

This Strategic Plan with policies and processes re-enforces
The Sponsoring Mission and Goals of Findlay City Schools.

**Findlay City Schools
Community/Charter School Sponsor
Strategic Plan
2022-2023**

Findlay City Schools will adhere to the Principles for Quality Charter School Sponsors and **will maintain the Standards for Quality Charter School Sponsors as established by the National Association of Charter School Sponsors** and use these Principles and Standards as the backbone of its Strategic Plan for quality school sponsoring. (Note: the term Sponsor and Sponsoring are interchangeable.)

Principles for Quality Charter School Sponsoring

- Maintain High Standards
- Uphold School Autonomy
- Protect Student and Public Interests

Standards for Quality Charter School Sponsoring

- Agency Commitment and Capacity
- Application Process and Decision Making
- Performance Contracting
- Ongoing Oversight and Evaluation
- Revocation and Renewal Decision Making

Principles of Quality Charter School Sponsoring

Principle 1: Maintain High Standards

- Set high standards for approving charter school applications – at this time Findlay City Schools will only sponsor Findlay Digital Academy. Findlay City Schools is not accepting any new applications.
- Maintain high standards for schools it oversees. These high standards include evaluating the curriculum, personnel, and financial status of Findlay Digital Academy. They also include evaluating the health and safety standards. Additionally, student, staff and parent interests and well-being will be monitored.

- Oversee Findlay Digital Academy and establish that over time it meets the performance standards and targets on a range of measures and metrics set forth in the charter school/community school/sponsor contract.
- Close any school that fails to meet standards and targets set forth by Ohio Revised Code, Federal Law and by the sponsor contract.

Principle 2: Uphold School Autonomy

- Honors and preserves core autonomies crucial to school success, including:
 - a. Governing board independence from the sponsor
 - b. Personnel
 - c. School vision and culture
 - d. Instructional programming, design, use of time
 - e. Budgeting
- Assumes responsibility not for the success or failure of individual schools, but for holding schools accountable for their performance.
- Minimizes administrative and compliance burdens on schools
- Focuses on holding schools accountable for outcomes rather than process

Principle 3: Protect Student and Public Interests

- Makes the well-being and interests of students the fundamental value informing all the sponsor's actions and decisions.
- Holds Findlay Digital Academy accountable for fulfilling fundamental public education obligations to all students, which includes providing
 - a. Nonselective, nondiscriminatory access to all eligible students
 - b. Fair treatment in admissions and disciplinary actions for all students
 - c. Appropriate services for all students, including those with disabilities and English learners, in accordance with applicable law
- Ensures in its own work:
 - a. Ethical conduct
 - b. Focus on the mission of chartering high-quality schools
 - c. Clarity, consistency, and public transparency in sponsoring policies, practices, and decisions
 - d. Effective and efficient public stewardship
 - e. Compliance with applicable laws and regulations
- Supports parents and students in being well-informed about the quality of education provided by Findlay Digital Academy and any other school that Findlay City Schools might sponsor in the future.

Findlay City Schools, as a sponsor, will oversee Findlay Digital Academy and working in partnership with Findlay Digital Academy will adhere to the Quality Practices as set forth in the Sponsor Quality Practices Rubric by the Ohio Department of Education. It will do

likewise in regard to the Compliance Component and Academic Component of the Sponsor Evaluation process.

Standards for Quality Charter School Sponsoring

Agency Commitment and Capacity

A quality sponsor engages in chartering as a means to foster excellent schools and offer school choice that meet identified needs, clearly prioritizes a commitment to excellence in education in sponsoring practices, and creates organizational structures and commits human and financial resources necessary to conduct its sponsoring duties effectively and efficiently.

The Findlay community in 2004 set up a task force to address the number of students who were being expelled or were dropping out of school. This task force had members from the Juvenile Court, Findlay City Schools, the Family Resource Center, Camp Fire USA and other community organizations. This task force felt that school choice should be offered to these students to address their life issues. Findlay City Schools took the leadership and became the sponsor of the Findlay Digital Academy that offers an on-line, continuous progress model of quality education. In 2014, Findlay Digital Academy was named the Charter School of the Year by the Ohio Alliance of Public Charter Schools. In November 2017 & 2018 Findlay City School was rated as an Exemplary Sponsor by the State of Ohio Office of Community Schools. And in 2019 Findlay City Schools was rated as an Effective Sponsor.

Standard	As a Quality Sponsor Findlay City Schools as a Sponsor will...
<p>Planning and Commitment to Excellence</p> <p>Time Frame:</p> <p>September, December & March Site Visits</p>	<p>Support and advance the purposes of charter school law.</p> <p>Ensure that the sponsor’s governing board, leadership, and staff understand and are committed to the three Core Principles of sponsoring.</p> <p>Define external relationships and lines of authority to protect its sponsoring functions from conflicts of interest and political influence.</p> <p>Implement policies, processes, and practices that streamline and systematize its work toward stated goals, and execute its duties efficiently while minimizing administrative burdens on schools.</p> <p>Evaluate its work regularly against national standards for quality sponsoring and recognized effective practices, and</p>

	<p>develop and implement timely plans for improvement when it falls short. (Evaluation will be annually completed by January 1 using Form 7 with its comprehensive scoring matrix/rubric.).</p> <p>Advanced Standards</p> <p>State a clear mission for quality sponsoring.</p> <p>Articulate and implements an intentional strategic vision and plan for chartering, including clear priorities, goals, and time frames for achievement.</p> <p>Evaluate its work regularly against its chartering mission and strategic plan goals, and implements plans for improvement when falling short of its mission and strategic plan.</p> <p>Provide an annual public report on the sponsor’s progress and performance in meeting its strategic plan goals.</p>
<p>Human Resources</p> <p>Time Frame:</p> <p>On-going</p>	<p>Enlist expertise and competent leadership for all areas essential to charter school oversight—including, but not limited to, education leadership; curriculum, instruction, and assessment; special education, English learners, and other diverse learning needs; performance management and accountability; law; finance; facilities; and nonprofit governance and management—through staff, contractual relationships, and/or intra- or inter-agency collaborations.</p> <p>Employ competent personnel at a staffing level appropriate and sufficient to carry out all sponsoring responsibilities in accordance with national standards, and commensurate with the scale of the charter school portfolio.</p> <p>Provide for regular professional development for the Sponsor’s leadership and staff to achieve and maintain high standards of professional sponsoring practice and to enable continual agency improvement. Provide professional development for School personnel.</p>

<p>Financial Resources</p> <p>Time Frame: Monthly</p>	<p>Determine the financial needs of the sponsoring office and devote sufficient financial resources to fulfill its sponsoring responsibilities in accordance with national standards and commensurate with the scale of the charter school portfolio.</p> <p>Structure its funding in a manner that avoids conflicts of interest, inducements, incentives, or disincentives that might compromise its judgment in charter approval and accountability decision making.</p> <p>Deploy funds effectively and efficiently with the public’s interests in mind.</p> <p>Oversee Findlay Digital Academy financial dealings on a monthly basis and ensures that the school remains fiscally responsible and in line with Ohio Revised Code financial obligations.</p>
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Application Process and Decision Making

A quality sponsor implements a comprehensive application process that includes clear application questions and guidance; follows fair, transparent procedures and rigorous criteria; and grants charters only to applicants who demonstrate strong capacity to establish and operate a quality charter school.

