

Colorado Springs School District 11
Charter School Application - Request to Relinquish Exclusive
Chartering Authority Guide

This guide provides application details to expand information from Policy LBD and regulation LBD-R. In the event of a conflict, the order of precedence is: (1) Policy LBD; (2) Regulation LBD-R; and (3) this guide.

The fundamental difference between an application to request the District to relinquish Exclusive Chartering Authority (ECA) and any other charter school application (e.g., renewal or replication) is that the application is summarized to cover the highlights of a potential charter school, in order for the District Board of Education to determine if they wish to retain ECA or to relinquish ECA.

Applications requesting the District to relinquish ECA shall be submitted by April 1. The application does *not* cover all of the New Application elements for an initial charter request. If the District chooses to retain ECA, the applicant will need to complete the entire **New Application and submit by the September 1 deadline.** ECA details are described in Regulation LBD-R.

All charter applications are to be submitted and processed in compliance with District Policy LBD and Regulation LBD-R.

Introduction

This application is divided into several short application components. The format for this application is necessarily compartmentalized into the different application components. However, it is important to remember that each of the components relate to one another. Curriculum is not complete without consideration of assessment. Facilities cannot be sufficiently addressed in isolation from budgetary decisions. The completed application should, in a brief manner, tell a story that relates the application components into one comprehensive package. The vision and mission should be evident throughout the application and all program elements and resource allocations should be in alignment with the proposed budget and school program. It is important to also consider that online school applications, or other unique programs, may not conform precisely to all components of this standard application. In these cases communication with the potential authorizer is imperative.

Application Components

A. Executive Summary (up to 2 pages)

An executive summary serves as a concise explanation of the proposed charter school and identifies who is submitting the charter application.

- The proposed school's name, grade levels to be served, proposed opening date (month and year), grade levels upon opening
- Size of the school at build-out including the number of classes per grade level and the number of students per class.
- A short explanation of the key programmatic features the school will implement in order to accomplish its vision and mission.
- How the proposed school will be more effective than the schools currently serving the targeted student population.
- Any other unique features, such as a non-traditional school year, longer school day, key partner organizations, multiple campuses, school culture, etc.
- Student body to be served, such as key demographic data, targeted geographical area, etc.

B. Evidence of Support (up to 10 pages)

A charter school application should include the aggregate number of students interested in the charter school at the different grade levels. Individual student and/or family information should NOT be included. Do NOT include copies of the Letters of Intent completed by prospective parents. Reference the figures used in the Intent to Submit Form and update the numbers if necessary.

Explain the applicant team's ties to and knowledge of the community. If the applicant team has established any partnerships or networking relationships, describe them and any resources or agreements that are planned

C. Educational Program (up to 10 pages)

A charter school application should include a description of the school's educational program, pupil performance standards and curriculum, which must meet or exceed content standards and must be designed to enable each pupil to achieve such standards. Instruction and assessment, in a standards based system, should be aligned with Colorado's content standards. Colorado model content standards are online at <http://www.cde.state.co.us/cdeedserv/download/pdf/AccredGuidelines.pdf>.

D. Budget and Finance (up to 5 pages)

The budget and financial plan for the charter school must include a plan for revenues and expenditures and a plan for compliance with state and federal accounting and reporting requirements. Particular attention should be given to facility and salary costs, as these often represent a large portion of the school's budget. The proposed budget should be based on reasonable estimates that reflect choices made throughout the rest of the charter application.

The budget should demonstrate an ability to understand the sources of funding available to the charter school and the types of expenditures required to operate the charter school. The primary source of revenue is Per Pupil Revenue (PPR). There are several other sources of revenue, some of which are temporary or restricted and some of which are dependent on market factors other than enrollment. However, PPR is the guaranteed stream of revenue which makes up most of the funding the school receives.

