

TRI-RIVERS CAREER CENTER

SPONSORSHIP APPLICATION RUBRIC

All applicants (new school, replicator school, and existing (transfer) school) follow the same rubric. Where rubric items are specific to one type of school, the item is specified.

A. MISSION

	1	2	3	4
1. Mission and Vision Statement	<p>The application includes a mission and vision.</p> <p>However, the school's mission and vision are inconsistent with the school described in the rest of the application.</p>	<p>The application includes a mission and vision.</p> <p>The mission and vision are consistent with the school described in the rest of the application.</p> <p>However, the school's mission and vision are not aligned with the District's sponsoring mission and vision.</p>	<p>The application includes a mission and vision.</p> <p>The mission and vision are consistent with the school described in the rest of the application.</p> <p>The school's mission and vision are mostly aligned with the District's sponsoring mission and vision.</p>	<p>The application includes a mission and vision.</p> <p>The mission and vision are consistent with the school described in the rest of the application.</p> <p>The application clearly explains how the school's mission and vision are aligned with the District's sponsoring mission and vision.</p>

B. GOVERNANCE PLAN

	1	2	3	4
1. Governing Authority	The application generally describes how the Governing Authority is selected, but does not state how many members it will have and how often it will meet.	The application specifically describes how the Governing Authority is selected, states how many members it will have, and how often it will meet.	2 point requirements and: The application explains how it will comply with Ohio's Sunshine laws and O.R.C. §3314.02.	3 point requirements and: The application includes a Code of Regulations, which specifies a clear, independent process for governance.
2. Governing Authority Conflict of Interest Policy and Training	The application includes a conflict of interest policy. However, the policy is inconsistent with Ohio's Ethics laws and O.R.C. §3314.02.	The application includes a conflict of interest policy. The policy is consistent with Ohio's Ethics Law and O.R.C. §3314.02.	2 point requirements and: The application asserts that <u>new</u> Board members must participate in training beyond training required by statute.	3 point requirements and: The application asserts that Board members must participate regularly in training beyond training required by statute.
3. Governing Authority Membership	The application includes the minimum number of Governing Authority members required by O.R.C. §3314.02. However, the application does not provide evidence	The application includes the minimum number of Governing Authority members required by O.R.C. §3314.02. The application does not provide evidence that	2 point requirements and: The application identifies why Governing Authority members were chosen and the Governing Authority has diverse expertise.	3 point requirements and: The application identifies that at least one Governing Authority member has five or more years of experience in public education as a

	that members are able to serve pursuant to O.R.C. §3314.02.	members are able to serve pursuant to O.R.C. §3314.02.		teacher, employee, consultant, or administrator.
4. Corporate Formation Documentation	<p>The application includes evidence the school is incorporated but its certification was cancelled.</p> <p>The application explains the reason certification was cancelled, and explains efforts to reinstate incorporation.</p>	<p>The application includes evidence the school is incorporated, and the certification was cancelled in the past.</p> <p>However, the corporation has been reinstated, and the application explains extenuating circumstances for the lapse.</p>	The application includes evidence the school is incorporated and certification has never been cancelled.	<p>3 point requirements and:</p> <p>The application includes evidence the school has obtained IRS 501(C)(3) tax-exempt status.</p>
5. Meeting Minutes* <i>*Only for Replicator Application & Transfer Application</i>	<p>The application includes the past three years of meeting minutes.</p> <p>However, the meeting minutes did not comply with Ohio's Sunshine Laws.</p>	<p>The application includes the past three years of meeting minutes.</p> <p>The meeting minutes comply with Ohio's Sunshine Laws but do not reflect oversight that is appropriate for a community school governing authority.</p>	<p>The application includes the past three years of meeting minutes.</p> <p>The meeting minutes generally comply with Ohio's Sunshine Laws</p> <p style="text-align: center;">-and-</p> <p>The meeting minutes generally reflect oversight that is appropriate for a community school governing authority.</p>	<p>The application includes the past three years of meeting minutes.</p> <p>The meeting minutes clearly comply with Ohio's Sunshine Laws</p> <p style="text-align: center;">-and-</p> <p>The meeting minutes clearly reflect oversight that is appropriate for a community school governing authority.</p>