<p>Standard</p>	<p>As a Quality Sponsor Findlay City Schools as a Sponsor will...</p>
<p>Proposal Information, Questions, and Guidance</p> <p>Time Frame:</p> <p>Information and timeline on the sponsor website.</p>	<p>Issue a charter application information packet or request for proposals (RFP) that:</p> <ul style="list-style-type: none"> - State any chartering priorities the sponsor may have established; - Articulate comprehensive application questions to elicit the information needed for rigorous evaluation of applicants’ plans and capacities; and - Provide clear guidance and requirements regarding application content and format, while explaining evaluation criteria. <p>Welcome proposals from first-time charter applicants as well as existing school operators/replicators, while appropriately</p>

	<p>distinguishing between the two kinds of developers in proposal requirements and evaluation criteria.</p> <p>Encourage expansion and replication of charter schools that demonstrate success and capacity for growth.</p> <p>Is open to considering diverse educational philosophies and approaches, and expresses a commitment to serve students with diverse needs.</p> <p>Note: At this time, Findlay City Schools is not interested in sponsoring additional charter schools, and will only sponsor the one school – Findlay Digital Academy.</p>
<p>Fair, Transparent, Quality-Focused Procedures</p> <p>Time Frame:</p> <p>Information and timeline on the sponsor website.</p>	<p>Implement a charter application process that is open, well publicized, and transparent, and is organized around clear, realistic timelines.</p> <p>Allow sufficient time for each stage of the application and pre-opening process to be carried out with quality and integrity.</p> <p>Explain how each stage of the application process is conducted and evaluated.</p> <p>Communicate chartering opportunities, processes, approval criteria, and decisions clearly to the public.</p> <p>Inform applicants of their rights and responsibilities and promptly notifies applicants of approval or denial, while explaining the factors that determined the decision.</p>
<p>Rigorous Approval Criteria</p> <p>Time Frame:</p> <p>Information and timeline on the sponsor website.</p>	<p>Require all applicants to present a clear and compelling mission, a quality educational program, a solid business plan, effective governance and management structures and systems, founding team members demonstrating diverse and necessary capabilities, and clear evidence of the applicant’s capacity to execute its plan successfully.</p> <p>Establish distinct requirements and criteria for applicants who are existing school operators or replicators.</p> <p>Establish distinct requirements and criteria for applicants proposing to contract with education service or management providers.</p>

	<p>Establish distinct requirements and criteria for applicants that propose to operate virtual or online charter schools.</p>
<p>Rigorous Decision Making</p> <p>Time Frame:</p> <p>Information and timeline on the sponsor website.</p>	<p>Grant charters only to applicants that have demonstrated competence and capacity to succeed in <i>all</i> aspects of the school, consistent with the stated approval criteria.</p> <p>Rigorously evaluates each application through thorough review of the written proposal, a substantive in-person interview with the applicant group, and other due diligence to examine the applicant’s experience and capacity, conducted by knowledgeable and competent evaluators.</p> <p>Engage, for both written application reviews and applicant interviews, highly competent teams of internal and external evaluators with relevant educational, organizational (governance and management), financial, and legal expertise, as well as thorough understanding of the essential principles of charter school autonomy and accountability.</p> <p>Provide orientation or training to application evaluators (including interviewers) to ensure consistent evaluation standards and practices, observance of essential protocols, and fair treatment of applicants.</p> <p>Ensure that the application-review process and decision making are free of conflicts of interest, and requires full disclosure of any potential or perceived conflicts of interest between reviewers or decision makers and applicants.</p>

Performance Contracting

A quality sponsor executes contracts with charter schools that articulate the rights and responsibilities of each party regarding school autonomy, funding, administration and oversight, outcomes, measures for evaluating success or failure, performance consequences, and other material terms. The contract is an essential document, separate from the charter application, that establishes the legally binding agreement and terms under which the school will operate and be held accountable.

<p>Standards</p>	<p>As a Quality Sponsor Findlay City Schools as a Sponsor will...</p>
<p>Contract Term, Negotiation, and Execution</p> <p>Time Frame:</p> <p>Contract Amendment and Update Policy & Procedure:</p> <p>Contract reviewed annually.</p>	<p>Execute a contract with a legally incorporated governing board independent of the sponsor.</p> <p>Grant charter contracts for a term of two/three/five years with periodic high-stakes review as spelled out in Ohio Revised Code and rules applied by the Ohio Department of Education.</p> <p>Define material terms of the contract.</p> <p>Ensure mutual understanding and acceptance of the terms of the contract by the schools’ governing authority prior to authorization or charter granting by the sponsoring board.</p> <p>Allow and requires contract amendments for occasional material changes to a school’s plan or changes in law. The Sponsor Oversight Committee will annually review the contract to make sure it is in compliance with changes in law or in compliance with changes that either the Sponsor or the School has requested. The Sponsor and the School will have independent lawyers work together to make any changes in the contract. (See Appendix 14 for more detail.)</p>
<p>Rights and Responsibilities</p> <p>Time Frame:</p> <p>March, September & December Site Visits</p>	<p>State the rights and responsibilities of the school and the sponsor;</p> <p>State and respect the autonomies to which schools are entitled—based on statute, waiver, or sponsor policy—including those relating to the school’s authority over educational programming, staffing, budgeting, and scheduling;</p> <p>Define performance standards, criteria, and conditions for renewal, intervention, revocation, and non-renewal, while establishing the consequences for meeting or not meeting standards or conditions;</p> <p>State the statutory, regulatory, and procedural terms and conditions for the school’s operation;</p> <p>State reasonable pre-opening requirements or conditions for new schools to ensure that they meet all health, safety, and</p>

	<p>other legal requirements prior to opening and are prepared to open smoothly;</p> <p>Is in compliance with Ohio Revised Code</p> <p>State the responsibility and commitment of the school to adhere to essential public-education obligations, including admitting and serving all eligible students so long as space is available, and not expelling or counseling out students except pursuant to a legal discipline policy approved by the sponsor; and</p> <p>State the responsibilities of the school and the sponsor in the event of school closures.</p> <p>Ensure that any fee-based services that the sponsor provides are set forth in a services agreement that respects charter school autonomy and treats the charter school equitably compared to district schools, if applicable; and ensures that purchasing such services is explicitly not a condition of charter approval, continuation, or renewal.</p>
<p>Performance Standards</p> <p>Time Frame:</p> <p>Annual review of contract and school compliance.</p> <p>Monthly financial reviews.</p>	<p>Executes charter contracts that plainly:</p> <ul style="list-style-type: none"> • Establish the performance standards under which schools will be evaluated, using objective and verifiable measures of student achievement as the primary measure of school quality, in the case of Dropout Prevent and Recovery schools Graduation Rates will be the major verifiable measure • Define clear, measurable, and attainable academic, financial, and organizational performance standards and targets that the school must meet as a condition of renewal, including but not limited to state and federal measures • Include expectations for appropriate access, education, support services, and outcomes for students with disabilities • Define the sources of academic data that will form the evidence base for ongoing and renewal evaluation, including state-mandated and other standardized assessments, student academic growth measures, internal assessments, qualitative reviews, and

	<p>performance comparisons with other public schools in the district and state</p> <ul style="list-style-type: none"> • Define the sources of financial data that will form the evidence base for ongoing renewal and evaluation, grounded in professional standards for sound financial operations and sustainability • Define the sources of organizational data that will form the evidence base for ongoing renewal and evaluation, focusing on fulfillment of legal obligations, fiduciary duties, and sound public stewardship • Include clear, measurable performance standards to judge the effectiveness of alternative schools, if applicable – requiring and appropriately weighting rigorous mission-specific performance measures and metrics that credibly demonstrate each school’s success in fulfilling its mission and serving its special population.
<p>Provisions for Education Service or Management Contract (if applicable)</p>	<p>For any school that contracts with an external (third-party) provider for education design and operation or management, includes additional contractual provisions that ensure rigorous, independent contract oversight by the charter governing board and the school’s financial independence from the external provider.</p> <p>Reviews the proposed third-party contract as a condition of charter approval to ensure that it is consistent with applicable law, sponsor policy, and the public interest.</p>

Ongoing Oversight, Process and Evaluation

A quality sponsor conducts contract oversight that competently evaluates performance and monitors compliance; ensures schools’ legally entitled autonomy; protects student rights; informs intervention, revocation, and renewal decisions; and provides annual public reports on school performance.

