



## APPLICATION PROCESS

### Application for Sponsorship

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.**” Findlay City Schools is an Exemplary Sponsor and has rigorous criteria and expectations for the schools it sponsors.

We expect a development team, replicator, or those seeking a change in sponsorship of an Ohio Community School to have done significant planning and to demonstrate a strong, evidence-based community school curriculum which is standards based, mission-driven, fiscally sound and serves a need otherwise not being met in our community. **We will only consider sponsoring schools that can align themselves with Findlay City Schools sponsoring priorities.**

**Applications for a New School, Replicated School or school seeking a Change in Sponsor can be found on the Findlay City Schools website.**

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

1. Complete the Application to be submitted by June 1 of the year before you intend to open a community school (School). The application will address the following areas:
  - Mission and Vision
  - Educational program
  - Staffing Plan
  - Business Plan
  - Market Research
  - Governance and management structure
  - Capacity to execute the plan.

2. Submit your application and all supporting materials to:

Edward P. Kurt, Superintendent Findlay City Schools  
2019 Board Avenue  
Findlay, Ohio 45840

(Note: Submit the application in hard copy by certified mail and electronically to [ekurt@findlaycityschools.org](mailto: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 could 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. **Applications must earn/score 75% of the possible points to be invited for an interview** (see District website for the Application Scoring 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, a mutually agreed time will be established for an interview at the District's office. If you are a Replicator applicant or a Change of Sponsor applicant, your current sponsor representative(s) will need to be present at the interview along with your School's representative(s).

5. Should an applicant be approved, a Preliminary Agreement is issued on or before July 30 of the year the application was submitted. 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/Replicator/Change of Sponsor and Findlay City Schools must be adopted by the Findlay City Schools Board of Education. A formally-adopted contract of both the Sponsor and School, must be adopted no later than September 15 of the year prior to the school opening in August.

7. Frequent Consultation will take place between September and August concerning preparations for opening of the school.

8. June of the year the School is opening, a meeting between the Sponsor and School will take place to make sure that adequate finances, staffing, curricular materials, facility and furnishings, board of directors, fire and health inspections, and other necessary items have been secured and are ready for the school to open.

9. Sponsor Assurances Form completed 10 days prior to the School Opening by August.

10. August/September the School opens.