FINDLAY CITY SCHOOLS

SCHOOL CHANGE OF SPONSOR APPLICATION

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.

You application will be evaluated and scored by the Findlay City Schools Sponsoring Evaluation Team. Your application must score a Meets Standards in all four areas of Education, Business and Organization/Governance and prior Academic Performance and/or earn 75% of the possible points in order for Findlay City Schools to approve your application/school for sponsorship. A complete explanation of the scoring rubric is at the end of this application.

Date Submitted: _____

Proposed Community School Name: _____

Proposed Grade Levels: _____

Located in School District of: _____

Conversion or Start-up? _____

Proposed Location Address: _____

Contact Person: _____

Contact Address: _____

Contact Phone Number: _____

Contact Fax Number: _____

Contact Email Address: _____

Fiscal Officer: _____

Operator/Management Company, if any: _____

Founding/Developing OR EXISTING LEADERSHIP team:

Individuals:

Parents:

Teachers/Administrators:

Operator/Management Company:

Private Business:

Community-Based Organization:

Others(please describe):

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

Education Component
(63 Possible Points for this Section)

Background and Community Need

1. Briefly 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 create by the same or similar founding developers or educational management organization.

2. 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. Cite any specific data or market **research** that supports your position, including current student demographics and academic performance of other schools in the area.

3. 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

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 and explain the anticipated enrollment for the first five years of operation.

4. Describe your plan for recruiting students for enrollment into the school. Provide the anticipated date of opening of the school.

5. Describe any early intervention or other retention strategies that the school will employ to maximize student retention.

Education Plan

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. Describe any supplementary services or after-school programming that the school will provide. Explain how these services will enhance program quality and student achievement.

5. Describe the methods, **services, and staffing** that your school will utilize in order to provide a free, appropriate public education to all students with special needs. What is the quality of your Special Education Services (pull 10 random IEP student files – use only ISBN for identification, remove all personal identifiers)?

6. Describe proposed methods for involving parents and the community in the education of enrolled students.

7. Provide the proposed school calendar schedule, including instructional days and hours.

8. If this is a replicating school, describe the previous successes or challenges of the Education Plan, as well as any adjustments made to address the successes, challenges, or differences with Ohio required content or assessments.

Assessment and Accountability

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. Provide goals for the school using the attached template. Goals should reflect available data on the current academic performance of the target population.

Business Component
(39 Possible Points for this Section)

Financial Information

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

2. Detail all pre-operational costs and describe how these costs will be covered and the **general capacity to execute the plan.**

3. Provide a projected first year expenditure budget and projected enrollment. Explain the budget and the process by which enrollment and budget numbers were determined.

4. Indicate the total amount and sources of funds, property, or other resources that you expect to be available through banks, lending institutions, corporations, foundations, grants, etc. Indicate which of these are secured, anticipated, or have firm commitments, if possible.

5. Describe your plans for meeting financial needs if anticipated revenues are not received or are lower than the estimated budget.

6. If the school is associated with an operator (management company), please describe the financial relationship with the operator, as well as the reporting that the operator will provide to the sponsor and governing authority.

7. **Provide financial records for the last year, including recent audits. Were monthly financial reports submitted on time?**

8. **Discuss your growth plan.**

Facilities

1. Describe the proposed location of the school.

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.

Organizational/Governance Component
(27 Possible Points for this Section)

School Development Team and Governance
1. Please obtain consent of each founding team member to release current background checks (both BCI&I and FBI) to the Findlay City Schools Local Schools administration for review and submit those results to us.

2. Please do the same for all governing authority members

3. For each of the founding developers and proposed governing authority members of the proposed school:

a. List the name and address

b. Explain the role of the founding team in the school's development

c. Describe the strengths, knowledge bases, and expected contributions of all founders and proposed governing authority members

d. Describe any relevant past history with school or business development

4. Explain any previous attempts open or operate a community school, know as a charter school in other states, including the authorizer to which the school applied, and describe the outcome.

5. Describe any outside contractual relationships that will be used to ensure the effective operation of the proposed school. If the school will be contracting with an educational management organization, provide a list of all schools that it has managed, both in Ohio and other states. If any of the community schools it has managed have closed, please indicate this and give a brief explanation for the closure.

6. Describe the anticipated governance, management, and staffing structure for the proposed school.

7. Describe the process that the school will use to recruit and hire licensed teachers.

8. **Minutes from the three most recent board meetings.**

9. **Compliance reports for the past year from the Sponsor** (i.e. Records Compliance, On-Time Records Submission).

