The Ohio School Sponsorship Program
Information and Application Guidance

Application Submission and Review Process

Applications must be submitted through Epicenter, an online system, in the form and format as provided. To request access to Epicenter, please send an email to jacci.gilliland@education.ohio.gov. The application timeline and review process is as follows:

Applications for a new start-up community school

<table>
<thead>
<tr>
<th>Item</th>
<th>Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application and all supporting documentation</td>
<td>Applications are accepted on a rolling basis.</td>
</tr>
<tr>
<td>Interview*</td>
<td>An in-person interview will be scheduled within two weeks of submission.</td>
</tr>
<tr>
<td>Initial response from the Department</td>
<td>30 days from submission.</td>
</tr>
<tr>
<td>Supplemental submissions from applicant (If necessary)</td>
<td>30 days from the applicant’s receipt of an Initial Response.</td>
</tr>
<tr>
<td>Final decision</td>
<td>Within 30 days of the application’s initial submission, or within a reasonable time following the receipt of supplemental submissions (if applicant has submitted additional material to correct any insufficiencies).</td>
</tr>
<tr>
<td>Contract executed</td>
<td>Mid-April</td>
</tr>
<tr>
<td>Lease finalized and vendor forms turned in to School Sponsorship</td>
<td>June 1.</td>
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</tbody>
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Applications for existing community schools - Eligibility

In order to be eligible to apply, an existing community school must have had its contract non-renewed (by either party) or terminated by its present sponsor. An existing community school must also meet the following additional eligibility criteria in order to apply.

An existing community school must have an average of a “C” on their most recent local report card in Performance Index and Value Added scores. In making that determination, the Value Added score cannot be an “F”. For example, an existing community school’s most recent local report card showed a “B” in overall value added and a “D” in performance index. The two scores average a “C”. Please note that meeting this criterion does not guarantee approval. The Department will accept the application and either approve or deny based on the evaluation process.
Please note, the Department may deny an application based on the current sponsor’s nonrenewal or termination decision. The Department will only schedule an interview if the application is not denied based on the nonrenewal or termination and the eligibility criteria are met.

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<tr>
<td>Contract executed</td>
<td>No later than June 1.</td>
</tr>
</tbody>
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The date the application in complete in Epicenter is the date the Department will consider it received. In order to submit, the applicant must complete all tasks including the uploading of attachments.

Interviews

The Department will be in contact with each applicant to schedule the interview that will occur within two weeks of submission. The applicant or developer, chairperson of the governing authority, licensed fiscal officer and management company representative (if applicable) are required to attend. The applicant representatives should be prepared to answer questions regarding all aspects of the application.

Rating and Approval Criteria

The Department will use a team of reviewers to evaluate and rate an application. The application consists of 17 sections (A.1, A.2, etc.). Each section contains two categories of approval criteria, “General Statement or Description” and “Additional Criteria”. The Department will rate the General Statement or Description category as either “Meets” or “Does Not Meet.” Each criterion under the Additional Criteria category will receive a rating of 0, 1, 2, 3, or 4 points. An application must receive an overall rating as “Sufficient” for approval. In order to be rated Sufficient, an application must receive a “Meets” rating on each and every required General Statement or Description and receive at least 80% of the total applicable points possible for the entire application under the Additional Criteria category.

Approval and Contracting

Please note, the Department may approve or deny an application taking into consideration standards for quality authorizing, capacity requirements, financial constraints and the criteria published on School Sponsorship’s web page and referenced above. Please note that the Department may approve an application, otherwise deemed insufficient, contingent upon an
applicant addressing minor deficiencies prior to contract execution. An approved application is not a contract pursuant to Ohio law (Section 3314.029(B) of the Revised Code). If an application is approved, the governing authority must enter into a contract with the Department to complete authorization of the community school.

Special information for new start-up community school applicants:

Please note that new start-up community schools do not receive advance payments on a projected enrollment number as in past years but on actual enrollments after school begins. Therefore, applicants must have the fiscal resources on-hand to cover the school’s expenses during the initial start-up phase. This type of financial planning should be in place prior to submission of an application. The Department accepts applications for new start-up community schools from any individual or group.