Standard	As a Quality Sponsor Findlay City Schools as a Sponsor will...
<p>Performance Evaluation and Compliance Monitoring</p> <p>Time Frame:</p> <p>September, December & March Site Visits</p> <p>Walk-Throughs of the school throughout the school year.</p> <p>Attendance at a minimum of three Governing Authority Board meetings.</p>	<p>Implement a comprehensive performance accountability and compliance monitoring system that is defined by the charter contract and provides the information necessary to make rigorous and standards-based renewal, revocation, and intervention decisions.</p> <p>Define and communicates to schools the process, methods, and timing of gathering and reporting school performance and compliance data.</p> <p>Implement an accountability system that effectively streamlines federal, state, and local performance expectations and compliance requirements while protecting schools’ legally entitled autonomy and minimizing schools’ administrative and reporting burdens.</p> <p>Provide clear technical guidance and/or professional development to schools as needed to ensure timely compliance with applicable rules and regulations.</p> <p>Visit each school as appropriate and necessary for collecting data that cannot be obtained otherwise and in accordance with the contract, while ensuring that the frequency, purposes, and methods of such visits respect school autonomy and avoid operational interference.</p> <p>Evaluate each school annually on its performance and progress toward meeting the standards and targets stated in the charter contract, including essential compliance requirements, and clearly communicate evaluation results to the school’s governing board and leadership.</p> <p>Require and review annual financial audits of schools, conducted by a qualified independent auditor.</p> <p>Communicate regularly with schools as needed, including both the school leaders and governing boards, and provides timely notice of contract violations or performance deficiencies. Provide an annual written report to each school, summarizing its performance and compliance to date and identifying areas of strength and areas needing improvement.</p>

	<p>Articulate and enforce stated consequences for failing to meet performance expectations or compliance requirements.</p> <p>Provide timely legal updates due to changes in federal and state law and assists with any necessary policies changes.</p>
<p>Respecting School Autonomy</p> <p>Time Frame:</p> <p>September, December & March Site Visits</p>	<p>Respect the school’s authority over its day-to-day operations.</p> <p>Collect information from the school in a manner that minimizes administrative burdens on the school, while ensuring that performance and compliance information is collected with sufficient detail and timeliness to protect student and public interests.</p> <p>Periodically review compliance requirements and evaluates the potential to increase school autonomy based on flexibility in the law, streamlining requirements, demonstrated school performance, or other considerations.</p> <p>Refrain from directing or participating in educational decisions or choices that are appropriately within a school’s purview under the charter law or contract.</p>
<p>Protecting Student Rights</p> <p>Time Frame:</p> <p>September, December & March Site Visits</p> <p>Monthly enrollment and financial reviews.</p>	<p>Ensure that schools admit students through a random selection process that is open to all students, is publicly verifiable, and does not establish undue barriers to application (such as mandatory information meetings, mandated volunteer service, or parent contracts) that exclude students based on socioeconomic, family, or language background, prior academic performance, special education status, or parental involvement.</p> <p>Ensure that schools provide access and services to students with disabilities as required by applicable federal and state law, including compliance with student individualized education programs and Section 504 plans, facilities access, and educational opportunities</p> <p>Ensure clarity in the roles and responsibilities of all parties involved in serving students with disabilities</p> <p>Ensure that schools provide access to and appropriately sever other special populations of students, including English</p>

	<p>learners, homeless students, and gifted students, as required by federal and state law</p> <p>Ensure that schools’ student discipline policies and actions are legal and fair, and that no student is expelled or counseled out of a school outside of that process</p>
<p>Intervention</p> <p>Time Frame: Procedure in place and will be implemented as needed.</p>	<p>Establish and makes known to schools at the outset an intervention policy that states the general conditions that may trigger intervention and the types of actions and consequences that may ensue.</p> <p>Give schools clear, adequate, evidence-based, and timely notice of contract violations or performance deficiencies.</p> <p>Allow schools reasonable time and opportunity for remediation in non-emergency situations.</p> <p>Where intervention is needed, engages in intervention strategies that clearly preserve school autonomy and responsibility (identifying what the school must remedy without prescribing solutions). If problems are not remedied then Corrective Action, Probation, or Suspension and/or Termination might result.</p>
<p>Public Reporting</p> <p>Annual Report posted on website.</p>	<p>Produce an annual public report that provides clear, accurate performance data for the charter schools it oversees, reporting on individual school and overall portfolio performance according to the framework set forth in the charter contract.</p>

Revocation and Renewal Decisions Making

A quality sponsor designs and implements a transparent and rigorous process that uses comprehensive academic, financial, and operational performance data to make merit-based renewal decisions, and revokes charters when necessary to protect student and public interests.

Standard	As a Quality Sponsor Findlay City Schools as a Sponsor will...
Revocation	Revoke a charter during the charter term if there is clear evidence of extreme underperformance or violation of law or the public trust that imperils students or public funds.

<p>Time Frame: Procedure in place and will be implemented as needed.</p>	
<p>Renewal Decisions Based on Merit and Inclusive Evidence</p> <p>Time Frame: Procedure in place and will be implemented as needed.</p>	<p>Base the renewal process and renewal decisions on thorough analyses of a comprehensive body of objective evidence defined by the performance framework in the charter contract.</p> <p>Grant renewal only to schools that have achieved the standards and targets stated in the charter contract, are organizationally and fiscally viable, and have been faithful to the terms of the contract and applicable law.</p> <p>Does not make renewal decisions, including granting probationary or short-term renewals, on the basis of political or community pressure or solely on promises of future improvement.</p>
<p>Cumulative Report and Renewal Application</p>	<p>Provide to each school, in advance of the renewal decision, a cumulative performance report that:</p> <ul style="list-style-type: none"> - Summarizes the school’s performance record over the charter term, and - States the sponsor’s summative findings concerning the school’s performance and its prospects for renewal. <p>Require any school seeking renewal to apply for it through a renewal application, which provides the school a meaningful opportunity and reasonable time to respond to the cumulative report; to correct the record, if needed; and to present additional evidence regarding its performance.</p>
<p>Fair Transparent Process</p> <p>Time Frame: Procedure in place and will be</p>	<p>Clearly communicate to schools the criteria for charter revocation, renewal, and non-renewal decisions that are consistent with the charter contract.</p> <p>Promptly notify each school of its renewal (or, if applicable, revocation) decision, including written explanation of the reasons for the decision.</p>

<p>implemented as needed.</p>	<p>Promptly communicate renewal or revocation decisions to the school community and public within a time frame that allows parents and students to exercise choices for the coming school year.</p> <p>Explain in writing any available rights of legal or administrative appeal through which a school may challenge the sponsor’s decision.</p> <p>Regularly update and publishes the process for renewal decision making, including guidance regarding required content and format for renewal applications.</p>
<p>Closure</p> <p>Time Frame:</p> <p>Procedure in place and will be implemented as needed.</p>	<p>In the event of a school closure, oversee and work with the school governing board and leadership in carrying out a detailed closure protocol that ensures timely notification to parents; orderly transition of students and student records to new schools; and disposition of school funds, property, and assets in accordance with law.</p>

Reference: National Association of Charter School Sponsors <http://qualitycharters.org/>

Appendices

(Policies, Protocols, Procedures & Process)

The Appendices/Forms on the following pages support the day-to-day operation of the Findlay City Schools 2021-22 Sponsoring Strategic Plan. The Appendices are as follows:

Appendix 1 Sponsor Strategic Plan – Improvement/Evaluation Process

Appendix 2 Sponsor Strategic Plan – Conflict of Interest Policy/Procedure

Appendix 3 Sponsor Strategic Plan – Academic Performance Monitoring Process

Appendix 4 Sponsor Strategic Plan – Intervention Process

Appendix 5 Sponsor Strategic Plan – Sponsoring Philosophy/Policy on Non-Renewals and/or Termination of an Ohio Community School

Appendix 6 Sponsor Strategic Plan – Technical Assistance Guidance/Process

Appendix 7 Sponsor Strategic Plan – Legal and Policy Updates Process

Appendix 8 Sponsor Strategic Plan – Monthly Enrollment & Financial Reviews Policy and Process

Appendix 9 Sponsor Strategic Plan – Sponsored School Professional Development Procedure

Appendix 10 Sponsor Strategic Plan – Sponsor Role Professional Development Procedure

Appendix 11 Sponsor Strategic Plan - Findlay City Schools on Sponsoring, Community School Management and Operations

Appendix 12 Sponsor Strategic Plan – School Closure Policy/Procedure

Appendix 13 Sponsor Strategic Plan - Site Visit Goals and Policy/Protocols

Appendix 14 Sponsor Strategic Plan - Contract Renewal Process & Reviewer Protocols and Annual Contract Review

Forms

Form 1: Probationary Corrective Action Plan

Form 2: Notice of Probation of Community School

Form 3: Notice of Suspension of Operation of Community School

Form 4: Termination of Contract of Community School

Form 5: Notice of Non-Renewal of Community School Contract

Form 6 : Exhibit 5: High Stakes Review

Form 7: Findlay City Schools Community School Sponsor Self-Evaluation

Form 8: Formal Site Visit Observation Guidelines

Appendix 1
Sponsor Strategic Plan

Improvement/Evaluation Process

As a Sponsor, Findlay City Schools, will have a Sponsoring Improvement Plan in place and will evaluate progress being made toward meeting improvement goals and actions steps at least twice a year. The Sponsor Goals will be discussed and reviewed at the Sponsor Oversight Committee meetings.

