

# Findlay City Schools

## Process & Timeline for

### Application for Sponsor Contract Renewal

Prior to September 1	Applicant secures the Application for Contract Renewal form from the Findlay City Schools website.
September	Applicant fills out the Application for Contract Renewal.
September 30	Applicant submits the completed Findlay City Schools Application for Sponsor Contract Renewal to the Superintendent of Findlay City Schools.
October 15	A team (minimum of 3 members) of Findlay City Schools Sponsor Oversight Committee reviews the School's application and conducts a high stakes review using the Findlay City Schools Contract Renewal Application Rating Rubric.*
October	A team (minimum of 3 members) of Findlay City Schools Sponsor Oversight Committee Interviews the School Team (must include at least one Governing Authority Board member) in regard to Sponsor Contract Renewal.
October 31	Sponsor shall provide the School with a cumulative report summarizing the results of the high stakes review. The School may respond to the report in writing within fifteen (15) days of receiving it.
December	The Sponsor Oversight Committee makes a recommendation to the Findlay City Board to renew or non-renew the Successor Contract.
December	The Findlay City School Board approves the Community School's Successor Contract Renewal Request or Non-Renewal.
January 15	Findlay City Schools informs the Community School of its approval of the Applicant's request for renewal of its Successor Contract. If the Sponsor non-renews the the Successor Contract, its shall provide written notice which shall include (1) reasons for the proposed action, (2) the effective date of the

non-renewal, and (3) a statement that the School may, within fourteen (14) calendar days of receipt of the notice, request in writing an informal hearing before the Sponsor. The informal hearing, if requested, shall be held within fourteen (14) days after the request for an informal hearing is received. Not later than fourteen (14) calendar days after the informal hearing, the Sponsor shall issue a written decision either affirming or rescinding the decision to non-renew the Successor Contract.

December – January                      Contract Details are worked out and contract finalized. If a Corrective Action Plan is part of the contract, then those details are worked out at this time.

January - May                                Both Sponsor Board of Education and Community School Governing Board approve the contract.

\*Outside experts or stakeholders might be asked to be part of the review team.

All Contract Renewal documents can be found on the Findlay City Schools Webpage:

- Findlay City Schools Process & Timeline for Application for Sponsor Contract Renewal
- Findlay City Schools Application for Sponsor Contract Renewal for Three Years
- Findlay City Schools Contract Renewal Application Rating Rubric
- Sponsor Contract Renewal Interview Questions
- Corrective Action Plan Template

#### Application for Sponsor Contract Renewal Major Components

- Multiple years of Student Achievement
- Multiple Measures of Student Achievement
- Financial Audits
- Site Visit and Compliance Reports
- If applicable, Status Reports on Corrective Action Plans