

FINDLAY CITY SCHOOLS  
CHANGE/TRANSFER OF SPONSOR SPONSORSHIP APPLICATION

**At this time, Findlay City Schools is not accepting Change/Transfer of Sponsor Sponsorship Applications for the 2018-2019 school year.**

The Findlay City Schools is a public school district in the field of K-12 education for and has sponsored a quality community for 12 years. Our core mission is “Educating and Empowering for Life. Our mission as a Sponsor is **“Findlay City Schools, as a Community School Sponsor, is dedicated to Educating and Empowering for Life, those students enrolled in the school(s) it sponsors.”** We expect a development team of an Ohio Community School to have done significant planning and to demonstrate a strong, evidence-based community school curriculum which is mission-driven and serves a need otherwise not being met in our community.

Your application will be evaluated using the Findlay City Schools Sponsorship Application Rubric. Each member Findlay City Schools Sponsoring Evaluation Review Team will rate your application using the Application Rubric. Each question will be scored 0-4 points using the Application Rubric (found on the district website). The Review Team scores will be combined and averaged to determine the final score. **Your application must score 75% of the possible points to be considered a viable application.**

**An in-person interview with your team and your Sponsor Representatives will be part of this application process and will be scheduled after your application has been reviewed by the Sponsor’s Review Team and has scored at least 75% of the points on the Application Rubric. Your application must score a minimum of 78 points out of a possible 104 points.**

**Those seeking Change/Transfer of Sponsor must submit a cover letter with the application that briefly explains the reasons the school is seeking a new sponsor and their relationship with their prior sponsor.**

Date Submitted: \_\_\_\_\_

Proposed Community School Name: \_\_\_\_\_

Proposed Grade Levels: \_\_\_\_\_

Located in School District of: \_\_\_\_\_

Conversion or Start-up? \_\_\_\_\_

Proposed Location Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Findlay City Schools

Contact Address: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Contact Fax Number: \_\_\_\_\_

Contact Email Address: \_\_\_\_\_

Licensed & Bonded Fiscal Officer: \_\_\_\_\_

Operator/Management Company, if any: \_\_\_\_\_

School Development/Founding team:

Individuals:

Parents:

Teachers/Administrators:

Operator/Management Company: Private Business: Community-Based Organization:

Others: (please describe):

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 accuracy.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_

### **Application Submission**

Completed applications are to be submitted to:

Findlay City Schools Superintendent - Edward P. Kurt

2019 Board Avenue

Findlay, Ohio 45840

Phone: 419-425-8212

Fax: 419-425-8203

Email: [ekurt@findlaycityschools.org](mailto:ekurt@findlaycityschools.org)

## Application Questions and Guidance

**Using an essay format** please respond thoroughly to all of the questions listed below. Provide any available substantiation for your answers.

**Submission:** Applications are to be submitted as one document in PDF format. The applicant can additionally submit a hard copy, but that is optional choice of the applicant.

The application requires that you will submit narrative answers and documentation to questions in the following areas:

- a mission statement
- a vision statement
- an education plan
  - 3 years of Report Card Data
  - 3 years Sponsor Evaluation Compliance Scores
  - 3 years of attendance data
- a staffing plan
- a business/financial plan
  - 3 years of audits
  - 3 years of cash flow data
  - Five Year Forecast
- the school's proposed governance
  - 3 years of Governing Authority Board Minutes
- market research regarding the demand for the school
- Capacity to execute the plan
- the school's proposed management company (if any).

**It is important that you respond to every question**, as failure to do so could result in your application being disqualified.

It is recommended that you review the Findlay City Schools Sponsorship Application Rubric. The rubric can be found on Findlay City Schools website.

Please look at the **Application Timeline** and **Application Process** that can be found on the Findlay City Schools website. It is important that you follow the timeline or your application may not be considered for the year you are intending to open your school.

**Exhibits will not be sequential** and will have what appear to be gaps. The missing requested Exhibits are not applicable to the New School Sponsorship Application.

Please present any additional information that is relevant or compelling in support of your application for a charter/sponsorship for the proposed school.

If this application is accepted, you along with your current sponsor might be asked to provide additional information and will be invited to a **required interview**. Being invited for an interview in no way constitutes approval of the application for the proposed school or is a means to negotiate a contract with Findlay City Schools District.