The Sponsor Oversight Committee will use the Findlay City Schools Community School Sponsor Self-Evaluation form based on the National Association of Charter School Authorizers Index of Essential Practices as its primary evaluation tool and conduct a formal self-evaluation **annually by January 1**. The committee will use the following rubric to score the Findlay City Schools Community School Sponsor Self-Evaluation:

Evaluation Rubric:

Status	Percentage of Applicable Points
Non-Compliant	0-60 %
Progressing Toward Compliance	61-79 %
Compliant	80-100 %

The Sponsoring Oversight Committee will use the following but not limited to the following documents to arrive at its self-evaluation decisions:

- Exhibit 5: High Stakes Review of School data from the Sponsoring Contract (Form 6 or this handbook)
- Sponsor Evaluation Scores
- School report card data
- Stake-holder surveys
- Audits
- Site Visit Reports
- Governing Authority Board Minutes

Appendix 2 Sponsor Strategic Plan

Conflict of Interest Policy/Procedure

Should a Conflict of Interest occur between the Sponsor and the School, the following steps will be taken to resolve the conflict:

1. When a conflict is identified, the Sponsor Superintendent and School Superintendent will have an informal meeting to discuss the conflict and verbally reach agreement as to how to resolve the conflict.
2. If the verbal resolution does not prove to be adequate in resolving the issue, the School Superintendent will meet with the Sponsor Oversight Committee and an action plan to resolve the conflict will be written and mutually agreed upon.
3. If the written action plan proves not to resolve the issue, then the section in the Sponsor Contract Resolution of Disputes Between School and the Sponsor will be followed.
- 4.

Should a Conflict of Interest occur between a School and an External party, the following steps will be followed:

1. When a conflict is identified, the Sponsor Superintendent will have an informal meeting with the conflicted party to discuss the conflict and to verbally reach an agreement as to how to resolve the conflict.
2. If the verbal resolution does not prove to be adequate in resolving the issue, the School Superintendent will meet with the Sponsor Oversight Committee and an action plan to resolve the conflict will be written and mutually agreed upon with the conflicted party.
3. If the action plan is not followed or does not solve the problem, then litigation will be sought to resolve the issue.

The Sponsor Board of Education, the School Governing Authority, and the Sponsor Oversight Committee will annually sign Disclosure Forms.

Appendix 3 Sponsor Strategic Plan

Academic Performance Monitoring Process

The Sponsor will use the following to monitor the academic performance of the School:

- Fall submission by the school of the School's Annual Report which includes the most recent report card for the school to the Sponsor Board of Education
- Adherence to the Legal Compliance Plan and Schedule & Protocols
 - Three Formal Site Visits will take place annually (September, December & March)
 - Formal On-Site Visit Protocol
 - Formal Site Visits will be scheduled at a mutually agreeable time while school is in session
 - Formal On-Site Visit will include Use of the Observation Guidelines Form (Form 8)
- Informal impromptu Site Visits to the School
- Follow up letter to the School from the Sponsor of the formal and informal Site Visits that point out strengths/weaknesses
- Annual submission by the School to the Sponsor the Sponsor Contract High Stakes Review form
- Sponsor Representative attendance at School Governing Authority Board meetings at least three times a year
- Quarterly collection of Climate Data from the School
- Annual discussion at Sponsor Oversight Committee meeting of the School's academic performance and any necessary steps that might be needed
- Report sent to School Governing Authority annually in regard to the School's performance in the areas of academics, finances, legal and governance

Appendix 4 Sponsor Strategic Plan

Intervention Process

Any negative issues/situations in regard to student safety/health, academic decline, financial difficulties, or improper governance will trigger Sponsor intervention in regard to the operation of the School. Additionally, contract violations, filed complaints, performance deficiencies that are noted in the annual High Stakes Review can all be triggers for investigation and intervention.

The Sponsor Contract, Sponsor Strategic Plan and Legal Compliance Plan and Schedule & Protocols have been put in place to help guide the School to be in compliance with all local, state and federal policies/law/regulations.

If any major issues with student health/safety, academic decline, financial decline, or improper governance occur the Sponsor will immediately step in and take steps to rectify the issue.

Investigating/Documenting Conditions/Intervention Process/Procedure

If a **minor issue** occurs in student safety/health, academic decline, financial decline or governance, then the following steps will take place:

- The Sponsor will conduct an investigation to see if a minor infraction of the contract has occurred. This investigation will include but not limited to unannounced site visits, review of records, securing expert opinion and interviews.
- If the investigation results in discovering a minor issue the Sponsor Superintendent and School Superintendent will meet and agree how to address the current Sponsor concern.
 - A time frame will be agreed upon as to when the issue will be corrected.
 - Documents will be developed to outline what steps need to be taken to correct the issue.
- If the issue is not corrected in the agreed upon time, then a formal written Corrective Action Plan will be developed.
 - Corrective Action Plan Actions Steps and Time Line will be developed and review dates established.
- If the Corrective Action Plan is not followed and appropriate targets achieved, then the Sponsor issue Notice of Probation of the Community School.
- If Probation targets are not met Suspension or Termination of the School Contract could occur. (Timelines are spelled out in the Probation, Suspension and Termination notices.)
- When the School Contract is Terminated the steps in Exhibit 8 Closing Process in the Sponsor Contract will be used.

If a **major issue** occurs in student safety/health, academic decline, financial decline or governance, then the following steps will take place:

- If a major issue that relates to student safety/health is discovered the school will be temporarily closed.
 - An investigation will take place by the Sponsor to determine the origin and severity of the safety/health issue.
 - The Sponsor Superintendent and School Superintendent will meet to put into place a Corrective Action Plan that will immediately correct the health/safety issue. Once the issue is corrected, the School will be allowed to resume classes. However, the Corrective Action Plan will remain in effect for the remainder of the school year and the Sponsor will conduct spot checks to make sure the safety/health issue remains corrected.
- If a major issue is discovered with academics, finances or governance then a Corrective Action Plan will be put in place to address the issue. This investigation will include but not limited to unannounced site visits, review of records, securing expert opinion and interviews.
 - The Corrective Action Plan will have action steps to correct the issue.
 - The Corrective Action Plan will have a timeline for fulfilling the action steps.
 - The Corrective Action Plan will have Sponsor monitoring spelled out.
- If the Corrective Action Plan is not being addressed in a satisfactory manner, the School will be issued a Notice of Probation by the Sponsor. The timelines spelled out in the Notice of Probation will be followed.
- If the Sponsor at any time finds that the School is no longer able or willing to remedy the agreed upon conditions/assurances the Sponsor may take over operation of the School.
- At that point the Sponsor will issue a Notice of Suspension of Operations. The timelines will be followed as spelled out in the Notice of Suspension of Operations.
- If the School continues to not meet Sponsor Contract obligations in a satisfactory manner the School will be issued a Notice of Termination of Community School Contract. The timeline spelled out in the Notice of Termination of Community School Contract will be followed.
- When the School Contract is Terminated the steps in Exhibit 8 Closing Process in the Sponsor Contract will be used.

