



# Application for Sponsorship for Schools Changing Sponsors FY 2018-19

**Mission Statement:** To provide a strong foundation of resources, oversight, guidance, and leadership both to and in partnership with educational leaders of community schools serving children and society.

**Vision Statement:** To promote high quality charter schools in Ohio through strong academic performance and financial viability.

**Core Values:**

- Integrity: We will do what we say and expect the same in return.
- Quality: We will continually strive for excellence individually and collaboratively.
- Respect: We will exhibit professionalism with each other and our stakeholders.
- Competence: We believe knowledge is power.
- Accountability: We hold ourselves to these core values.

**Please submit completed application and associated materials in a 3 ring binder on or before April 15, 2018:**

By postal mail to: **Educational Resource Consultants of Ohio, Inc.**

**Attn. Sonya Lunsford  
3401 Hamilton-Mason Rd. Suite A  
Hamilton, Ohio 45011**

<b>School: Name: Address: City, State ZIP:</b>	(Please type in this and below spaces provided)
<b>Grades served:</b>	
<b>County in which school is located:</b>	
<b>District in which school is located:</b>	
<b>Lead Administrator/Developer/Primary Contact Name: Phone: Email:</b>	
<b>Treasurer: Address: City, State ZIP: Phone &amp; email:</b>	
<b>EMIS/SOES Coordinator: Address: City, State ZIP: Phone &amp; email:</b>	

<b>Name of Management Company, if any:</b> <b>Primary Contact:</b> <b>Address:</b> <b>City, State ZIP:</b> <b>Phone &amp; email:</b>	
<b>Years in Operation/Year Founded</b>	
<b>Student profile:</b> <ul style="list-style-type: none"> <li>• Racial/ethnic balance, in percentages</li> <li>• Percentage of student population identified as having special needs</li> </ul>	
<b>School type:</b> <b>(Traditional, blended learning, drop-out prevention &amp; recovery, special needs, etc.)</b>	

<b>Please attach resumes of the below listed Governing Board Members</b>	
<b>Board Member 1 (of 5 minimum):</b> Name: Address: City, State ZIP: Phone & Email:	
<b>Board Member 2:</b> Name: Address: City, State ZIP: Phone: & Email:	
<b>Board Member 3:</b> Name: Address: City, State ZIP: Phone & Email:	
<b>Board Member 4:</b> Name: Address: City, State ZIP: Phone & Email:	
<b>Board Member 5:</b> Name: Address: City, State ZIP: Phone & Email:	
<b>Board Member :</b> Name: Address: City, State ZIP: Phone & Email:	

**(Please limit each response to 500 words or less)**

**1. Has the school ever been placed on probation, suspended and/or non-renewed? If so, please elaborate:**

**2. Has the school ever been issued findings for recovery or been found un-auditable? If so, please elaborate:**

**3. What is the school's Mission?**

**4. Are you and all governing board members familiar with Ohio's law regarding related party transactions, conflicts of interest, and "arms'-length" decision-making?**

**5. Do you or any board members have any conflicts of interest with others who work or will work either for or with the school, including employees, contractors, vendors, etc.?**

**6. Why are you considering leaving your current sponsor? Do you have any objections to ERCO contacting your current/previous sponsor?**

**7. Does your organization operate any other school(s)? If so, how are those schools performing academically?**

**8. Are you aware of any concerns, be they related to academic performance, finances, operations, or governance which might place this or any of your schools in jeopardy of closure?**

**9. What systems and controls are in place to ensure retention and maintenance of accurate personnel, financial, and student records?**

**10. How does your school counter attrition to maintain stable enrollment and school viability?**

**11. What has your school's enrollment trajectory been for the past three years?**

<b>12. Have any significant changes in leadership, staffing, facility, etc. happened in the past year? If so, please elaborate.</b>
<b>13. Explain how the curriculum has been aligned to Ohio's Standards &amp; Benchmarks and Core Curriculum requirements?</b>
<b>14. Describe how your school collect student baseline data and monitor progress throughout the year?</b>
<b>15. Describe how your school manages formative student data throughout the year?</b>
<b>16. Describe how your school monitors progress toward its SMART goals throughout the year?</b>

**Please Enclose the Below Additional Information With Your Completed Application**

**17. Educational program/plan:**

- a. Goals and objectives for student learning & operations
- b. School curriculum and pedagogy
- c. Plan for regular review and revision of curriculum
- d. Student assessment metrics and methodology
- e. Identification process for at-risk students
- f. School handbook
- g. Admissions policy
- h. Student retention & promotion policies
- i. Parental involvement program
- j. School culture
- k. Due process policies for student discipline, including suspension and expulsion

**18. Operations plan:**

- a. Organizational chart with titles, names, roles and responsibilities
- b. Staffing plan
- c. Performance review policy for faculty and staff
- d. Teacher professional development plan
- e. Five-year financial forecast
- f. A description of services expected to be contracted to any single vendor(s) at a cost of \$5000/year
- g. Facilities plans, including proposed or planned future facilities
- h. A copy of the school lease
- i. Business Plan
- j. Growth Plan

**19. Governing board**

- a. Resumes of all members
- b. By-laws and procedures, including conflict of interest policy
- c. Board meeting schedule for current year
- d. Meeting schedule and minutes for the past year
- e. Documentation of completion of board training within the most recent two years

**20. Articles of Incorporation**

**21. Employee Identification Number**

**22. Financial information:**

- a. Bank statements (cash balance) for the most recent 12 months
- b. Reconciliation reports for the most recent 12 months
- c. Profit & loss report for the most recent 12 months
- d. Audit reports for the most recent two years

**23. Academic information**

- a. Annual report for the most recent two years
- b. Local report card for the most recent two years

## Schools changing sponsors Spring Application Timeline

Deadline for ERCO to receive application	April 14, 2018
<ul style="list-style-type: none"> <li>• Telephone interview(s)/discussion(s) with applicant(s) and current sponsor</li> <li>• ERCO due diligence, facility visit, materials compiled, report prepared</li> <li>• Application materials distributed to ERCO Advisory Board</li> </ul>	Can take place prior to, during, or following application submission
Advisory Board Interviews applicant(s), Evaluation of Applications	May 6, 2018
Schools notified of decision	Within 30 calendar days
<p>If sponsorship is offered, the following is distributed to the applicant's governing authority:</p> <ul style="list-style-type: none"> <li>• Orientation materials (Things to Know-packet)</li> <li>• Contract</li> <li>• Contract formatting instructions</li> <li>• Checklist of required appendices and attachments</li> </ul>	Within 30 calendar days
Deadline to submit to ERCO signed, completed, formatted contract with attachments and appendices, board resolution adopting contract	June 1
Contract reviewed for completion, information requested to correct deficits, if any	June 1-15
Deadline for ERCO to submit signed, completed contract to ODE Office of Community Schools	June 30
Opening Assurances Site Visit	By appointment
Deadline for ERCO to submit opening assurances to ODE Office of Community Schools	At least 10 business days prior to commencement of instruction

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**Attn. Sonya Lunsford**  
**3401 Hamilton-Mason Rd. Suite A**  
**Hamilton, Ohio 45011**

**Any questions regarding this application, please contact ERCO at 513-771-4006**