Charter School Operators (if applicable and points will be adjusted accordingly)
This section applies only to those schools attempting to replicate an existing school or open an additional school within an educational management organization network ("Operator").

1. Describe the capacity of the Operator to operate a new school successfully while maintaining quality in existing schools. Provide a business plan and the growth plan of the replicator.

2. Provide documentation on the educational, organizational, and financial performance of all existing schools for the past three years. Include the most recent financial audits.

3. Explain any never-opened, terminated, or non-renewed schools managed by the Operator.

4. Explain any particular talents, successes or lessons learned by the Operator.

Academic Performance History

The applying school must provide the data listed under Primary Academic Indicators. This section will be evaluated according to what is indicated on the chart. Each area is worth a maximum of 3 points.
Note: Exceeds Standards = 3 points; Meets Standards = 2 points; Does Not Meet Standards = 1 point; Falls Far Below Standards = 0 points

Primary Academic Indicators	Exceeds the Standard	Meets the Standard	Does Not Meet the Standard	Falls Far Below the Standard
Performance Index (PI)[1]	90% or higher	80%–89%	70%–79%	69% and below
Value Added[2]	+4.00 and above	0 to 3.9	−0.99 to −3.9	−4.0 and below
Graduation Rate (4 years)	93%–100%	84%–92%	79%–83%	Below 79%
Graduation Rate (5 years)	95%–100%	85%–94%	80%–84%	80% and below
K–3 Literacy Improvement	B or better	C	D	F
Performance versus Local Market:[3] PI	Ranked in top 20th percentile in PI score	Ranked in 70th–79th percentile in PI score	Ranked in 50th–69th percentile in PI score	Ranked in bottom 49th percentile in PI score
Performance versus Local Market: VA	Ranked in top 20th percentile in VAM score	Ranked in 70th–79th percentile in VAM score	Ranked in 50th–69th percentile in VAM score	Ranked in bottom 49th percentile in VAM score
Performance versus Statewide Charters: PI	Ranked in top 20th percentile in PI score	Ranked in 70th–79th percentile in PI score	Ranked in 50th–69th percentile in PI score	Ranked in bottom 49th percentile in PI score
Performance versus Statewide Charters: VA	Ranked in top 20th percentile in VAM score	Ranked in 70th–79th percentile in VAM score	Ranked in 50th–69th percentile in VAM score	Ranked in bottom 49th percentile in VAM score

Conclusion

Provide information about how your school has remedied any deficiency cited by the current sponsor.

Discuss in detail why you are desiring a change of Sponsor.

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

If this application is accepted, you will be asked to provide additional information and invited to **interview** with our representatives. Being invited for an interview in no way constitutes approval of the application for the proposed school or to negotiate a contract with the Findlay City Schools District. **Your prior sponsor will also be scheduled for an interview.**

Please be advised that your application becomes a public record of the District.

Scoring Rubric
Each item in the application in the Education, Business and Organization/Governance areas are worth a maximum of 3 points; therefore, the Education section is worth a total of 63 points, the Business section is worth a total of 39 points, and the Organization/Governance section is worth a total of 27 points, and the Academic section follows the rubric presented in that section. An applicant must score Meets Standards in all four areas to be approved for sponsorship by Findlay City Schools.

Rating Characteristics

Meets Standards
The response reflects a thorough understanding of key issues. It addresses the topic with specific and accurate information that shows thorough preparation, presents a clear, realistic picture of how the school expects to operate; and inspires confidence in the applicant's capacity to carry out the plan effectively.

Approaching Standards
The response meets the criteria in many respects, but lack detail and/or requires additional information in one or more areas.

Partially Meets the Standards
The response meets the criteria in some respects but has substantial gaps in a number of areas.

Does Not Meet the Standard
The response is wholly undeveloped or significantly incomplete; demonstrates lack of preparation; or otherwise raises substantial concerns about the viability of the plan or the applicant's ability to carry it out.

Rating	Education Points	Business Points	Organization/Governance Points	Academic
Meets Standards	63-43	39-29	27-17	27-17
Approaching Standards	42-21	28-18	16-8	16-8
Partially Meets Standards	20-15	17-8	7-4	7-4
Does Not Meet Standards	14 or less	8 or less	3 or less	3 or less