The Sponsor will follow everything spelled out in the Sponsor Contract to assist the School to be successful.

Appendix 5 Sponsor Strategic Plan

Sponsoring Philosophy/Policy on Non-Renewals and/or Termination of an Ohio Community School

Termination of a Community School results in a permanent closure of a community school and a sponsor should take the loss of investment of public funds seriously and in balance with the loss of funds that may occur if the school is ultimately failing.

The District believes that termination of a contract with a community school should be in accordance with the statutorily allowable reasons of financial insecurity, educational performance deficiencies, health or safety reasons, breach of the community school contract or other good cause. The Sponsor looks also to the service that the school provides to students, the community interests, and the performance of the surrounding schools from the students' home districts, and the safety and progress of the students.

In an effort to maintain high quality among public schools, the Sponsor sets its procedures for non-renewal to be stringent, both assessing the three previous years of performance of a community school, and deciding whether the community school is in substantial compliance with its community school contract.

If a school applies to transfer to the Sponsor from another sponsor, the District will not take that school if (a) the previous sponsor non-renewed the school for educational or financial reasons, or (b) the school was non-renewed for other reasons that Findlay City Schools does not feel it cannot improve significantly through its own resources, technical assistance or expertise.

Although the District may take application for new schools, the general plan for the District is not to take on additional schools to sponsor unless it sees a dire need in the region that it feels will be fulfilled by a mission-based community school that can serve students in a manner that is unique, and which increases the opportunities for those students not otherwise being addressed.

In the event, that a school contract is terminated the Closing Procedures (Appendix 12) and the ODE Closure Procedures outlined in the Sponsor Contract in Exhibit 6.

Appendix 6 Sponsor Strategic Plan

Technical Assistance Guidance/Process

The Sponsor (Findlay City Schools) has an established process for determining the needs of its School and it conducts a needs assessment annually to determine what type of technical assistance the School needs.

The scope of technical assistance provided by the Sponsor to its sponsored community school, Findlay Digital Academy, covers all aspects of the School's programs. As the Sponsor, we make significant resources available relating to instruction, transportation, facilities, fiscal matters, legal compliance, professional development and other areas relevant to the School's operations. In our capacity as a local school district, we regularly encounter significant curriculum, technology, human resources, and/or other legal compliance issues. Information we learn through our own operations benefits the School. Further, our affiliation with other governmental entities, including but not limited to Educational Service Centers, provides additional resources to address the School's needs as they arise.

The Sponsor administrators work directly with School staff regularly as needed. Given the close proximity of the facilities, the Sponsor regularly handles such issues in a one-on-one, as needed basis, and we have made it clear that School staff can contact us in person, by cell phone, or by email at any time.

The Sponsor holds regular meetings with the School to determine whether the School needs additional assistance. The Sponsor sends a representative to attend every School board meeting, and we include a report on the School in our own District board meetings sometimes as a formal agenda item and other times as an informal comment.

Some examples of technical assistance are as follows:

- Provide guidance regarding the handling of standardized test administration during the OGT and AIR assessments.
- Confer with School staff regarding FTE requirements based on the new requirements.
- Provide needed or requested professional development.
- Assist the School in preparing its application to providing career-technical education programming. School leadership attends all of the Millstream Career Tech Directors meetings.
- Provide contacts within the community to assist with School programs.
- Provide guidance related to public records requests.
- Assist with the Sheriff's Office to secure services.
- Provide guidance regarding new career advising and College Credit Plus requirements.
- Share space and resources in an efficient manner when needed
- Perform all site visits to ensure compliance with laws and the School's contract with the District.
- Respond to the School's needs for additional assistance as requested.

Appendix 7 Sponsor Strategic Plan

Legal and Policy Updates Process

The Sponsor, Findlay City Schools, provides the School, Findlay Digital Academy, timely updates and information in regard to changes in law and policy. The Sponsor also provides at the minimum annual training to assist the School in understanding changes to rule and law that impact community school operation.

Legal Update Process

- The Sponsor routinely shares emails in regard to changes in law and/or legal seminars/conferences/training
- The Sponsor assists the School administration/staff in attending legal workshops/conferences/training
- The Sponsor has a School administrator attend the monthly Secondary Principals' Meetings where legal updates are routinely shared
- The Sponsor has a School administrator attend the Sponsor Ad Team meetings where law and policy updates are discussed
- The Sponsor invites the School personnel to attend any legal training offered to the Sponsor's staff
- The Sponsor Superintendent attends a minimum of three Governing Authority Board meetings and updates the School in regard to changes in law or need to change policy
- The Sponsor along with School personnel at the Sponsor's invitation attend Ohio Department of Education meetings where community school law/compliance/issues are discussed
- The Sponsor encourages the School to contract with a law firm specializing in community school law to keep updated on needed policy changes

Legal Training Process

- The Sponsor trains the Governing Authority members and School Superintendent at the Governing Authority Board meetings as to the changes in law and policy – the Sponsor is a standing board agenda item
- The Sponsor monitors Governing Authority mandated annual training
- The Sponsor routinely shares emails in regard to changes in law and/or legal seminars/conferences/training
- The Sponsor assists the School administration/staff in attending legal workshops/conferences/training

Appendix 8
Monthly Financial & Enrollment Reviews
Policy and Process

Under R.C. 3314.023, the treasurer or representative of the community school sponsor will meet monthly with the governing authority treasurer of the school to review financial and enrollment records. A monthly face-to-face meeting by the treasurers will be held within the following month. For example, August reports will be reviewed in September. Upon receipt of these financial records, the Findlay City School treasurer or representative will conduct a review of the school's financial and enrollment records.

The school's treasurer will submit the following documents monthly to the sponsor treasurer:

- Bank Reconciliation
- Financial Report by Fund
- Checking Register Statement
- Summary Check Register

Also under the community school contract, the school Governing Authority and the school shall timely comply with all reasonable requests of the Sponsor, and allow the Sponsor to monitor the School operations.

The school's treasurer will be notified if a deadline is not met and/or if the reports submitted do not contain all of the data required and will be given the opportunity to submit the required data.

Once all documents are submitted to the sponsor's treasurer, s/he will submit a written analysis of the financial and enrollment data and arrange a face-to-face meeting with the school's treasurer to discuss the documents along with any necessary proactive recommendations for improvement.

In the event of an extended absence by either treasurer, that treasurer's respective Board will designate someone to fulfill the responsibility of the monthly review.

Additionally, the School will:

- submit the Five-Year Forecast to the Sponsor and the Ohio Department of Education at the appropriate times.
- Notify the Sponsor every time a student enrolls in the School
- Work with the Sponsor EMIS Coordinator to ensure that enrollment numbers are accurate.

The Sponsor Superintendent and Governing Authority Board members will be updated as to the financial health of the School and enrollment numbers at every Governing Authority Board meeting

Appendix 9 Sponsor Strategic Plan

Sponsored School Professional Development Procedure

Annual Overview of Professional Development Opportunities

Each year, the Sponsor District (Findlay City Schools) shall provide the Sponsored School, Findlay Digital Academy with a list/brochure/emails of professional development opportunities. This list/brochure/emails are intended as an overview of professional development opportunities that will guide the Sponsored School, Findlay Digital Academy, in self-identifying professional development opportunities. Findlay Digital Academy staff is included in all professional development surveys offered to Sponsor School staff. **There is a minimum of three professional development opportunities offered to Findlay Digital Academy by Findlay City Schools annually.**

Professional Development Opportunities Specific to Community Schools

Each year, the Sponsor District will share all at least **one professional development opportunity to the Sponsored School that is specific to community schools.** Such opportunities can include, but are not limited to, state community school conferences, national community school conferences, or other affinity community school group conferences.

Mandatory Training

The Sponsor District provides the Sponsored School staff with mandatory training such as but not limited to Blood-borne Pathogen Exposure Prevention, Child Abuse, Health Emergencies.