Grant opportunities may provide financial support for new community school start-ups. Until a grant has been awarded, the applicant’s business and finance plans should not take prospective grant funds into consideration.

Special information for existing community school applicants:

As stated above, a community school must offer parents a quality choice of where their students can receive a free public education. As noted above, the Department may deny an application based on the current sponsor’s nonrenewal or termination decision or refuse to accept the application if the additional performance eligibility criterion is not met.
**Application Guidance**

The application is divided into three main areas covering education, governance/organization and financial/facilities plans. Each main area is then divided into several sections. Applicants should submit narratives and attach supporting documentation for each section. If a document covers more than one section, it should be uploaded to each section individually. A section will only be evaluated on what is submitted for that particular section.

In order to receive approval, each section of the application must receive a “sufficient” evaluation. A narrative follows on the types of information, characteristics and documentation that will demonstrate a sufficient response for each section. For comprehensive information on application criteria and how each section will be evaluated and rated for sufficiency, please refer to the “Application Evaluation Criteria” published separately on the School Sponsorship Web page.

**Specific Information for Applicants in the Cleveland Metropolitan School District.**
The Department will not accept applications for a community school located in the Cleveland Metropolitan School District unless a recommendation supporting the application from the Cleveland Transformation Alliance has been obtained and attached to the application.

**Education**

**Graduation and Curriculum**

The application must include specific details regarding the community school’s graduation requirements and selected curriculum. The information and documentation provided must demonstrate evidence of the following: high expectations and performance goals; full alignment to the community school’s vision and mission; the provision of differentiated learning environments for students; and research indicating a proven record of success for the target student population. An applicant may submit innovative curricular plans without a proven track record but should include research that supports the plan and demonstrates effectiveness. The selected curriculum must be clearly aligned across grade levels, prepare students for the state’s assessments, meet the needs of students at risk for academic failure, describe content and course offerings and describe instruction methods with measurable objectives.

**Education Program, Student Demographics and Focus of the Curriculum**

The community school’s vision, mission, values and goals must be clearly stated, measurable, integrated with each part of the application and focused on student achievement. Include strong research that demonstrates an understanding of the target community and potential student population. There should be evidence in the application that establishes a need for the school in the target location with the demonstrated support of the community. Provide a clear description of the school’s plans to meet the needs of exceptional children that demonstrates full compliance with legal obligations.

**Academic Goals, Assessments and Performance Reporting**

The community school’s academic goals, assessments and performance reporting methods are required in this section of the application. Acceptable academic goals will set high expectations and demonstrate a genuine commitment to accountability. Goals will use the SMART format and provide results that are clear, measurable and data driven. Acceptable goals must align
with state accountability measures, state report card measures and sponsor performance expectations. The community school’s assessment plan must be research based, meet state requirements and offer multiple measures of student outcomes. Additionally, it must further the school’s vision and mission and facilitate professional development adjustments to the education program to address weaknesses. The community school’s performance, safety, discipline and academic reporting policies and plans must clearly report performance toward meeting the community school’s goals and sponsor expectations to the parents, public, governing authority and sponsor.

**Learning Opportunities**

Description of how classroom and non-classroom learning opportunities are educational and goal oriented. Opportunities should align with all aspects of the educational program and meet the legal requirements for student participation applicable to the community school.

**Governance and Organization**

**Corporate Organization**

The community school’s governing authority must demonstrate a commitment to comply with all legal requirements applicable to the community school. This includes corporate formation as an Ohio public benefit (non-profit) corporation. The application should include the community school’s incorporation documents, code of regulations (bylaws) and IRS 501(C)(3) letter, if applicable. These documents must demonstrate that the governing authority is self-sustainable and is compliant, and will maintain compliance, with legal, ethical and conflict of interest requirements for the governing authority, developer and management company, if any. The application must show that internal policies and procedures detail the community’s school plan to comply with open meetings and public records laws.

