



community **UNITY**
Office of School Sponsorship
**Transfer School Sponsorship
Application Rubric
2023-2024**



2023-2024 Transfer 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>
Management Company	<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 Transfer Community School Applications consistent with the Ohio Revised Code and in alignment with the Sponsor Evaluation System. Reviewers will score key sections within seven (7) main areas:

- Reason for Changing Sponsorship;
- Governance and Management;
- Academic Information/Data;
- Financial Performance/Business Plan;
- Organizational Performance;
- Education Philosophy, Programming, Curriculum and Instruction, and Assessments;
- 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.

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1. Reason for Changing Sponsorship		
Reason for Changing Sponsorship	Explained the reason that the existing community schools is requesting to transfer sponsorship and rationale for moving from the current sponsor.	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:	

2. Governance and Management (Also review Attachments 1-3)		
Governance and Management	Provided information on the existing governing authority to include the following: <ul style="list-style-type: none"> • Completed questionnaires and bios; • Identified skill gaps; • A narrative explaining the recruitment and orientation process; • The meeting schedule for the past twelve months and copies of all board meeting minutes for twelve months; and, • The history of the governing authority and evidence that the board has maintained sponsor compliance for the past three years. 	Score
	<i>*The school must receive 6 points out of 10 in this section to receive a "Meets Expectations".</i>	/10
	Strengths Noted:	
	Challenges Noted and Questions:	
	Reviewer Comments:	

3. Academic Information/Data (Also review Attachment 4, 5, and 6)		
		Score

Academic Information / Data	Provided nationally normed assessment results by grade for the past three years with an explanation of the data. Additionally, the school has provided the following: <ul style="list-style-type: none"> • A summary of the school’s educational model; and, • A copy of the school’s most recent annual report and local report card with an explanation and highlights. 		/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:			

4. Financial Performance / Business Plan (Also review Attachments 7,8, & 9)

Financial Performance / Business Plan	Provided a narrative briefly describing the schools current and projected budget. In addition, provided the following: <ul style="list-style-type: none"> • A copy of the last two years of board approved five-year forecasts along with an annual budget (and make notation of any concerns. • A copy of the school’s most recent FTE Enrollment Review Report; and, • Board approved financials from the past twelve months. 		Score
	<i>*The school must receive 6 points out of 10 in this section to receive a "Meets Expectations".</i>		/10
	Strengths Noted:		
	Challenges Noted and Questions:		
Reviewer Comments:			

5. Organizational Performance (Also review Attachments 10, 11 & 12)

Organizational Performance	Explained the school’s compliance history, relationship with a management company and/or operator (if applicable), and the facility. In addition, provided the following: <ul style="list-style-type: none"> • A copy of the past two most recent sponsor compliance reports (along with any reasons cited and how the issue(s) were remedied); • A copy of the CMO/SMO or ESP agreement (if applicable); and, • Described the school’s facilities, number of classrooms, common areas and provided a copy of the current lease. 		Score
	<i>*The school must receive 6 points out of 10 in this section to receive a "Meets Expectations".</i>		/10
	Strengths Noted:		
	Reviewer Comments:		

	Challenges Noted and Questions:	
	Reviewer Comments:	

6a. Education – Philosophy (Reference Attachment 5)

Education Philosophy	Explained the philosophy, vision, values and purpose for which the school is being founded to include the following: <ul style="list-style-type: none"> • The core beliefs and values about education, which align to the school's mission; • The length of the school year and day; • Aspects of the school design; and, • Referenced key pieces of evidence to demonstrate how the school's success will be measured. <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:	

6b. Education – Programming (Reference Attachment 5)

Educational Programming	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"> • Details on the education program and instructional materials; • Explicit research citation or other data reviewed in selecting the education program; • Data to show that the education program demonstrates an understanding of the school's special education obligations; • Methods, services, and staffing the school will employ to provide free, appropriate public education to all students with special needs; • How the school will roll out the Response to Intervention; • The process the school will use annually to evaluate, review and revise the education program; and, • Any supplemental services, non-classroom learning, after school programs, etc. <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:	

6c. Education – Curriculum and Instruction (Reference Attachment 5)

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Education – Curriculum and Instruction	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"> • Provides different educational stages, grades, learning areas and subjects; • Describes sequence and pacing, and is aligned across grades (to include ALL grade levels being proposed); • Describes alignment; • Explains the use of technology, class size and structure; • Specifies specific subgroups (i.e. students with disabilities, diverse learners, English language learners, low performing students and economically disadvantaged students); and, • Describes the structure for regular and frequent professional development. <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:		

6d. Education – Assessments (Reference Attachment 5)

Education – Assessments	Provided a description of how the school will administer testing throughout the school year and addressed the following: <ul style="list-style-type: none"> • How the school will employ assessments; • How the assessments will drive instruction; and, • Explained how the academic calendar will meet all Ohio required assessments (including testing windows). <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. Required Attachments

Required Attachments	The application included completed sections, responses and attachments: <ol style="list-style-type: none"> 1. Bio’s/Resumes and Questionnaires from each Governing Board Member; 2. Governing Authority Meeting Schedule and Minutes; 3. Any Requests for Corrective Action and/or Probation; 4. National Normed Assessment Data; 5. Education Plan Template; 6. Local Report Card and Annual Report; 7. Five Year Forecast and Current School Year Budget; 8. FTE Enrollment Reviews; 9. Approved Financials; 		Score
			/15

	<p>10. Sponsor Compliance Reports and Issues of Non-Compliance; 11. CMO/EMO/ESP Management or Operator Agreement (if applicable); and, 12. Facility Details.</p> <p><i>*The school must receive 9 points out of 15 in this section to receive a "Meets Expectations".</i></p>	
	Strengths Noted:	
	Challenges Noted and Questions:	
	Reviewer Comments:	

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Rubric Scoring Template

Overall Score – New School Sponsorship Application		
Section	Maximum Score Per Section	Overall Section Score
1. Reason for Changing Sponsorship	5	
2. Governance and Management	10	
3. Academic Information	10	
4. Financial Performance/Business Plan	10	
5. Organizational Performance	10	
6a. Education Philosophy	10	
6b. Educational Programming	10	
6c. Curriculum and Instruction	10	
6d. Assessments	10	
7. Detailed and Complete Attachments	15	
Total Score Earned	100	0
Percentage Score (75% required to be eligible for approval)		