Targeted Professional Development

Each year, the Sponsor District will obtain information about the Sponsored School needs. Information will be obtained based on a Needs Assessment. In a Needs Assessment, the District can ask the Sponsored School questions regarding areas of development that are needed. Findlay Digital Academy staff is included in all professional development surveys offered to Sponsor School staff.

Based on this needs assessment, the Sponsor District shall share or offer specific professional development opportunities to the Sponsored School and also include the Sponsored School staff opportunity to participate in all professional development offered by the Sponsor District.

Potential Sources of Professional Development

The District has identified the following as potential sources of professional development opportunities.

1. Local professional development offered by the Sponsor District.
2. National Alliance for Public Charter Schools (“NAPCS”). NAPCS is a non-profit organization that supports the community school movement. NAPCS hosts an annual, national conference. NAPCS’ website may be accessed at: <http://www.publiccharters.org/>.
3. National Charter Schools Institute (“NCSI”). NCSI is an organization that provides services and other resources for charter schools. NCSI’s website may be accessed at: <https://nationalcharterschools.org/category/presentations/>.
4. National Charter Schools Resource Center (“NCSRC”). NCSRC is an organization that supports charter school development. NCSRC provides webinars and hosts conferences across the country. The NCSRC’s website may be accessed at: <https://www.charterschoolcenter.org/events>.
5. National Center for Special Education in Charter Schools (“NCSECS”). NCSECS has an organization dedicated to providing support for special education in community schools. NCSECS’ website may be accessed at: <http://www.ncsecs.org/>
6. Ohio Attorney General (“OAG”). The OAG offers Sunshine law training. The OAG’s website may be accessed at: <https://sunshinelaw.ohioattorneygeneral.gov/>.
7. Ohio Department of Education (“ODE”). The Ohio Department of Education offers professional development seminars and meetings on a regular basis. ODE has archived a number of its past presentations related to community schools. Presentations provided by ODE may be accessed at: <http://education.ohio.gov/Topics/Community-Schools/Guidance-Documents-Webinars-and-Presentations>.

Appendix 10 Sponsor Strategic Plan

Sponsor Role Professional Development Procedure

Annual Overview of Professional Development Opportunities

Each year, the Sponsor District (Findlay City Schools) shall provide the Sponsor Oversight/Leadership Team, with a list/brochure/emails of professional development opportunities **related to sponsoring**. This list/brochure/emails are intended as an overview of professional development opportunities that will guide the Sponsored School, in helping the community school it sponsors (Findlay Digital Academy).

Professional Development Opportunities Specific to Community Schools Sponsoring

Each year, the Sponsor District will have at **least three members of the Sponsor Oversight/Leadership Team attend one professional development opportunity specific to community schools**. Such opportunities can include, but are not limited to, state community school conferences, national community school conferences, or other affinity community school group conferences. Or professional development can be provided by in house and/or local experts.

Targeted Professional Development

Each year, the Sponsor District will obtain information about the Sponsor Oversight/Leadership Team professional development needs specific to community school sponsoring. Information will be obtained based on a Needs Assessment. In a Needs Assessment, the District can ask the Sponsor team questions regarding areas of development that are needed.

Based on this needs assessment, the Sponsor District shall offer specific professional development opportunities to the Sponsor Oversight/Leadership Team.

Potential Sources of Professional Development

The District has identified the following as potential sources of professional development opportunities.

1. Local professional development offered by the Sponsor District personnel.
2. National Alliance for Public Charter Schools (“NAPCS”). NAPCS is a non-profit organization that supports the community school movement. NAPCS hosts an annual, national conference. NAPCS’ website may be accessed at: <http://www.publiccharters.org/>.

3. National Charter Schools Institute (“NCSI”). NCSI is an organization that provides services and other resources for charter schools. NCSI’s website may be accessed at: <https://nationalcharterschools.org/category/presentations/>.
4. National Charter Schools Resource Center (“NCSRC”). NCSRC is an organization that supports charter school development. NCSRC provides webinars and hosts conferences across the country. The NCSRC’s website may be accessed at: <https://www.charterschoolcenter.org/events>.
5. National Center for Special Education in Charter Schools (“NCSECS”). NCSECS has an organization dedicated to providing support for special education in community schools. NCSECS’ website may be accessed at: <http://www.ncsecs.org/>
6. Ohio Attorney General (“OAG”). The OAG offers Sunshine law training. The OAG’s website may be accessed at: <https://sunshinelaw.ohioattorneygeneral.gov/>.
7. Ohio Department of Education (“ODE”). The Ohio Department of Education offers professional development seminars and meetings on a regular basis. ODE has archived a number of its past presentations related to community schools. Presentations provided by ODE may be accessed at: <http://education.ohio.gov/Topics/Community-Schools/Guidance-Documents-Webinars-and-Presentations>.

Appendix 11

Findlay City Schools Policy on

Sponsoring, Community School Management and Operations

Pursuant to Ohio law, and pursuant to the contract for community school sponsorship between the Findlay City Schools and the Ohio Department of Education as a Sponsor of community schools in Ohio, is responsible for:

- monitoring and evaluating the compliance of Findlay City Schools-sponsored schools with all laws and rules applicable to the school;
- monitoring and evaluating the academic and fiscal performance and the organization and operation of the school;
- monitoring and evaluating the contractual commitments that the schools have made with the Findlay City Schools, and;
- providing technical assistance to Findlay City Schools-sponsored schools in complying with all laws and rules applicable to community schools.

Findlay City Schools will appoint a Sponsoring Oversight Committee to perform the responsibilities pursuant to the contract for community school sponsorship between the Findlay City Schools and the Ohio Department of Education as a Sponsor of community schools in Ohio. The Sponsoring Oversight Committee will meet at least eight times annually.

Findlay City Schools Sponsoring Mission Statement, Sponsoring Goals and Sponsoring Strategic Plan which is based upon the Standards for Quality Charter School Sponsors as established by the National Association of Charter School Sponsors will guide Findlay City Schools in oversight, assuring quality, evaluation and providing support to the community schools it sponsors. The Findlay City Schools Mission Statement, Sponsoring goals and Sponsoring Strategic Plan will be reviewed and updated annually during the first semester of the school year to assure continued sponsoring excellence.

The Findlay City Schools does not conduct functions associated with the day-to-day management or operations of its sponsored schools. Findlay City Schools encourages the Governing Authorities of schools that it sponsors to engage competent, experienced persons and/or organizations to handle such functions. Whether such persons or organizations are employees of the school, an Education Management Organization, or other school management organizations, any decision to employ or contract with such persons or organizations is the exclusively responsibility of the school's Governing Authority or a school leader responsible to that Governing Authority. Findlay City Schools is prepared to describe options and make recommendations upon request but it never requires, expects, or encourages a Findlay City Schools- sponsored school to employ any

particular person or to engage the services of any particular school management organization or firm.

Appendix 12 Sponsor Strategic Plan

School Closure Policy/Procedure

If the Sponsor at any time discovers the School has violated contractual obligations in terms of health and safety of the students, academic performance or financial obligations intervention will take place. Evidence the Sponsor could collect for Closure/Contract Termination could be but not limited to the following: School Report Card data, financial audits, monthly enrollment and financial reports, lack of Emergency Operation Plans or violation of health and safety requirements. If the School does not satisfactorily address the Corrective Action Plan(s) that have been put in place, then termination and closure will take place. This policy/procedure is intended to ensure the sponsored school's closure is consistent with the law, timely, and in line with quality practices.

Generally (but not limited to) the steps leading to termination and closure are:

- Probationary Corrective Action Plan
- Notice of Probation
- Notice of Suspension
- Notice of Termination
- Closure Proceedings

However, every situation is different and must be evaluated on an individual basis. Non-renewal of Sponsor Contract, Poor rating on Sponsor Evaluation, three years of Ineffective ratings on the Sponsor Evaluation or other circumstances can lead to the Termination/Closure Proceeding. All steps that lead to Termination or Closure will be fair and consistent with Ohio Revised Code, the Sponsor Contract, and the Sponsoring Strategic Plan, Policies and Processes. Circumstances and specific evidence that lead to Termination and Closure are clearly outlined in these documents. Site Visits Reports, Contract Renewal Application, monthly financial reviews, health and safety inspections, and other documentation will be used in Termination and Closure decisions. The School and Sponsor will work closely through each step of the process.

