientation process; and,</li> <li>• How the governing authority will evaluate its own performance; and,</li> </ul> <p><i>*The school must receive 3 points out of 5 in this section to receive a "Meets Expectations".</i></p>	/5
	Strengths Noted:	
	Challenges Noted and Questions:	
	Reviewer Comments:	

**4. Personnel – Staffing and Leadership**

<b>Personnel – Staffing and Leadership</b>	Explained how the school’s anticipated staff will have a diverse background, knowledge, and experience to oversee a school to include the following (reference Attachment 3):	Score
	<ul style="list-style-type: none"> <li>• The organizational structure including EMO/CMO and/or individuals responsible for operations and school success;</li> <li>• The staffing plan to recruit, hire and retain licensed teachers and staff that are properly certified/licensed; and,</li> <li>• Any considerations that may place the school at risk of closure, suspension, or having the inability to open.</li> </ul> <p><i>*The school must receive 6 points out of 10 in this section to receive a "Meets Expectations".</i></p>	/10
	Strengths Noted:	
	Challenges Noted and Questions:	
	Reviewer Comments:	

**5a. Education – Philosophy (Reference Attachment 5)**

<b>Education Philosophy</b>	Explained the philosophy, vision, values and purpose for which the school is being founded to include the following: <ul style="list-style-type: none"> <li>• The core beliefs and values about education, which align to the school's mission;</li> <li>• The length of the school year and day;</li> <li>• Aspects of the school design; and,</li> <li>• Referenced key pieces of evidence to demonstrate how the school's success will be measured.</li> </ul> <p><i>*The school must receive 3 points out of 5 in this section to receive a "Meets Expectations".</i></p>	Score
		/5
	Strengths Noted:	
	Challenges Noted and Questions:	
	Reviewer Comments:	

**5b. Education – Programming (Reference Attachment 5)**

<b>Educational Programming</b>	Explained the diverse needs of the student population with an understanding of effective, evidence-based educational practices, and standards for improving student outcomes to include the following: <ul style="list-style-type: none"> <li>• Details on the education program and instructional materials;</li> <li>• Explicit research citation or other data reviewed in selecting the education program;</li> <li>• Data to show that the education program demonstrates an understanding of the school's special education obligations;</li> <li>• Methods, services, and staffing the school will employ to provide free, appropriate public education to all students with special needs;</li> <li>• How the school will roll out the Response to Intervention;</li> <li>• The process the school will use annually to evaluate, review and revise the education program; and,</li> <li>• Any supplemental services, non-classroom learning, after school programs, etc.</li> </ul> <p><i>*The school must receive 6 points out of 10 in this section to receive a "Meets Expectations".</i></p>	Score
		/10
	Strengths Noted:	
	Challenges Noted and Questions:	
	Reviewer Comments:	

**5c. Education – Curriculum and Instruction (Reference Attachment 5)**

<b>Education – Curriculum and Instruction</b>	Explained how the curriculum model ensures students are college and career ready, reflects a rigorous academic program, and is aligned with Ohio's Learning Standards, and includes the following: <ul style="list-style-type: none"> <li>• Provides different educational stages, grades, learning areas and subjects;</li> <li>• Describes sequence and pacing, and is aligned across grades (to include ALL grade levels being proposed);</li> <li>• Describes alignment;</li> </ul>	Score
		/10

	<ul style="list-style-type: none"> <li>Explains the use of technology, class size and structure;</li> <li>Specifies specific subgroups (i.e. students with disabilities, diverse learners, English language learners, low performing students and economically disadvantaged students); and,</li> <li>Describes the structure for regular and frequent professional development.</li> </ul> <p><i>*The school must receive 6 points out of 10 in this section to receive a "Meets Expectations".</i></p>	
	Strengths Noted:	
	Challenges Noted and Questions:	
	Reviewer Comments:	

**5d. Education – Assessments (Reference Attachment 5)**

<b>Education – Assessments</b>	Provided a description of how the school will administer testing throughout the school year and addressed the following: <ul style="list-style-type: none"> <li>How the school will employ assessments;</li> <li>How the assessments will drive instruction; and,</li> <li>Explained how the academic calendar will meet all Ohio required assessments (including testing windows).</li> </ul> <p><i>*The school must receive 3 points out of 5 in this section to receive a "Meets Expectations".</i></p>	Score
		/5
	Strengths Noted:	
	Challenges Noted and Questions:	
	Reviewer Comments:	

