TRI-RIVERS CAREER CENTER

New Community School Application

Please respond to every question. Failure to respond to every question will result in your application being disqualified. Applicants are urged to review the rubric associated with this Application. The rubric contains prescriptive criteria for evaluating the application and is available on the District's website.

Name of School: _____

School Mailing Address: _____

Lead Contact Name: _____

    Background: _____

    Mailing Address: _____

    E-mail: _____

    Telephone Number: _____

I certify that the information contained in this Application is true and accurate. I further understand that the District may independently review information to certify its accuracy.

Signature: _____

Name: _____

Date: _____

_____

FOR DISTRICT USE ONLY

DATE OF SUBMISSION:_____   WAS APPLICATION SUBMITTED PROPERLY?_____

Application Questions

Please respond to every question. Failure to respond to every question will result in your application being disqualified. Applicants are urged to review the rubric associated with this Application. The Rubric contains prescriptive criteria for evaluating the application and is available on the District's website.

A   Mission

1.   Mission and Vision Statement
- Attach your School's Mission and Vision statement (Label as Exhibit "A1").
- Explain how your School's Mission and Vision Statement are aligned with the District's sponsoring mission and vision.

B.   Governance

1.   Governing Authority
- Identify how your governing Authority is selected, how many members it has, and how often it meets.
- Explain how your Governing Authority will comply with O.R.C. §3314.02.
- If adopted, attach your School's Code of Regulations (Label as Exhibit "B1").

2.   Governing Authority Conflict of Interest Policy and Training
- Attach your Conflict of Interest policy (Label as Exhibit B2-I).
- Explain and/or attach all documentation regarding your policy and/or procedure for training of Governing Authority members (Label as Exhibit B2-II).

3.   Governing Authority Membership
- Identify and explain why the School's Governing Authority members were chosen.
- Provide evidence of the Governing Authority members' expertise (Resume, Biography, etc.).
- Provide evidence that the Governing Authority members are eligible to serve pursuant to the requirements of O.R.C. §3314.02.

4.   Corporate Formation Documentation
- Attach the School's Articles of Incorporation (Label as Exhibit "B3-I").
- Attach the School's Long Form Certificate[1] (Label as Exhibit "B3-II").
- If obtained, attach documentation demonstrating the School has obtained 501(C)(3) status (Label as Exhibit "B3-III").
- If necessary, explain why the Articles have been cancelled or were not provided.

---

[1] A long form report may be obtained from the Secretary of State's website:
https://www.sos.state.oh.us/SOS/Businesses/RecordsReports.aspx

C. Educational Plan

1. School Information and Student Demographics
   - Describe your School's target population, geographic boundaries for enrollment, ages/grades of students, and whether the District will be a "niche' community school.
   - If completed, explain and provide market research regarding student demographics (Label all Exhibits C1).

2. Curriculum
   - Explain and/or attach the School's curriculum (Label all Exhibits C2).

3. Targeted Assistance for At-Risk Students
   - Explain and/or attach how the School will address the needs for at-risk students. (Label all Exhibits C3).

4. Blended Learning Program
   - If applicable, describe and/or attach the School's blended learning program (Label all Exhibits C4).

5. E-School Supplemental Plan
   - If applicable, describe and/or attach the School's plan for a compliant e-school program. (Label all Exhibits C5).

6. Academic Goals and Performance Standards
   - Describe and/or attach the School's academic goals and performance standards (Label all Exhibits C6).

D. Staffing Plan

1. Organizational Structure
   - Attach the School's organizational chart and/or job descriptions (Label all Exhibits D1).
   - Explain the organizational chart and procedure for resolving conflicts of interest.

2. Administration
   - Identify your Head Administrator and Fiscal Officer.
   - Provide the job descriptions for your Head Administrator (Label as Exhibit D2-I).
   - Provide your Head Administrator's resume and/or biography (Label as Exhibit D2-II).
   - Provide job descriptions for your Fiscal Officer (Label as Exhibit D2-III).
   - Provide your Fiscal Officer's resume and/or biography (Label as Exhibit D2-IV).

3. School Staff and Professional Development
    *   Identify and explain all qualifications and attributes for teachers.
    *   Identify and explain how your School will conduct evaluations, training, and professional development.
    *   Identify, explain and/or attach a plan for teacher retention (Label as Exhibit D3).
    *   Identify and explain how the School will recruit and select individuals for specific job functions.

E.   Business Plan

1. Initial Budget
    *   Attach and explain your School's initial budget and identify all funds currently raised (Label as Exhibit E1).

2. Five-Year Forecast
    *   Attach and explain your School's Five-Year Forecast (Label as Exhibit E2).

3. Facility
    *   Specify the facilities that your School will use and explain how and why the facilities were selected.
    *   Attach your School's lease and/or deed for the facility or facilities (Label as Exhibit E3).

4. Business Goals
    *   Attach and explain the School's business goal, reasons they are attainable and plans for reaching them while containing background information on the academic, financial and operational position of the organization over multiple years. (Label as Exhibit E4).

F.   Capacity to Execute Plan

1. Understanding of Compliance Requirements
    *   Explain your School's duties and understanding of the laws the School must comply with (Label as Exhibit F1).

G.   Market Research

1. Market Research
    *   Attach and/or explain all market research conducted for your School and data gathered and analyzed to determine the demand or need for a new school in the proposed area and community. Market research should address: (1) an analysis of student and student subgroup(s) academic needs to be served by the proposed community school which are not met by existing schools in the area or community; (2) demonstrated demand for the proposed community school; and (3) evidence of data collection and analysis including, but not limited to the following areas: real estate market, availability of transportation, enrollment

fluctuation in surrounding schools, job growth, number and age range of students in the surrounding area of the proposed facility, and crime rates. (Label as Exhibit G1).

2.   Student Recruitment
  •   Attach all documentation regarding and/or explain your School's plans for recruitment and enrollment (Label all Exhibits G2).

H.   Management Structure

1.   Management Overview
Only complete if your School is/will be operated by a management company or operator, as defined by the Revised Code.
  •   Specify the name and background of the management company or operator that will operate your School.
  •   If available, attach the applicable management / operator agreement (Label all exhibits H1).
  •   If the lease is with your operator, attach a copy of the lease and any appraisals regarding the FMV of the lease. (Label all exhibits H2).
  •   Explain and/or attach the School's process for evaluating the management company.
  •   Attach evidence of the operator's experience in operating schools in Ohio. (Label all exhibits H3).