Please be advised that your application becomes a public record of the District but the District will comply with FERPA.

References: National Association of Charter School Authorizers, Ohio Department of Education, Ohio Revised Code, websites of other Charter Schools

**(Exhibit A)**

**I. Mission & Vision**

Explain the reasons that you wish to start a new community school. Provide the proposed **school's mission and vision**. Indicate whether the proposed school replicates an existing school created by the same or similar founding developers or educational management organization.

**II. Education Component**

**Demographics (Exhibit B)**

1. Provide the **results of the needs assessment** for the school in the target location, as well as the process used to assess local need. Describe the characteristics of the community and explain why the educational needs are not currently being met.
2. List and briefly describe the existing traditional public, public community, private, and parochial schools serving the community. Explain how the proposed community school will be different than existing educational opportunities and how it will attract students.

**Student Population (Exhibit C)**

1. Describe your target student population, including demographical information and target percentages addressing race/ethnicity, socio-economic status, at-risk status, special education needs, or other relevant characteristics.
2. Describe the proposed grade levels or age range of students to be served, including any plans for future growth.
3. Describe any early intervention or other retention strategies that the school will employ to maximize student retention.
4. Describe and explain the anticipated enrollment for the first five years of operation.

**Education Plan/Curriculum (Exhibit D)**

1. Explain the school's curriculum and specific instructional materials to be used to implement the curriculum. Demonstrate how this plan correlates with state learning standards and performance assessments.
2. Give an overview of the instructional design and program to be emphasized by the school. Demonstrate how your approach will enhance student achievement. Provide any research that substantiates this approach or demonstrates its effectiveness with your particular target student population.
3. Explain the process the school will follow to evaluate, review, and revise its curriculum on an annual basis.
4. If your school is to be an e-school, explain how the school will be in compliance with O.R.C. 3314.12 – 3314.28. (Exhibit F)
5. If your school is to be a blended school, explain how the school will be in compliance with O.R.C 33.14.03(A)(29). (Exhibit E)

### **Targeted Assistance (Exhibit G)**

1. Explain how you will address the specific needs of at-risk students and what subcategories you will identify.
2. How will you identify the at-risk students.
3. What methods of intervention will you use.

### **Parent Involvement (Exhibit H)**

1. Describe proposed methods for involving parents and the community in the education of enrolled students.
2. Describe any supplementary services or after-school programming that the school will provide. Explain how these services will enhance program quality and student achievement.

### **Assessment and Accountability (Exhibit I)**

1. Describe the assessment program and strategies, including both state requirements and any supplementary assessment.
2. Explain how assessment results will be used to improve teaching and learning.
3. Describe the anticipated performance level of the student population, based on performance index scores in the area in which the school will be located. Describe the measures of student achievement and growth that you expect.
4. Describe how the proposed curriculum and instructional design will be evaluated and modified, if necessary. Describe how teachers will be evaluated.

5. Describe what goals and how you will set academic goals for the school. Goals should reflect available data on the current academic performance of the target population.

**Academic Performance & Compliance Data (Exhibit J)**

1. Include 3 years of report card data.
2. Include 3 years of Sponsor Evaluation Compliance data

**Attendance (Exhibit K)**

1. Include 3 years of student attendance data.
2. Include any FTE reviews.

**III. Staffing Plan**

**Organizational Structure (Exhibit L)**

1. Provide an Organizational Chart, job descriptions and qualifications of teachers, administrators and school treasurer.
2. Discuss how you will recruit qualified staff to address the identified needs of the school based on need, capacity, financial and human resources.
3. Provide a school calendar that includes days and hours of school operation.
4. Discuss how you will train and retain qualified staff.

**Staff Evaluation and Professional Development (Exhibit M)**

1. Describe how teachers and administrators will be evaluated.
2. Describe the school's plan to provide professional development.