**6. Business Planning and Financial Information**

<b>Business Planning and Financial Information</b>	Described the school’s business plan with clear evidence of the ability to execute operations and effectively allocate resources, and outlined the following: <ul style="list-style-type: none"> <li>A specific and achievable student recruitment plan with strategies for retention;</li> <li>The plan to achieve financial sustainability;</li> <li>Evidence of the Treasurer being bonded, experienced, and licensed;</li> <li>Included the school’s first year budget (which detailed all pre-operational costs, monthly cash flow, projected enrollment, grants, loans and other sources of revenue);</li> <li>Plans for meeting the financial needs for low initial enrollment; and,</li> <li>The anticipated communication process between school leadership, the Treasurer, the Sponsor, and the management company (if applicable).</li> </ul> <p><i>*The school must receive 6 points out of 10 in this section to receive a "Meets Expectations".</i></p>	Score
		/10
	Strengths Noted:	

	Challenges Noted and Questions:	
	Reviewer Comments:	

**7. Facilities**

<b>Facilities</b>	Explained the facility needs for the first five years and described the following: <ul style="list-style-type: none"> <li>• Desired location;</li> <li>• Detailed budget to include the facility (which is reasonable and realistic);</li> <li>• Number of general education classrooms annually;</li> <li>• Any additional classroom space that is required for special education or ELL services;</li> <li>• Information on any external organization/individual assisting in obtaining facilities;</li> <li>• Plans to secure a facility (if one is not yet secured);</li> <li>• Entities or individuals who will own the property;</li> <li>• Food services; and,</li> <li>• Transportation arrangements.</li> </ul> <p><i>*The school must receive 3 points out of 5 in this section to receive a "Meets Expectations".</i></p>	Score
		/5
	Strengths Noted:	
	Challenges Noted and Questions:	
	Reviewer Comments:	

**8. Conclusion – Supplemental Narrative & Letters of Commitment**

<b>Conclusion – Supplemental Narrative and Letters of Commitment</b>	The application included any additional information to help reviewers evaluate the application (including letters of commitment).	Score
	<i>*The school must receive 2 points out of 3 in this section to receive a "Meets Expectations".</i>	/5
	Strengths Noted:	
	Challenges Noted and Questions:	
	Reviewer Comments:	

**9. Required Attachments**

<b>Required Attachments</b>	The application included completed sections, responses and attachments: <ol style="list-style-type: none"> <li>1. Resumes and Questionnaires for each Governing Authority Member</li> <li>2. School Policies for Making Decisions and Allocating Resources/Financial Controls</li> <li>3. Organizational Chart</li> </ol>	Score
		/10



	<ul style="list-style-type: none"> <li>4. CMO/EMO/ESP Management or Operator Agreement</li> <li>5. Educational Plan</li> <li>6. Proposed Calendar and Bell Schedule</li> <li>7. School Replication Data</li> <li>8. Proposed Year 1 Detailed Budget</li> <li>9. Five Year Forecast</li> <li>10. Facility Lease/Mortgage OR Expected Facility Information</li> <li>11. Supplemental Support</li> <li>12. Completed Statement of Assurances</li> </ul> <p><i>*The school must receive 6 points out of 10 in this section to receive a "Meets Expectations".</i></p>	
	Strengths Noted:	
	Challenges Noted and Questions:	
	Reviewer Comments:	

# 2022-2023 New School Application

## Rubric Scoring Template

Overall Score – New School Sponsorship Application		
Section	Maximum Score Per Section	Overall Section Score
1. Addressing the Need / Impact	10	
2. School's Mission	5	
3a. Governing Authority – Founding Members	10	
3b. Governing Authority – Accountability	5	
4. Personnel – Staffing & Leadership	10	
5a. Education Philosophy	5	
5b. Educational Programming	10	
5c. Curriculum and Instruction	10	
5d. Assessments	5	
6. Business Planning and Financial Information	10	
7. Facilities	5	
8. Conclusion / Additional Support	5	
9. Detailed and Complete Attachments	10	
<b>Total Score Earned</b>	100	0
<b>Percentage Score</b> (75% required to be eligible for approval)		