C. EDUCATIONAL PLAN

	1	2	3	4
1. School Information and Student Demographics	The application includes general information, but the information does not reflect an understanding of Ohio law.	The application includes all “1 point” requirements and reflects a general understanding of Ohio law. However, some information may be inconsistent with Ohio law.	The application includes all “1 point” requirements and is consistent with Ohio law.	3 point requirements and: The application reflects that all information has been developed to specific market research supporting the geographic boundaries, ages/grades of students, and any potential niches.
2. Curriculum	The application includes a curriculum and explains how it will be aligned across grade levels, but does not meet the Ohio Standards <u>or</u> is not clearly aligned with the school’s mission and vision.	The application includes a curriculum that states how it will be aligned across grade levels, meets the Ohio Standards, but is not completely aligned with the school’s mission and vision.	The application includes a curriculum that is aligned across grade levels, meets the Ohio Standards, and is aligned with the school’s mission and vision.	3 point requirements and: The application includes sample lessons that demonstrate how the school will implement the curriculum.
3. Targeted Assistance for at-risk students.	The application generally addresses how it will meet the needs of at-risk students.	The application addresses how it will meet the needs of at-risk students. However, it does not include specific methods of implementation.	The application addresses how it will meet the needs of at-risk students. It includes specific methods of implementation.	The application addresses how it will meet the needs of at-risk students. It includes specific methods of implementation and specifically explains support for subcategories of students.

<p>4. Blended Learning Program <i>(if applicable)</i></p>	<p>The application describes a blended learning model.</p> <p>However, the model is inconsistent with the definition of a blended learning model pursuant to O.R.C. §3301.079.</p>	<p>The application describes a blended learning model, but does not include all the requirements of O.R.C. §3314.03(A)(29).</p>	<p>The application describes a blended learning model and contains all requirements specified in O.R.C. §3314.03(A)(29).</p>	<p>3 point requirements and:</p> <p>The blended learning model is specific and contains plans for reviewing the model's success.</p>
<p>5. E-School Supplemental Plan <i>(if applicable)</i></p>	<p>The application describes an e-school program, but does explain how it will achieve compliance with O.R.C. §§3314.21 – 3314.28.</p>	<p>The application describes an e-school program and generally explains how it will achieve compliance with O.R.C. §§ 3314.21 – 3314.28.</p> <p>However, the description may be inconsistent with several code sections.</p>	<p>The application describes an e-school program, the description is specific, and demonstrates that it is consistent with all requirements specified in O.R.C. §§3314.21 – 3314.28.</p>	<p>3 point requirements and:</p> <p>The application specifies a plan for meeting with students in person at least four (4) times per year.</p>
<p>6. Academic Goals and performance standards</p>	<p>The application states general academic goals and performance standards, but does not include all standards required by law.</p>	<p>The application states general academic goals and performance standards. The application includes all standards required by law.</p>	<p>2 point requirements and:</p> <p>The application explains how the school will obtain baseline data and measure student progress, specifying the assessments used.</p>	<p>3 point requirements and:</p> <p>The application explains how the results will be reported to appropriate parties and how the school will adopt its curriculum pursuant to results.</p>
<p>7. Academic Data</p>	<p>The application includes the school's report cards</p>	<p>The application includes the school's report cards</p>	<p>The application includes the school's report cards</p>	<p>The application includes the school's report cards</p>

<p><i>*Only for Replicator Application & Transfer Application</i></p>	<p>for the last three years, but averaged below a “C” or “meets standards” for the last three years.</p>	<p>for the last three years and averaged a “C” or “meets standards” for the last three years.</p>	<p>for the last three years and averaged a “B” or “meets standards” for the last three years.</p> <p>The application also includes evidence that the school met all additional academic goals and performance measures.</p>	<p>for the last three years, averaged an “A” or “exceeds” standards for the last three years.</p> <p>The application also includes evidence that the school met all additional academic goals and performance measures.</p>
<p>8. Attendance</p> <p><i>*Only for Replicator Application & Transfer Application</i></p>	<p>The application includes the school’s attendance but attendance fell significantly below the state average for community schools. If the school is a dropout-recovery school, this average should be used.</p>	<p>The application includes the school’s attendance but attendance fell slightly below the state average for community schools. If the school is a dropout-recovery school, this average should be used.</p>	<p>The application meets the average attendance rate.</p> <p>-or-</p> <p>The application indicated the school was below the attendance rate, but submitted a viable strategy for improving attendance.</p>	<p>The school submitted its attendance and exceeded its goal.</p>

