

## Instructions & Timeline New School Sponsorship Contract Starts July 1, 2025

Deadline	Responsibility	Items to be Completed
06/15/2024	School	Application for New Community School Sponsorship is submitted
06/16/2024-09/15/2024	BGSU	Review & Interview Process
9/30/2024	BGSU	School is notified of approval or denial
10/15/2024	BGSU	Preliminary agreement is approved and issued to the school
10/31/2024	School	Signed preliminary agreement is returned to BGSU EDHD
12/01/2024	BGSU	Contract templates and attachments are provided to the school
04/30/2025	School	Contract Negotiations are finalized, and all contract attachments are submitted to BGSU EDHD
05/31/2025	School	School governing authority approves and signs sponsorship contract and the original, signed contract is returned to BGSU EDHD
6/30/2025	BGSU	Contract is signed by the BGSU Provost and executed
09/30/2025	School	School year begins or contract is void <i>*Note: Exception for Dropout Prevention &amp; Recovery Programs</i>

### Sponsoring Priorities

Sponsorship encompasses a great deal of legal responsibility, and the College of Education & Human Development at Bowling Green State University takes our responsibilities seriously. At the core, it upholds its mission of providing the resources necessary to promote and sponsor an exceptional charter school environment throughout the state of Ohio.

Adhering to the *Principles and Standards for Quality Charter School Authorizing* as established by the National Association of Charter School Authorizers (NACSA), BGSU utilizes the principles and standards as the foundation of its strategic plan for quality school sponsoring.

#### Principles:

Maintain High Standards  
Uphold School Autonomy  
Protect Student and Public Interest

#### Standards:

Agency Commitment & Capacity  
Application Process & Decision-Making  
Performance Contracting  
On-Going Oversight and Evaluation  
Revocation and Renewal Decision-Making

In accordance with the sponsoring priorities, principles, and standards, this application includes prescriptive requirements and evaluation criteria. In order to preserve the highest standard of quality sponsorship, the school must provide sound evidence of meeting each selection criteria. Only schools that earn **at least 75%** of possible points will be considered for a preliminary agreement.

There are significant consequences for poor performance in academics, finance, operations, and governance. If a school does not perform well, it may be closed automatically by law or by the sponsor and could be subject to civil liability. It is imperative the school demonstrates its strong, evidence-based understanding of community school operations before BGSU would agree to sponsor the community school.

### **Step One: Application for Sponsorship/Application Submission Requirements**

If interested in starting a community school, it is recommended to first research the viability of a community school in the proposed location and the educational and financial plans needed for the school. To begin the process of applying for new community school sponsorship, follow the timeline and application instructions. Resources are also available on the BGSU website and from state and local organizations dedicated to community (charter) school development. Contact April Samberg, BGSU Community School Liaison, at 419-372-5318 to indicate interest and discuss any initial questions.

Submit your application electronically. Emailed applications should be sent to April Samberg at [asamberg@bgsu.edu](mailto:asamberg@bgsu.edu). The subject of the email should be "Completed New School Sponsorship Application- (School Name)". All essay portion questions must be answered within the provided template. Any supplementary materials must be clearly labeled as separate attachments. Should a certain criterion not apply, a response stating why it is not applicable is required. No question should be left unanswered. The application must be received by BGSU no later than **June 15<sup>th</sup>**.

**Note:** If you choose to email the application with a password for protection, make sure that the password is sent to [asamberg@bgsu.edu](mailto:asamberg@bgsu.edu) in a separate email to ensure the document can be opened. The subject for this email should be "Application Protection". The body of the email should include the name of the proposed school and the password needed to open the documents.

### **Step Two: Review Period and Decision-Making**

The BGSU Application Review Team includes a core group of individuals from BGSU College of Education & Human Development as well as external reviewers with expertise and sponsoring experience to make informed application decisions. Annually, and prior to reviewing applications, the Application Review Team is trained on the application process and materials; reviewer protocols; and the vision, mission, and strategic goals of community school sponsorship at BGSU. All reviewers sign a Conflict of Interest Disclosure form. Any reviewer found to have a real or perceived conflict of interest will be excused to ensure impartiality in the review.