**Nonsectarian Policies and Programs**

An applicant must provide clear evidence establishing that the community school will be completely nonsectarian in its program, operations, employment, and admission policies. Individuals who are associated with a religious institution must provide a statement detailing their affiliation and the extent that the community will be using the religious institution’s facilities or resources.

**Conversion/New Start-up Status**

Existing community school applicants must include a statement indicating whether the community school is a conversion or new start-up community school. If it is a conversion community school, the applicant must provide details regarding the relationship between the community school and its sponsoring school district and the employment status of current employees. In addition, the community school must submit current contract and all service agreements with the sponsoring district.
Teacher Licensure and Professional Development

The application must include the community school’s plan to ensure that all teachers are appropriately licensed and meet highly qualified teacher requirements. The community school’s professional development plan must include programmatic changes. Data analysis, listed trainings and evaluations should provide the basis for the changes, which should integrate into the school’s calendar and fully support the business plan and budget.

Governing Authority Ethics Compliance

The application requires a signed statement from each governing authority member that demonstrates knowledge of, and an agreement to follow, Ohio’s ethics laws and the opinions of either the Ohio Ethics Commission or Ohio Attorney General’s office.

Governing Authority Legal Compliance

An applicant must provide full biographical and professional information for each governing authority member. The information should include resumes that demonstrate varied professional backgrounds, applicable professional development and ties to the community. This section also requires each individual member of the governing authority to sign both the official conflict of interest policy and a statement that he or she has no conflicts of interest and does not have any unresolved findings for recovery. In addition, all developers, governing authority members, individuals or management companies must identify all prior involvement with other community schools or management companies, regardless of location. This includes full details regarding the community school’s academic, fiscal and organizational performance. Include information and evidence regarding any training the governing authority has received, or plans to receive, regarding service on a community school governing authority. Finally, this section must provide a complete organizational structure that identifies roles and responsibilities at each level of the organization, including the community school’s plans for evaluations.

Governing Authority Admission and Dismissal Policies

The governing authority’s admission and dismissal policies must be provided and demonstrate full compliance with legal requirements. The community school’s behavior and discipline philosophy and the student code of conduct should show alignment with legal requirements and the school’s overall vision, mission and goals and be included with the submissions for this section of the application.

Business Plan, Finance and Facilities

Bond Compliance

Applicant must provide evidence indicating that, if required, the community school has the means to supply a bond to fully cover the state for any losses should the community school close during a school year.

Findings for Recovery

This section requires a signed statement from each individual or entity that is a party to the application that they are not subject to any findings for recovery or have been a member of a
community school governing authority with an unresolved finding for recovery issued by the auditor of state. (This requirement does not need to be repeated by governing authority members who have signed statements to this effect for other parts of the application.)

**Business Plan and Five-year Forecast**

The community school must submit its business plan and five-year forecast for this section. These documents should evidence the level of understating the community school has regarding school finance and provide fiscal controls and per pupil expenditures. The business plan must be realistic, sound and specifically include initial start-up and first-year budgets. The plan also should provide business, transportation and nutrition plans with details regarding the community school’s plans for the purchase of services.

**Resources and Capacity**

The applicant must provide a detailed needs assessment. It should include an identified need for the community school in the community, a market analysis supporting the target enrollment and the benefits the community school will bring to that community. For new start-up applicants, the applicant must provide evidence that the community school has adequate resources on hand to fund the initial start-up budget prior to the initiation of state funding and should provide a bank statement, or other evidence, showing sufficient funds are on hand to meet the described budget. Existing schools should provide documentation supporting the response including, but not limited to, report cards, budgets, fiscal information, audits, sponsor reviews and sponsor-imposed discipline.