D. STAFFING PLAN

	1	2	3	4
<p>1. Organizational Structure</p>	<p>The application includes an organizational chart, but the organizational chart was not fully developed for day-to-day operations.</p>	<p>The application includes an organizational chart that was fully developed for day-to-day operations.</p>	<p>The school submitted an organizational chart that was fully developed and has identified key management level employees.</p>	<p>3 point requirements and: The application ensures no conflicts of interest exist.</p>

<p>2. Administration</p>	<p>The application specifies the head administrator and fiscal officer, but does not provide a specific job description for the head administrator and fiscal officer.</p>	<p>The application specifies the head administrator and fiscal officer.</p> <p>The application includes a specific job description for the head administrator and fiscal officer.</p>	<p>2 point requirements and:</p> <p>The application demonstrates that the head administrator and fiscal officer have experience in community school administration.</p>	<p>3 point requirements and:</p> <p>The application identifies additional management level employees to support the head administrator and fiscal officer.</p>
<p>3. School Staff & Professional Development</p>	<p>The application describes the qualifications and attributes required by all teachers, but does not include information regarding teacher evaluation or professional development.</p>	<p>The application describes the qualifications and attributes required by teachers and explains how the teachers will be evaluated.</p> <p>However, the application does not include information regarding professional development.</p>	<p>The application describes the qualifications and attributes required by teachers, explains how the teachers will be evaluated, and explains how professional development will be provided.</p>	<p>3 point requirements and:</p> <p>The application includes a specific plan for maintaining quality teacher “retention.”</p>

E. BUSINESS PLAN (NEW SCHOOLS); FINANCIAL RECORDS & DATA (REPLICATOR/TRANSFERRING SCHOOLS)

	1	2	3	4
<p>1. Initial budget*</p> <p><i>*Only for New School Application</i></p>	<p>The application includes a budget for the first year of operations.</p> <p>However, the budget is not developed and is based on assumptions that are not fiscally sound.</p>	<p>The application includes a budget for the first year of operations.</p> <p>The budget is based on assumptions that are fiscally sound.</p>	<p>The application includes a budget for the first year of operations.</p> <p>The budget is detailed and is based on assumptions that are fiscally sound.</p> <p>The school has a realistic plan to raise funds prior to the school obtaining state funding.</p>	<p>The application includes a budget for the first year of operations.</p> <p>The budget is detailed and is based on assumptions that are fiscally sound.</p> <p>The school has funds necessary to operate the school prior to school funding beginning.</p>
<p>2. Five-Year Forecast</p>	<p>The application includes a general five-year forecast.</p> <p>However, the five-year forecast is not developed and is based on assumptions that are not fiscally sound.</p>	<p>The application includes a five-year forecast.</p> <p>The five-year forecast is based on assumptions that are fiscally sound.</p>	<p>The application includes a five-year forecast.</p> <p>The five-year forecast is based on assumptions that are fiscally sound.</p> <p>The five- year forecast is consistent with the rest of the application.</p>	<p>The application includes a five-year forecast.</p> <p>The five-year forecast is based on assumptions that are fiscally sound.</p>
<p>3. Facility</p>	<p>The application describes the location and type of facilities purchased or being considered, but does not explain how the facility will allow for the school to implement its mission and education plan.</p>	<p>The application describes the facilities that have been secured or that are being considered and indicates whether the school plans to purchase or lease the facilities.</p>	<p>The application describes the facilities that have been secured.</p> <p>The application includes a plan for the facilities to be compliant with the law or if the facilities are currently being used, a plan</p>	<p>3 point requirements and:</p> <p>The facilities chosen or considered will allow the school to implement their mission and education plan as described.</p>