This School Closure Policy/Procedure, while comprehensive, does not address all laws regarding closure. The Sponsor recognizes its obligation to follow these laws, regardless of whether they are referenced in the Closing Procedure. The Sponsor and School will follow the closing guidance described in the Ohio Department of Education's "Community School Suspension and Closing Procedures, Community Schools Guidance Letter #2010-4, Update July, 2015, and any successors to said document ("Closing Guidance").

Sponsor/School/Governing Authority

The School's Governing Authority, and School Staff and Sponsor will work together to ensure a smooth closure process. While working together each entity will have its own role in the closure process. The School and Sponsor will use the Ohio Department of Education Closure Documents, the Sponsor Contract, and this Appendix 12 School Closure Policy/Procedure to ensure that the school closure is in compliance with law and the least disruptive as possible.

Parent Notification

The Sponsor Superintendent will notify parents of students enrolled in sponsored schools that are closing of such school's impending closure. This notification will occur at least two weeks prior to the school closure. The written notice must provide assistance to the parents in finding a new school. The School will provide the Sponsor with current names and addresses of students who are enrolled in the school.

The School Superintendent will inform parents, students and staff know via letter, meetings or text of the school's impending closure as soon as he/she and the school's Governing Authority and Treasurer have established that the school will need to close.

School Staff/School Records

The School staff will provide the Sponsor with all school records. The School will also provide each student enrolled with a current school transcript and any current Special Education documents. The School and Sponsor will follow the ODE Closing Guidance procedures.

Disposition of School Funds and Assets/Treasurer Role

The Sponsor recognizes its duty in helping the School with its disposition of school funds and assets that is in accordance with Ohio Revised Code. The School and Sponsor will follow the ODE Closing Guidance procedures. The School Treasurer will work with the Sponsor Treasurer to ensure proper disposition of school funds and assets.

Appendix 13 Sponsor Strategic Plan

Site Visit Goal and Policy/Protocols

Goal

Conduct three site visits annually to ensure that quality practices are taking place within the sponsored school structure in regard to academics, governance, finance and legal compliance and these practices are aligned with the Sponsor Contract. Formal analysis of alignment with the Sponsor Contract will take place annually, but informal analysis will take place at each Site Visit.

Protocols

Annually in July/August, the Sponsor will send the School a letter outlining the Site Visit schedule and listing the process, procedures and Site Visit instruments that will be used. The letter will outline what will happen if some deficit of some kind is noted during the Site Visit process. The School will be given a copy of the Legal Compliance Plan, the Ongoing Oversight, Process and Evaluation from the Sponsor Strategic Plan, and the Sponsor Site Visit Forms that will be used. Sponsor Site Visit forms will be available on the Sponsor website.

If a major deficit is noted during a Site Visit, a Corrective Action Plan will be put in place. If a minor issue, is discovered the Sponsor Superintendent will recommend measures to correct the issue.

Formal Site Visits will be scheduled and conducted in September, December, March and May of each year at a time that the school is in session and both teachers and students are present. During the formal Site Visit the Sponsor will talk with different organizational groups such as students, teachers, administration, staff members, parents, Governing Authority members. These formal Site Visits will involve using the established Site Visit Forms.

Informal Site Visits will not be scheduled and the formal Site Visit forms will not be used.

Site Visit Tools

Governance Checklist
Staff and Education Plan Site Visit
Site Visit Student Interview Form
Site Visit Staff Interview Form
Policy Site Visit – Check for Policies and Implementation
Findlay Digital Academy Site Visit Administrators Survey/Interview
Special Education Site Visit
(Annual) Data Analysis of Contractual Targets Performance Monitoring Checklist

A Site Visit Report will be sent by the Sponsor to the School after every formal or informal Site Visit,

.

Appendix 14 Sponsor Strategic Plan

Contract Renewal Process & Reviewer Protocols & Annual Contract Review

Contract Renewal Process & Reviewer Protocols

The School seeking renewal of its Sponsor Contract will follow the Findlay City Schools Process & Timeline for Application for Sponsor Contract Renewal that can be found on the Sponsor webpage.

The School will fill out and submit the Application for Sponsor Contract Renewal to the Superintendent of Findlay City Schools by September 30 of the school year that the contract will expire.

All members of the Sponsor Oversight Committee/Leadership Team will undergo training on protocols and participate in calibration on the Renewal of Contract Application and Renewal of Contract Rubric annually/or during the year that there is Contract Renewal Application submitted to Findlay City Schools.

A minimum of three members of the Findlay City Schools Sponsor Oversight Committee will comprise the Review Team and will evaluate the submitted Application for Sponsor Contract Renewal that contains the Exhibit 5 High Stakes Review, which is aligned with the performance framework in the Sponsor Contract (Exhibit 4) that examines multiple years of academic, financial, governance, and operational data.

- Each member of the team member will individually score the documents submitted by the School using the Contract Renewal Rubric.
- The Contract Renewal Rubric will weigh the High Stakes Review as 67% of the possible points on the rubric. A School must receive at least 75% of all the possible points to be considered for Sponsor Contract Renewal.
- The team will discuss their individual scores and produce an averaged composite score.
- The Review Team will schedule and conduct an interview with the School Administration and a least one Governing Authority Member if the composite score was high enough to merit an interview.
- The team will develop a summary report to send to the School. This report will inform the School of the intent of the Sponsor to renew or non-renew the Sponsor Contract.

By October 31 the Review Team will provide the School with a cumulative report summarizing the results of the high stakes review and other documents. The School has 15 days to respond in writing in regard to the Review Team’s report.

In December the Review Team will make a recommendation to the Findlay City Schools Board of Education in regard to renewal or non-renewal of the Successor Sponsor Contract.

In December the Findlay City Schools Board of Education will act upon the recommendation of the Review Team.

By January 15, Findlay City Schools will inform the School in writing of the intent to renew or non-renew the Successor Sponsor Contract. If the Sponsor non-renews the Successor Contract, it 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 through May the Sponsor and the School will work out the Successor Sponsor Contract details with their respective lawyers and will have both the Sponsor Board of Education and the School Governing Authority approve and sign the Contract.

Annual Contract Review Policy and Procedures

Annually the Sponsor Oversight Committee will review the contract to determine if it is still compliant with all current law. If there has been changes in law, then the Sponsor and the School will hire independent lawyers who will work together to amend the contract to be in compliance with changes in law.

The Sponsor Oversight Committee or the Findlay Digital Academy’s Superintendent may also request contract amendment based on the needs of either party (ie changes in financial status, changes in administrative structure, changes in school designation by the Ohio Department of Education, changes in School student population). The independent lawyers will work together to amend the contract.

Any amendments must be approved by the Sponsor Oversight Committee, the Findlay City Schools Board of Education, and the Findlay Digital Academy Governing Authority. If any party does not approve the amendment, the contract will not be amended.

Form 1: Probationary Corrective Action Plan

_____ **Probationary Corrective Action Plan**

School Name:	School Contact:
Corrective Action Status: <i>check one</i>	Position: Chief Administrative Officer
Corrective Action Year 1	Email: _____@_____
Corrective Action Year 2	
Corrective Action Year 3	
Corrective Action Year 4	

Purpose of the Corrective Action Plan

A school identified for probationary corrective action must develop a corrective action plan (CAP) no later than _____. Failure to complete the CAP in a timely manner may result in further disciplinary action. The school must consult with parents, school staff, management company, if applicable, and any other relevant individuals in the development of the CAP. The purpose of the CAP is to provide the _____ (_____) with reasonable assurances that the school can and will take the actions necessary to remedy the conditions that warrant a probationary status finding. The CAP must specify exact steps for implementation.