**IV. Financial/Business Plan**

**Treasurer (Exhibit N)**

1. Describe the qualifications and experience of the proposed school's fiscal officer.

2. Provide a current license and bond for the treasurer.

### **Facilities (Exhibit P)**

1. Describe the proposed location of the school and how it is consistent with law.
2. If you have identified a physical facility, describe the facility, suitability of the space, and provisions for any specialized space needed. If you have not yet identified a physical facility, please describe the needs of the school with respect to the facility and efforts to secure the facility.
3. Describe any purchase or leasing arrangements and construction or renovation that must occur. Include detailed information about the anticipated budget for procuring and maintaining the facility.
4. Indicate what stage the preparations for the facility currently are in and what work has been completed, as well as a proposed timeline for completion.
5. Describe plans for the transportation of students.

### **Five-Year Forecast (Exhibit Q)**

Include a Five-Year Forecast that is based on fiscally sound assumptions.

### **Financial Audits (Exhibit R)**

1. Provide audit reports for the past three years.
2. Provide explanations for any findings for recovery, noncompliance, or any other issues discovered during the past three years.
3. Provide an explanation of any plans to rectify audit issues and show how the plans were carried out and to what extent they corrected the issues.
4. Provide other pertinent financial records to show the economic stability of your organization.

### **Cash Flow (Exhibit S)**

1. Provide Cash Flow data for the past three years.

## **V. Organizational/Governance Component**

### **Governing Authority Member (Exhibit U)**

1. Describe how Governing Authority members have been selected and what criteria was used for the selection.

2. Describe the plan for complying with Ohio Sunshine laws (O.R.C. 3314.02).
3. Provide a Code of Regulations that specifies a clear and independent process for governance.

**Governing Authority Board Membership (Exhibit V)**

1. Provide a list of Governing Authority members and their contact information.
2. Describe the number of board members.
3. Describe briefly how Governing Authority board meetings will be conducted and how minutes will be taken and published.

**Conflict of Interest (Exhibit W)**

1. Submit signed Conflict of Interest forms from all Governing Authority and School Development Members
2. Please obtain consent of each Governing Authority member and School Development Team member to release current background checks ( both BCI&I and FBI) to the Findlay City Schools.
3. Describe Governing Authority training including that training of new Governing Authority members.

**Corporation Documents (Exhibit X)**

1. Provide a copy of School's Articles of Incorporation.
2. Provide the School's Long Form Certificate.\*
3. Provide a copy of the School's 501(C) (3) status.

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

by the Operator.

**Meeting Minutes (Exhibit Z)**

1. Provide copies of the Governing Authority meeting minutes for the past three years.
2. Demonstrate that the meetings complied with the Ohio Sunshine Law, provide documentation of advertising the meetings to the public.



## **VI. Market Research**

### **Market/Research Data (Exhibit BB)**

1. Explain your method of conducting market research on academic needs and analysis of student subgroups.
2. Show the findings from the systematic system you used to collect and analyze data on the real estate market, property taxes, insurance rates, job growth, number and age range of students, crime rates, transportation, socio-economic and other pertinent information.
3. Explain the data gained from the market research and how it relates to the target population you plan to serve and the demand for your proposed community school.
4. Does the data show a need for your school in our community? Demonstrate the demand for your school (list and maps of current schools located in the geographic area you plan to serve, wait lists, parent letters, et cetera).

### **Student Recruitment/Enrollment (Exhibit CC)**

1. Describe your plan for recruiting students for enrollment into the school. Provide the anticipated date of opening of the school. **(There must be a minimum of a 9 month planning period.)**
2. Describe and explain the anticipated enrollment for the first five years of operation.
3. Describe any early intervention or other retention strategies that the school will employ to

## **VII. Management Structure (Exhibit DD) [If Applicable]**

1. The school has an operator contract that is consistent with O.R.C. 3314.02.
2. Supply evidence that the management company has successfully operated community schools in Ohio for more than two years.
3. Show documentation that any leases have been independently appraised and is at a fair market value.

## **VIII. Capacity to Execute Plan**

### **Compliance Reports (Exhibit FF)**

1. Provide three years of compliance reports.
2. Explain how your school will develop and update a policy manual and student and staff handbooks that are in compliance with O.R.C.

**Existing Deficiencies and Corrective Action (Exhibit GG)**

1. If Corrective Actions Plans were required, supply those plans and demonstrate how the issues were corrected in a timely fashion.
2. If any deficiencies exist, explain how these deficiencies have been addressed/remedied.
3. Has there been any probation, suspension or termination proceeding? If so, explain the issues that lead to probation, suspension or termination.