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## ***Application Process for New Schools applying to The Educational Resource Consultant's of Ohio, Inc.***

**When a school applies for sponsorship with ERCO please submit the following:**

**The following items must be returned to Sonya Lunsford ASAP**

- ❖ Completed application with the \$500.00 **non refundable application fee**;
- ❖ Application for New Start-Up School Opening per In-State or Out-of State Operator Provision 3314.014 (**Application can be found on ODE's Website**);
- ❖ Submit Mission, Vision, and Philosophy Statement;
- ❖ Projected Student Profile Information;
- ❖ Educational Program and School Mission Alignment for each grade level to be served;
- ❖ Needs/Market Assessment Information;
- ❖ Governance & Management Organizational Chart;
- ❖ Financial Management/Treasurer's Information and a Five Year Forecast;
- ❖ Facilities (proposed location site and leasing manager's information);
- ❖ Developer (s) Information;
- ❖ Board of Trustee Information (Basic contact information, résumé's, and signed board member code of ethics);
- ❖ Federal and State Information (Articles of Incorporation and Employer Identification Number);
- ❖ Developmental Timeline;
- ❖ **Source of start-up/seed money? How much?**

Once this information is received by ERCO, the Advisory Board will review its contents and a decision will be made whether ERCO will sponsor the potential community school. If the potential school is approved by the Advisory Board,

**The next step in the process will be to: (Deadline to Submit to ODE is March 15<sup>th</sup>)**

- ❖ Complete a Preliminary Agreement with ERCO;
- ❖ Submit a copy of the contract between the governing authority of the community school and the organization or individual showing that the successful community school was managed by the organization or individual for the entirety of the most recent academic year; or in the case of a nonprofit organization, that the organization provided programmatic oversight and support to the successful school for the entirety of the most academic year;

- ❖ A copy of documentation showing the school's "successful rating" including a description of that school's rating system, if applicable, and AYP documentation for the successful school;
- ❖ A copy of the board of the board resolution or contract with the operator and the governing authority of the proposed school that clearly establishes the role of the operator in managing the daily operations of the proposed new community school; and
- ❖ A copy of the sponsor's board resolution adopting the proposed community school's contract.

**ERCO will then send all the above information to ODE before March 15<sup>th</sup> for final approval.**