



APPLICATION PROCESS

Application for Sponsorship

Please contact the Superintendent of the Findlay City School District (“District”) to register your intent to submit an application.

1. Complete the Application by, at a minimum, January 10 of the year before you intend to open a community school.
2. Submit your application and all supporting materials to:

Edward P. Kurt, Superintendent Findlay City Schools
1100 Board Avenue
Findlay, Ohio 45840

(Note: Submit the application in hard copy by certified mail and electronically to ekurt@findlaycityschools.org)

3. The District administrators in charge of community schools are the Superintendent, the Assistant Superintendent, Director of Secondary Instruction, and Director of Technology, and Findlay City Schools Treasurer. There will be other District or outside consultants reviewing and scoring applications.

Prior to reviewing applications, all reviewers will complete a conflict disclosure statement for reviewers and undergo training on how to review the applications, including standards for the evaluation rubric. The review team will evaluate and discuss the data and each reviewer will complete an evaluation rubric. The combined scores and comments will be provided to the school in the final evaluation rubric. If the review team needs additional information to make a determination, we will contact the applicant contact during the review period.

4. If you are invited to an interview, an interview will be scheduled. Interviews are Step 3 in the application process.

5. Should an applicant be approved, a Preliminary Agreement is issued. A Preliminary Agreement describes the intent of the sponsor and the founder of the proposed school to work towards the execution of a contract. This agreement enables the developers to apply for public community school grant funds for planning purposes, and it will also be submitted to the Ohio Department of Education (ODE).

6. Contract Adoption and Attachments.



The contract between a new school and sponsor must be adopted by the sponsor's Board of Education. A formally-adopted resolution of both the sponsor and school, with at least a draft version of the community school contract must be adopted no later than March 15 of the year the new start-up school will open.

7. Contract Approval and Execution by March 30.

8. Frequent Consultation concerning preparations for opening, and Sponsor –provided timeline of procedures to open.

9. Sponsor Assurances and School Opening by August.