**Facilities**

Applicant must provide a description of the school’s facilities and location that demonstrates adequate capacity to implement the education program. If the applicant has not identified a specific facility in the target community, the applicant can provide a full description of the facility characteristics the community school will need to acquire to implement the education program. Applicants should provide the lease or ownership documentation for the facility. If the facility is leased from a religious institution or the school’s contracted educational management organization, provide an analysis from an independent real estate appraisal indicating fair market lease value for the facility. Exiting schools also should provide resolutions and board minutes documenting that the governing authority exercised due diligence regarding the purchase or lease of the facility.
Section A: Education Plan

A.1 Graduation and Curriculum Requirements (ORC 3314.029(A)(1)(h))

An application is required to include a statement that the school’s graduation and curriculum requirements will comply with Section 3314.03(A)(11)(f) of the Ohio Revised Code. The application must also meet the following additional criteria for approval.

The applicant must provide specific details regarding the community school’s graduation requirements and curriculum. The information and documentation provided must demonstrate the following: high expectations; alignment to the community school’s vision and mission; and, the provision of differentiated learning environments for students. Differentiated learning is defined as adapting the curriculum based on students’ individual needs within the classroom. The application should provide information on how it will implement this and how the results are measured.

Graduation Requirements

For schools that offer students an opportunity to earn a high school diploma, an applicant must demonstrate that it complies with, or will comply with, Ohio graduation requirements.

A student must successfully complete statutory curriculum requirements in order to graduate. The application must how the community school’s curriculum aligns with Ohio graduation requirements.

Curriculum

A curriculum typically includes multiple items: curriculum maps, pacing guides, model units, juried lesson plans, and a variety of assessments (formative and summative). A curriculum contains instructional delivery strategies, is aligned across grade levels, prepares students for the state’s assessments, meets the needs of students at risk for academic failure, describes content and course offerings, describes instruction methods with measurable objectives and is aligned to Ohio Learning Standards for that subject and grade level. Since this evidence would be exorbitant if provided for each subject area and grade level, please attach the curriculum used in one content area and grade level. Please note that if the community school uses or plans to use a “blended” model, the curriculum materials must clearly identify the blended nature of the curriculum and demonstrate delivery in compliance with legal requirements.

In a narrative, please describe how the curriculum was developed and/or obtained. The narrative should include a description regarding the involvement of teachers and administrators in continuing development, assessment, and application of the curriculum. Provide examples of specific instructional materials that implement, or will implement, the curriculum and describe the process in which the curriculum is, or will be, evaluated and revised on an annual basis.

A.2 Education Program, Student Demographics (ORC 3314.029(A)(1)(i)(i))

The application requires a description of the community school's mission and educational program, the characteristics of the students the school expects to attract, the ages and grade levels of students, and the focus of the curriculum. The application must also meet the following additional criteria for approval.
Describe the community school’s mission, vision, and values. They must be compelling, measurable, integrated with each part of the application and focused on student achievement. Describe the needs assessment that was conducted that identifies the target neighborhood(s) and student population. Provide the market research, including student demographics and the performance of surrounding schools. Strong research will demonstrate the proximity of choice options and unmet chartering needs. Include a needs assessment that demonstrates an understanding of the target community and potential student population. There should be a clear need for the school in the target location with evidence that the school can meet enrollment projections. The Department will also be looking for evidence of community support and partnerships. This type of evidence can be in the forms of letters or other communications and attached to the application.

Describe the community school’s educational program(s). Address enrollment, age range, target student population, draw area and unique programmatic components tailored to the program and student population.

Describe how the school will identify students, develop and monitor educational plans, and how the school will provide services for students with disabilities, those who are gifted, homeless or limited English proficient. Provide a description of the school’s plans to meet the needs of exceptional children that demonstrates full compliance with legal obligations.

State the school's policies, programs and practices that will ensure parental involvement and procedures for responding to parent complaints.

A.3 Academic Goals (ORC 3314.029(A)(1)(i)(vi))

The application requires a description of the school's academic goals to be achieved and the method of measurement that will be used to determine progress toward those goals, which shall include the statewide achievement assessments. The application must also meet the following additional criteria for approval.