E. Governance (up to 10 pages)

The charter school application should describe the process involved in developing the applicant team and the individual expertise represented on the steering committee; the process to appoint or elect the initial governing board; how and when bylaws will be adopted by the board; the governance structure for the school; the nature and/or extent of parental and/or community involvement in governance; and the amount of authority the governing board will convey to the school's administrator, along with a clear delineation of their respective roles and the means by which the administrator will be evaluated.

If board members have voting privileges, there should be clear policies to explain when that board member should recuse him/herself. The number of directors on a charter school board should not be less than five and it's generally considered a best practice to have no more than nine directors.

The charter school application should also describe the school's legal status. Schools authorized by the Colorado Charter School Institute (CSI) are required to obtain a nonprofit corporation status. The articles and bylaws define the authority that rests in the charter school governing board and, in essence, "who holds the charter." Charter schools can either use their own tax-exempt status or use their authorizer's if the school is authorized by a school district. The CSI requires all of its schools to have their own tax-exempt status.

F. Parent and Community Involvement (up to 10 pages)

The application should demonstrate the expectations and plans for ongoing parent and community involvement and the support of volunteers through specific volunteer networks.

It is important for charter school developers to provide adequate notice to the community about the possibility of the new charter school. Some parts of the community may need additional outreach.

Be clear about what the new charter school will look like and the process for getting the school approved. Establish early the school's value for meaningful parental involvement. Explain to parents their role in the charter school through volunteering, monitoring their child's education and holding the school accountable

G. Facilities (up to 3 pages)

It is not necessary to have a signed formal agreement for a facility during the application process, but any viable options should be explained and include reasonable space requirements, a reasonable plan for space utilization, a discussion of how the facility will be ready for use when the school opens and, reasonable costs of that facility which must be reflected in the proposed budget.

Charter schools may rent, lease, own, or otherwise finance facility space. Many charter schools have been able to finance their own facilities with tax-exempt bond financing through the Colorado Educational and Cultural Facilities Authority (CECFA). These are typically schools that are established, but information can be found by calling CECFA at 303-297-2538.

H. School Management Contracts (up to 10 pages) -- to be completed only if the proposed school intends to contract with an education service provider

If the proposed charter school intends to contract with an education service provider (ESP), such as a charter management organization, education management organization, or any other type of school management provider, address the following issues:

- An explanation of how and why the ESP will be selected.
- Detailed explanation of the ESP's success in serving student populations similar to the targeted student population.

CROSS REF: Charter-related documents located at
<http://www.d11.org/CharterSchools/Pages/default.aspx>

LBD-E2 EXHIBIT

Colorado Springs School District 11 Charter School Request to Relinquish Exclusive Chartering Authority Form

1. Name of proposed school: _____

2. Primary contact person: _____

Mailing address: _____
Street and/or P.O. Box

City State Zip Code

Phone: (day) _____ (evening) _____

E-mail address _____

3. Model or focus of proposed school: (e.g., Arts, College Prep, Dual Language, etc.)

4. Grade levels to be served:

5. Does the school expect to contract with a **charter management organization** or company for school management or operation? Yes No

If yes, identify the charter management organization:

6. Proposed Principal or Lead Administrator Information:

Name of proposed principal candidate: _____
Current employment: _____
Phone: (day) _____ (evening) _____
E-mail address: _____

7. Projected enrollment and demographics chart

School year	1	2	3	4	5	6	7	8	9	10	11	12	Total
Year 1													

School year	% ELL	% SPED	% FRL
Year 1			

8. Name of applicant team or founding entity:

A. Names, roles, and current employment of all persons on the applicant team:

Member name: _____

Member role: _____

Current employment: _____

Member name: _____

Member role: _____

Current employment: _____

B. Does the applicant team or any members of the team currently operate any other schools? Yes No

C. Explain the circumstances and motivations that brought the applicant team together to propose this charter school.

9. Identify any organizations, agencies, consultants or institutions of higher education that are partners in planning and establishing this charter school, along with a brief description of their current and planned role and any resources they have contributed or plan to contribute to the school’s development.