Directions

In each table, describe how your school will address each of the CAP requirements and complete all blank or partially complete sections. The CAP must be submitted to the _____ for review and approval. The CAP must be implemented as soon as the probation notice is issued. The probationary status will not extend beyond the end of the _____ school year if all issues are addressed appropriately. The CAP components will be monitored by the Sponsor on a monthly basis.

Finding	Corrective Action	Method of Implementation	Person Responsible for Implementation	Completion Date

Finding	Corrective Action	Method of Implementation	Person Responsible for Implementation	Completion Date
		Renew contracts and job descriptions for school year Org chart was presented to and reviewed with the entire _____ staff on _____	CAO with admin staff	_____
		Meet to review said policies and procedures	Admin and enrolment/reporting staff	_____

Please submit the complete CAP to the _____ for approval no later than _____, 20___. The CAP must be implemented as soon as the probation notice is issued. If the school fails to develop or implement the plan or fails to make satisfactory progress on the action items, then the school may be subject to further disciplinary action.

School Leader Signature

Date

Governing Authority President Signature

Date

Form 2: Notice of Probation of Community School

SENT VIA CERTIFIED MAIL RETURN RECEIPT REQUESTED

To:

**NOTICE OF PROBATION OF COMMUNITY SCHOOL
PURSUANT TO R.C. 3314.073**

Pursuant to R.C. 3314.02, on _____, 20____, _____
(the "Sponsor") and _____ (the "School"), entered into an agreement setting
forth the terms and conditions under which the Sponsor would sponsor the School (the "Contract").

In its oversight of the School under the terms of R.C. Chapter 3314, O.A.C. 3301-102, and the
Contract, the Sponsor has determined that the School is to be placed on probation for the following
reasons:

_____ The School has failed to meet the student performance requirements stated
in the Contract, specifically _____

_____.

_____ The School has failed to meet generally accepted standards of fiscal
management, specifically _____

_____.

_____ The School has violated the following provisions of the Contract, or state
and/or federal laws that apply to the School: _____

_____.

_____ Good cause, including _____

_____.

The Sponsor has received reasonable assurances from the governing authority of the School
that the School can and will take actions necessary to remedy the conditions warranting this
probationary status. The Sponsor will meet or has met with the governing authority of the School to
come to terms with a plan to cure these conditions, and the Sponsor will monitor the actions taken

by the School to remedy the foregoing conditions that have warranted probationary status. The Sponsor may take over the operation of the School as provided in the Contract, or may take steps to terminate the Contract or suspend operation of the School if the Sponsor at any time finds that the School is no longer able or willing to remedy those conditions to the Sponsor’s satisfaction.

This probationary status shall not extend beyond the end of the current school year, however, the Sponsor reserves the right to suspend the School at any time.

SPONSOR: _____

By: _____

Its: _____

Date: _____

cc: _____

Form 3: Notice of Suspension of Operation of Community School

SENT VIA CERTIFIED MAIL RETURN RECEIPT REQUESTED

To:

**NOTICE OF SUSPENSION OF OPERATION
OF COMMUNITY SCHOOL PURSUANT TO R.C. 3314.072**

Pursuant to R.C. 3314.02, on _____, 20____, _____
(the "Sponsor") and _____ (the "School"), entered into an agreement
setting forth the terms and conditions under which the Sponsor would sponsor the School (the
"Contract").

In its oversight of the School under the terms of R.C. Chapter 3314, O.A.C. 3301-102, and the
Contract, the Sponsor has determined that the operation of the School is immediately suspended for
the following reasons:

_____ The conditions at the School do not comply with a health and safety standard
established by law for school buildings, specifically,

_____.
(Notice of Intent to Suspend not necessary for this violation.)

_____ The School has failed to meet the student performance requirements stated
in the Contract, specifically _____

_____.
(Notice of Intent to Suspend sent on _____
_____.)

_____ The School has failed to meet generally accepted standards of fiscal
management, specifically _____

_____.
(Notice of Intent to Suspend sent on _____
_____.)

_____ The School has violated the following provisions of the Contract, or state
and/or federal laws that apply to the School: _____

_____.
(Notice of Intent to Suspend sent on _____
_____.)

_____ Good cause, including _____

(Notice of Intent to Suspend sent on _____.)

The governing authority of the School shall immediately notify the employees of the School and the parents of the students enrolled in the School of the suspension and the reasons therefore, and the School shall cease operations the next business day. While this suspension is in effect, the governing authority of the School shall not operate the School. The suspension shall remain in effect until you receive written notice from the Sponsor that the suspension is no longer in effect.

The School shall have five (5) business days to submit to the Sponsor a proposal to remedy the foregoing conditions cited as reasons for the suspension, or the School will face potential closure and/or Contract termination.

SPONSOR: _____

By: _____

Its: _____

Date: _____

cc: _____

Form 4: Notice of Termination of Community School

SENT VIA CERTIFIED MAIL RETURN RECEIPT REQUESTED

To: _____

**NOTICE OF TERMINATION OF COMMUNITY SCHOOL CONTRACT
PURSUANT TO R.C. 3314.07**

Pursuant to R.C. 3314.02, on _____, 20____, _____
_____ (the "Sponsor") and _____ (the "School"), entered into an
agreement setting forth the terms and conditions under which the Sponsor would sponsor the
School (the "Contract").

In its oversight of the School under the terms of R.C. Chapter 3314, O.A.C. 3301-102, and
the Contract, the Sponsor has determined that effective immediately [effective date of
termination, which is no later than the fifteenth (15th) of January in the year in which the Sponsor
intends to terminate], its Contract with the School is terminated for the following reasons:

_____ The School has failed to meet the student performance requirements
stated in the Contract, specifically _____

_____.

(The School shall not enter into a contract with any other sponsor and shall close
permanently at the end of the current academic year or on a date specified in this
Notice.)

_____ The School has failed to meet generally accepted standards of fiscal
management, specifically _____

_____.

(The School shall not enter into a contract with any other sponsor and shall close
permanently at the end of the current academic year or on a date specified in this
Notice.)

_____ The School has violated the following provisions of the Contract, or state
and/or federal laws that apply to the School: _____

_____.

_____ Good cause, including _____

_____.

The School may, within fourteen (14) days of receipt of this Notice, request an informal hearing before the Sponsor. This request must be in writing. Upon receipt of proper written notice, the Sponsor will hold an informal hearing within fourteen (14) days thereafter. Not later than fourteen (14) days after the hearing, the Sponsor will issue a written decision either affirming or rescinding the decision to terminate the contract.

SPONSOR: _____

By: _____

Its: _____

Date: _____

cc: _____

Form 5: Notice of Non-Renewal of Community School Contract

To: _____

**NOTICE OF NON-RENEWAL OF COMMUNITY SCHOOL CONTRACT
PURSUANT TO R.C. 3314.07**

Pursuant to R.C. 3314.02, on _____, the _____ ("Sponsor") and _____ ("School") entered into an amended and restated agreement setting forth the terms and conditions under which Sponsor would sponsor the School.

Pursuant to its oversight of the School under the terms of R.C. Chapter 3314, O.A.C. 3301-102, and the agreement between Sponsor and the School, the Sponsor voted not to renew its contract with the School for the following reason:

_____ has good cause not to renew its contract with the School. Specifically, _____

The School may, within fourteen (14) days of receipt of this Notice, request an informal hearing before the Sponsor. This request must be in writing. Upon receipt of proper written notice, the Sponsor will hold an informal hearing within fourteen (14) days thereafter. Not later than fourteen (14) days after the hearing, the Sponsor will issue a written decision either affirming or rescinding the decision not to renew the contract.

Any notice or request for an informal hearing must be sent to: _____

ATTN: _____

Unless rescinded after a hearing consistent with the process provided above, the Sponsor-proposed nonrenewal shall become effective upon the conclusion of timely administrative procedures provided pursuant to R.C. 3314.07(B)(3) or _____, 20__ if no informal hearing is requested, and the School's contract with Sponsor shall expire on June 30, _____.

By: _____

Its: Superintendent Date: _____