The community school’s academic goals, assessments and performance reporting methods are required in this section of the application. Acceptable academic goals will set high expectations and demonstrate a genuine commitment to accountability. Goals will provide results that are clear, measurable and data driven. Acceptable goals must align with state accountability measures, state report card measures and sponsor performance expectations. The community school’s assessment plan must be research based, meet state requirements and offer multiple measures of student outcomes. Additionally, it must further the school’s vision and mission and facilitate professional development adjustments to the education program to address weaknesses. The community school’s performance, safety, discipline and academic reporting policies and plans must clearly report performance toward meeting the community school’s goals and sponsor expectations to the parents, public, governing authority and sponsor.

State the school's performance, safety, discipline and academic reporting policies and plans.

State the school’s assessment plan.
A.4 Learning Opportunities (ORC 3314.029(A)(1)(i)(viii))

The application requires a description of the learning opportunities that will be offered to students including both classroom-based and nonclassroom-based learning opportunities that are in compliance with criteria for student participation established by the department under division (H)(2) of section 3314.08 of the Revised Code. The application must also meet the following additional criteria for approval.

Provide a description of how classroom and non-classroom learning opportunities are educational and goal oriented. Opportunities should align with all aspects of the educational program and meet the legal requirements for student participation applicable to the community school.

Section B: Governance/Organization

B.1 Compliance with Ohio Revised Code Chapter 3314, including 3314.03(A)(1) (ORC 3314.029(A)(1)(b), (g))

A community school’s governing authority ensures compliance with all legal requirements applicable to the community school. This includes corporate formation as an Ohio public benefit (non-profit) corporation and/or decisions regarding the community school’s federal non-profit status. The application requires a statement indicating that the applicant agrees to comply with all applicable provisions of Chapter 3314 of the Ohio Revised Code, including the requirement to be established as a nonprofit corporation or public benefit corporation in accordance with Section 3314.03(A)(1) of the Ohio Revised Code. The application also requires a statement that the governing authority will comply with the provisions of Section 3314.03(A)(11)(d), (e), and (h) of the Ohio Revised Code (if applicable). The application must also meet the following additional criteria for approval.

The following documents are required: a certificate of good standing issued by the Ohio Secretary of State’s Office, articles of incorporation; code of regulations (bylaws); IRS 501(C)(3) letter, if applicable; and, open meetings and public records policies. Please note that new start-up community schools do not need to incur filing fees and other related costs prior to application review. Draft documents are acceptable. Existing community schools – attach governing authority approved policies.

The articles of incorporation and code of regulations will demonstrate that the community school will be or is properly established as a public benefit corporation, that the governing authority will be or is self-sustainable, and that the governing authority will have or does have the appropriate policies and procedures in place to ensure compliance with open meetings and public records law. Open meetings and public records policies must demonstrate compliance with Section 122.22 and Section 149.43 of the Ohio Revised Code, respectively. Ohio law allows, but does not require, a community school to seek IRS 501(C)(3) (non-profit) status. If the community school has obtained this designation, please attach the IRS designation letter.

ATTACHMENT B.1 Articles of Incorporation, Code of Regulations (Bylaws), IRS 501(C)(3) letter (if applicable), Open Meetings Policy, and Public Records Policy.
B.2 Nonsectarian Statement (ORC 3314.029(A)(1)(d))

The application requires a statement that the community school is or will be nonsectarian in its programs, admissions policies, employment practices, all other operations and that it is not or will not be operated by a sectarian school or religious institution. The application must also meet the following additional criteria for approval.

In a statement, describe each individual that is affiliated with a religious institution detailing their affiliation and the extent that the community school is or will be using any religious institution’s facilities, services or other resources.

B.3 Conversion School Statement (ORC 3314.029(A)(1)(e))

This section applies to existing community schools. New start-up community schools should mark this section as not-applicable. The application requires a statement whether the school was created by converting all or part of an existing public school or educational service center building. If it is a converted public school or service center building, the statement shall include a specification of any duties or responsibilities of an employer that the board of education or service center governing board that operated the school or building before conversion is delegating to the governing authority of the community school with respect to all or any specified group of employees, provided the delegation is not prohibited by a collective bargaining agreement applicable to such employees. The application must also meet the following additional criteria for approval.