The rubric contains the application framework and evaluation criteria that are used as the primary factors for decision-making. Therefore, the school must present a comprehensive and evidence-based case for approval. The Application Review Team will conduct research into the applicant's history with community schools, interview the applicant, and discuss the viability and appropriateness of the school with the Dean of Education and Human Development and Provost.

After evaluating and discussing all the data, each reviewer will individually complete a rubric. The combined scores and comments will be provided to the school in the final evaluation rubric. Should the Application Review Team need additional information to make a determination, the school will be contacted during the review period.

### Step Three: Preliminary Agreement and Contract Term Length

To guarantee the most comprehensive and appropriate decisions are rendered, the BGSU only provides evidence-based recommendations to its Dean and Provost regarding applications for sponsorship. *Only schools that earn at least 75% of possible points will be considered for a preliminary agreement.*

If the application is approved, an in-person interview will be scheduled. After the interview, the Application Review Team, Dean of Education and Human Development, and Provost will make a decision whether to authorize a preliminary agreement. The school will be notified of the decision no later than **September 30<sup>th</sup>, of the current year.**

Should BGSU choose not to approve the application for sponsorship, the school will receive a notice that includes detailed reasons for the action and the effective date of denial.

Should BGSU choose to approve the application for sponsorship, the school and BGSU will execute a preliminary agreement describing the intent of the sponsor and the school to work in good faith towards the execution of a contract. The preliminary agreement will also be submitted to the Department of Education & Workforce.

BGSU currently offers sponsorship contracts for a maximum of five (5) years. The following table outlines the final evaluation rubric score and corresponding contract term length recommendations.

<b>Final Evaluation Rubric Score</b>	<b>Recommended Contract Term Length</b>
90.0% - 100%	Five (5) Year Recommendation
85.0% - 89.9%	Four (4) Year Recommendation
80.0% - 84.9%	Three (3) Year Recommendation
75.1% - 79.9%	Two (2) Year Recommendation
75.0%	One (1) Year Recommendation
74.9% or Lower	Not Recommended for Sponsorship

### Step Four: Contract Negotiations and Attachments

BGSU will send the school a contract packet no later than **December 1<sup>st</sup>, of the current school year.** This packet includes the contract template, attachment cover pages, and a list of any other necessary documents. The school must submit clean FBI/BCI criminal background checks for all applicants and governing authority members. In addition, the school's governing authority members must complete five (5) hours of training on board governance and open meetings law.

The school's governing authority, leader, management company (if applicable), and attorney should review the contract to ensure accuracy of all terms. Should the school find any errors or wish to negotiate any contract term, it should discuss the proposed changes with BGSU as soon as possible.

All contract attachments must be received by BGSU no later than **April 30<sup>th</sup>.** The attachments will be reviewed for accuracy, completeness, and appropriateness. Should any adjustments be required, the BGSU will notify the school in a timely manner and convey specific instructions for the adjustments.

## **Step Five: Contract Approval and Execution**

After all contract terms are finalized, the contract must be approved by the school's governing authority. The school should prepare a resolution for the governing authority president to sign once the contract is approved. This signed resolution must be included in the contract, so it is best to have a separate resolution signed that day rather than having approval reflected in the unapproved, draft minutes.

Once the school's governing authority has approved the contract resolution, the governing authority president must sign and date the contract. Then, the original, signed contract must be sent via postal mail and received by BGSU no later than **May 31<sup>st</sup>**.

All negotiations must be complete, and the contract must be signed by both parties prior to **June 30<sup>th</sup>**. The BGSU Provost will only sign the contract once all requirements have been met. BGSU will send a copy of the fully executed contract to the school and the Department of Education & Workforce. The contract will also be available for reference in Epicenter. The contract will go into effect on **July 1<sup>st</sup>**.

## **Step Six: Sponsor Assurances and School Opening**

Bowling Green State University must inspect the school and provide assurances it has met all requirements and fulfilled all legal obligations at least ten (10) business days before the school year begins. The school must open by **September 30<sup>th</sup>**, with exceptions for Dropout Prevention and Recovery Programs. If the school does not open by that deadline, the new contract will become void.