			that demonstrate the facilities are consistent with the law.	
4. Financial Audits <i>*Only for Replicator Application & Transfer Application</i>	The application includes multiple findings for recovery, noncompliance citations, questioned costs, or material weaknesses for consecutive years.	The application includes audits, but contains one finding for recovery, noncompliance citations, questioned costs, or material weaknesses. However, the school has provided a plan to rectify the problem.	The application includes audits, but contains one finding for recovery, noncompliance citations, questioned costs, or material weaknesses. However, the school has rectified the problem.	The application includes audits, which contain no findings for recovery, noncompliance citations, questioned costs, or material weaknesses.
5. Cash Flow <i>*Only for Replicator Application & Transfer Application</i>	Cash flow is negative for the last three consecutive years.	Cash flow is negative for the two most recent years.	Cash flow is positive for at least one of the two most recent years.	Cash flow is positive for the two most recent years.
6. Growth Plan <i>*Only for Replicator Application</i>	The replicator has a general business growth plan, but does not provide evidence that it is operating consistent with the growth plan.	The replicator has a general business growth plan. The application explains how the replicator is operating consistent with the growth plan.	2 point requirements and: The application demonstrates that the proposed school is consistent with the growth plan and has sufficient funds to support the school.	3 point requirements and: The application demonstrates that that the replicator has been successful in its growth plan.

F. CAPACITY TO EXECUTE PLAN

	1	2	3	4
<p>1. Understanding of Compliance Requirements*</p> <p><i>*Only for New School Application</i></p>	The application reflects a minimal awareness of compliance requirements.	The application reflects a general awareness of compliance requirements.	The application reflects awareness of compliance requirements.	The application reflects a specific awareness of compliance requirements and provides a general overview with how it will demonstrate compliance.
<p>2. Compliance Reports</p> <p><i>*Only for Replicator Application & Transfer Application</i></p>	The application includes compliance reports, but the school had extensive findings of noncompliance.	<p>1 point requirements and:</p> <p>The application demonstrates how the school worked to address findings of noncompliance.</p>	The application includes all three (3) compliance reports and had minimal findings of noncompliance and such findings have been addressed or have a specific plan to address compliance.	The application includes all three (3) compliance reports, and the school had no findings of noncompliance.
<p>3. Existing Deficiencies & Corrective Action.</p> <p><i>*Only for Replicator Application & Transfer Application</i></p>	The application certifies that it provided said documents, but the documents reflect that the school has not resolved issues after repeated notice.	The application certifies that it provided said documents. The school has made efforts to resolve issues, but some issues still remain.	The application certifies that it provided said documents. The school resolved issues.	The school certifies that it provided said documents, and the documents / application reflect that the school has never been put on a corrective action plan, probation, suspension, or termination proceeding.

G. MARKET RESEARCH

	1	2	3	4
1. Market Research <i>*Only for New School Application & Replicator Application</i>	The application contains generalized market research.	The application contains generalized market research to demonstrate there is need to support a school, but the research is not unique to the school.	The application contains specific market research to demonstrate there is need to support a school and the research is specific to the school's proposed program.	The application contains specific market research to demonstrate there is need to support a school, the research is specific to the school's program, and the application explains how the research informed the school's offerings.
2. Student Recruitment and Enrollment	The school's plan for recruitment is not specific to the geographic area or demographic.	The school's plan for recruitment is specific to the geographic area or demographic the school is seeking.	2 point requirements and: The application includes a timeline for recruitment, enrollment, and admission.	3 point requirements and: The application includes a detailed enrollment policy and documents to enroll students.

--	--	--	--	--

H. MANAGEMENT STRUCTURE

	1	2	3	4
1. Operator / Management Overview <i>*Only for applicants with an operator or management company.</i>	The school does not yet have a contract with an operator / management company.	The application includes an operator contract that is consistent with O.R.C. §3314.02 -and- If a lease exists between the school and an operator / management company, an independent appraisal has determined that the lease is at fair market value.	2 point requirements and: The application includes a clear process for evaluating the operator / management company.	3 point requirements and: The application includes evidence that the management company has successfully operated community schools in Ohio for more than two years.