If the community school is a conversion community school, the statement must include details regarding the relationship between the community school and its sponsoring school district and the employment status of current employees. In addition, the community school must submit its current contract and all service agreements with the sponsoring district.

ATTACHMENT B.3 (If applicable): Current contract and all service agreements with the sponsoring district.

B.4 Teacher Licensure and Professional Development (ORC 3314.029(A)(1)(f))

The application requires a statement that the community school's teachers will be licensed in the manner prescribed by division (A)(10) of section 3314.03 of the Ohio Revised Code. The application must also meet the following additional criteria for approval.

In the statement or as an additional attachment, please include details regarding the community school’s plans to provide professional development to the teaching staff. The information should demonstrate that the school’s Local Professional Development Committee (LPDC) has aligned all professional development to the needs of the teachers in order to benefit the students within the school. Provide details on how the school will design the professional development for all staff and/or geared towards individuals in order to satisfy an Individual Professional Development Plan (IPDP). For existing community school applications, attach the community school’s current professional development plans.
B.5 Governing Authority Membership (ORC 3314.029(A)(1)(i)(ii))

The application requires a description of the community school's governing authority, which shall be compliance with Section 3314.02(E) of the Ohio Revised Code. A governing authority directs the operations of a community school and is required to consist of at least five (5) members. The application must also meet the following additional criteria for approval.

The governing authority should consist of members with diverse backgrounds, experiences, and community involvement. For each member of the governing authority, attach a resume/curriculum vitae and an individually signed compliance statement that contains the following representations:

- The individual does not owe the state any money nor is in a dispute over whether the individual owes the state any money concerning the operation of a community school that has closed.
- The individual has no disqualifying offenses subject to Section 3319.31(B) of the Ohio Revised Code that may result in the refusal, limitation, or revocation of a license to teach, if the individual were a licensed educator.
- The individual has not pled guilty to or been convicted of theft in office under Section 2921.41 of the Ohio Revised Code, or to a substantially similar offense if in another state.
- The individual has submitted to a criminal records check in the manner prescribed by Section 3319.39 of the Ohio Revised Code. (Please do not attach actual criminal background checks to the application).
- The individual does not have an unresolved finding for recovery issued by the auditor of state. (Members of the governing authority, individuals involved in the creation of a community school, the operator, or any employee of the community school are subject to this prohibition.)
- The individual does not and will not serve on the governing authorities of more than five start-up community schools at the same time.
- If the individual is a present or former member, or immediate relative of a present or former member, of the governing authority of any community school established under this chapter, the individual is not an owner, employee, or consultant of any sponsor or operator of a community school, unless at least one year has elapsed since the conclusion of the individual's membership.
- The individual will not accept compensation for service on the governing authority or attendance at training programs unless the governing authority has passed a resolution authorizing compensation pursuant to legal guidelines.
- If the community school is a conversion community school, the individual is not an employee of the school district or educational service center that is the school's current sponsor.
- The individual shall annually file a disclosure statement deposited with the governing authorities secretary and copied to the sponsor setting forth the names of any immediate relatives or business associates employed by the sponsor or operator of the community school, a district or educational service center that has contracted with that community school, or a vendor that is or has engaged in business with that community school at any time within the previous three years.
- The individual is not a member of a school district board of education.
ATTACHMENT B.5: *Resume/curriculum vitae and an individually signed statement meeting the listed criteria for each governing authority member, developer and/or management company.*

B.6 Governing Authority Ethics Compliance (ORC 3314.029(A)(1)(g))

The application requires a statement that the community school will comply with all of the provisions of law enumerated in Section 3314.03(A)(11)(d)(e) and (h), if applicable. These references include the specific statutory sections applicable to a community school and members of the governing authority. Ethics, conflicts of interest, and displays of national and state mottoes are also referenced. The application must also meet the following additional criteria for approval.

