



Application for Sponsorship for Schools Changing Sponsors FY 2024-2025

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.

Sponsoring Priorities: ERCO priorities include offering sponsorship to high performing community schools in the state of Ohio through strong academic and financial viability. Monitoring and Evaluating school compliance with applicable laws and contract terms. Providing proactive and reactive technical assistance. Intervening as needed to alleviate performance concerns and to report results to the Ohio Department of Education. Please see the **Things to Know** guidance document for more.

**Please submit completed application and associated materials in a 3-ring binder on or before
September 15th, 2023- Fall Submission (Recommended)
or by March 15th, 2024 – Spring Submission**

By postal mail to: **Educational Resource Consultants of Ohio, Inc.**
Attn. Sonya Lunsford
3401 Hamilton-Mason Rd. Suite A
Hamilton, Ohio 45011

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|---|---|
| School: Name: Address: City, State ZIP: | (Please type in this and below spaces provided) |
| Grades served: | |
| County in which school is located: | |
| District in which school is located: | |
| Lead Administrator/Developer/Primary Contact Name: Phone: Email: | |
| Treasurer: Address: City, State ZIP: | |

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| Phone & email: | |
| EMIS/SOES Coordinator: Address: City, State ZIP: Phone & email: | |

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

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

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| Address: City, State ZIP: Phone & Email: | |
| Board Member : Name: Address: City, State ZIP: Phone & Email: | |

(Please limit each response to 500 words or less)

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| 1. Has the school been placed on probation, suspended and/or non-renewed by the current sponsor? If so, please elaborate and provide the correspondence from the sponsor and the remedies submitted from the school: |
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| 2. Has the school ever been issued findings for recovery or been found un-auditable by the Auditor of State? If so, please elaborate and provide the correspondence from the auditor and the remedies submitted from the school: |
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| 3. What is the school's Mission? |
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| 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? |
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| 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.? |
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| 6. Why are you considering leaving your current sponsor? Do you have any objections to ERCO contacting your current/previous sponsor? |
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| 7. Does your organization operate any other school(s)? If so, how are those schools performing academically? |
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| 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? |
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| 9. What systems and controls are in place to ensure retention and maintenance of accurate personnel, financial, and student records? |
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| 10. How does your school counter attrition to maintain stable enrollment and school viability? |
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| 11. What has your school's enrollment trajectory been for the past three years? |
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| 12. Have any significant changes in leadership, staffing, facility, etc. happened in the past year? If so, please elaborate. |
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| 13. Explain how the curriculum has been aligned to Ohio's Standards & Benchmarks and Core Curriculum requirements? |
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| 14. Describe how your school collect student baseline data and monitor progress throughout the year? |
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| 15. Describe how your school manages formative student data throughout the year? |
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| 16. Describe how your school monitors progress toward its SMART goals throughout the year? |
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Please include 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 (*please provide your capacity to execute the plan*)
- c. Performance review policy for faculty and staff
- d. Teacher professional development plan (*please provide your capacity to execute the 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 (*please provide your capacity to execute the plan*)
- h. A copy of the school lease
- i. Business Plan (*please provide your capacity to execute the plan*)
- j. Growth Plan (*please provide your capacity to execute the plan*)
- k. Current Sponsor Site Visits for the most recent 2 years
- l. Current Sponsor Annual Report
- m. School Annual Report for the most recent 2 years

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
- e. Audit Surety Bond, cash option or Operator Written Guarantee if applicable

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 Application Timeline | |
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| Deadline for ERCO to receive application | September 15 th , 2023 – <i>Fall Submission</i> March 15 th , 2024 – <i>Spring Submission</i> |
| <ul style="list-style-type: none"> • Interview with applicant and school officials via in-person, zoom and/or telephone • ERCO due diligence, facility visit, materials compiled, report prepared • Interview with current sponsor via phone, zoom, or email • Application materials distributed to ERCO Advisory Board | Can take place prior to, during, or following application submission |
| Advisory Board Interviews, Evaluation of Applications | October 30 th , 2023 – <i>Fall Submission</i> May 10, 2024 – <i>Spring Submission</i> |
| Schools notified of decision | Within 15 calendar days |
| If sponsorship is offered, the following is distributed to the applicant’s governing authority: <ul style="list-style-type: none"> • Orientation materials (“Start Strong: Things to Know”) • Contract • Contract formatting instructions • Checklist of required appendices and attachments | 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 – Summer |
| Deadline for ERCO to submit opening assurances to ODE Office of Community Schools | 10 – 20 business days prior to first day of instruction |

Please submit completed application and associated materials:

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3401 Hamilton-Mason Rd. Suite A
Hamilton, Ohio 45011

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