An individually signed compliance statement from each governing authority member that contains the following representations:

- The individual is aware of and will comply with the requirements in the referenced code sections regarding ethics as well as a commitment to follow any applicable advisory opinions issued either by the Ohio Ethics Commission or Ohio Attorney General. This representation statement may be included with the signed statement required under section B.5 of this application.

ATTACHMENT B.6: *Signed statement from each governing authority member.*

B.7 Governing Authority Legal Compliance (ORC 3314.029(A)(1)(c))

The application requires a statement attesting that no unresolved finding of recovery has been issued by the auditor of state against any individual, group of individuals, or entity that is a party to the application and that no individual who is party to the application has been a member of the governing authority of any community school that has permanently closed and against which an unresolved finding of recovery has been issued by the auditor of state. The application must also meet the following additional criteria for approval.

- Each individual member of the governing authority, development of the community school, and operator to shall attach a signed statement that he or she has no conflicts of interest and does not have any unresolved findings for recovery. In addition, governing authority members must identify all prior involvement with other community schools or management companies, regardless of location. This includes full details regarding the community school's academic, fiscal and organizational performance. If developed, attach the governing authority’s conflict of interest policy.

- Describe the governing authority’s training program for new and existing members. Attach policies and procedures for training of members, new and existing. State the governing authority’s succession plan including recruitment and retention of future members. A training program includes new member training, ethics, public records, conflicts of interest, good governance and other topics as indicated by the governing authority.

- Describe the organizational structure of the school. Include roles and responsibilities of the school leader and other key personnel, a detailed description of services an educational management organization (if applicable) will provide and how the
governing authority will evaluate the educational management organization, plans for staff recruitment, retention and training and evaluation. The organization structure should demonstrate diverse experience (and certification where appropriate) in the following areas: curriculum, instruction and assessment; special education and ELL; accountability; facilities; law; finance; and governance.

ATTACHMENT B.7: Organizational chart of the school.

B.8 Admission and Dismissal Policies and Discipline (ORC 3314.029(A)(1)(i)(iii))

The application requires a statement regarding the community school’s admission and dismissal policies, which must comply with Ohio Revised Code section 3314.03(A)(5) and (6). The application must also meet the following additional criteria for approval.

- Include the community school’s admission and dismissal policies. Also, submit the community school’s student behavior philosophy and discipline policy or code of conduct for both general student population and for students with special needs.

Section C: Business Plan, Finance, General Performance

C.1: Ohio Revised Code 3314.029(C) Bond (ORC 3314.029(A)(1)(a))

An application must include evidence that the applicant will be able to supply a bond or guarantee to fully cover the state for any losses should the community school close during a school year. To satisfy this element, an application must include a bond/guarantee or a notarized statement from the school’s fiscal officer or governing authority chairperson that, if required, the applicant will be able to post and file with the superintendent of public instruction, a bond or guarantee, payable to the state, in an amount that will fully cover any monies owed to the state by the community school in the event the school closes during a school year.

ATTACHMENT C.1: Bond/Guarantee or Notarized Statement.

C.2: Unresolved Findings for Recovery (ORC 3314.029(A)(1)(c))

This section requires a statement attesting that no unresolved findings have been issued against any person, group of individuals, or entities that are a party to the application and that no person who is a party to the application has been a member of the governing authority of any community school that has permanently closed and against which an unresolved finding for recovery has been issued by the auditor of state. The following additional criteria must also be met for approval. The application must also meet the following additional criteria for approval.

In addition to the general statement required above, the application criteria includes the requirement that each individual involved with the governing authority, developer, administration, or management company/operator of a new or existing school provide a notarized statement identifying any prior involvement with any community school that has permanently closed. For each community school, the following information must be included: findings for recovery, any allegations professional impropriety or criminal misconduct, the last three (3) local report cards, and the last three (3) state audits for each closed school. This requirement includes community schools located outside of Ohio and covers other jurisdiction equivalent documents for findings for recovery, allegations of professional impropriety or criminal misconduct, local report cards and state or official audits.
ATTACHMENT C.2: General statement and individual notarized statements.

C.3: Business Plan and Five-Year Forecast (ORC 3314.029(A)(1)(i)(iv))

The application requires that the applicant or community school submit its business plan and five-year forecast. Please note that the five-year forecast must set forth projected per-pupil annual expenditures. The application must also meet the following additional criteria for approval.

The application must include a detailed budget for the first year of operation or sponsorship, fiscal control policies and procedures. The budgets should be fiscally sound and include specific details regarding transportation, nutrition, and the purchase of services. For community schools that will be in their first year of operations, an initial start-up budget is required. The initial start-up budget shall include all expenses that the community school will need to expend prior to the initiation of state funding. Expenses include, but are not limited to, development expenses, marketing, recruiting, employee, facilities and supplies.

ATTACHMENT C. 3: Five-year forecast, annual budget, initial start-up budget.

C.4: Resources and Capacity (ORC 3314.029(A)(1)(i)(v))

The application requires a description of the applicant’s resources and capacity to establish and operate the school. The application must also meet the following additional criteria for approval.

For new, start-up applicants, the applicant must provide evidence that the community school has or will have adequate resources on hand to fund the initial start-up budget prior to the initiation of state funding. If the community school has not raised the funds necessary to fully fund the initial start-up budget, an approval of the application will be contingent upon raising the funds prior to contract execution. In that case, the application must attach its plan to raise the required funds prior to contract execution. In addition, Ohio law prohibits a community school from initiating operations unless the governing authority has posted a bond in the amount of $50,000 with the Auditor of State to pay money’s owed or that become owed for closing audit costs. ORC Section 3314.50 provides acceptable alternatives to the bond requirement in the form of a cash deposits or written guarantee. As part of the application, a new start-up applicant must submit proof that the governing authority has purchased a bond, that there is sufficient cash on hand, or a written guarantee meeting the requirements of this section. Please note that the Department, as sponsor, will not issue a written guarantee for the community school to meet this requirement. Please check with the Office of School Sponsorship regarding this requirement prior to expenditure of funds.

Capacity includes the ability of the governing authority, administrators, or management/operator to operate a successful community school. For existing community schools, if not provided elsewhere in the application, attach the following documentation: the school’s last three annual report cards, the school’s last three annual audits, current sponsorship contract, school and sponsor annual evaluations, probation, suspension, termination, and/or non-renewal documentation. Please note that the Department heavily weighs past performance in the determination of an existing governing authority’s capacity to oversee and govern the school.

ATTACHMENT C.4 NEW START-UPS: Bank statement, or other evidence, showing sufficient funds on hand to meet the initial start-up budget.
ATTACHMENT C.4 EXISTING SCHOOLS: Documentation supporting the response including, but not limited to, report cards, budgets, fiscal information, audits, sponsor reviews and sponsor imposed discipline covering any actions related to academic and/or fiscal performance.

C.5: Facilities (ORC 3314.029(A)(1)(i)(vii))

The application requires a description of the facilities to be used by the school and their locations. The application must also meet the following additional criteria for approval.

Provide a description of the school’s facilities and location the community school uses or intends to use that demonstrates adequate capacity to implement the education program. If the applicant has not identified a specific facility in the target community, the applicant can provide a full description of the facility characteristics the community school will need to acquire to implement the education program. For new start-up community schools and existing schools that have entered into a lease subsequent to February 1, 2016 the following information must be included: an independent opinion from a qualified appraisal regarding whether the lease and its terms are commercially reasonable, a detailed description of each facility used for instructional purposes; the annual costs associated with leasing each facility paid by or on behalf of the school; the annual mortgage principal and interests payments that are paid by the school, and the name of the lender or landlord, identified as such, and the lender’s or landlord’s relationship to the operator if any.

ATTACHMENT C.5: Provide the lease or ownership documentation. Independent appraiser report on whether the lease is commercially reasonable