

Colorado Springs School District 11 **Charter School New Application 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 open a new charter school and any other charter school application (e.g., renewal or replication) is that the application to create a new school requires a higher level of detail for all application elements. It must show the new school's support for success and planned leadership capacity. **The applicant's Intent to Apply form must be submitted 90 days before the New Application deadline. The New Application must be submitted by September 1** of the year prior to the year the applicant wishes to open the new school.

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

Application for Approval of Initial Charter

Submission of New Application ("Application")

At least 90 days before submitting an application, applicants must file an Intent to Apply form (LBD-R Exhibit A) with the District. This form is available on the District webpage, as noted in the "Cross Reference," below. The applicant must include with the intent to apply form an executive summary of the proposed school with the following information components: (1) name of school, grade levels to be served and growth plan, proposed operating date; (2) vision and mission statements including how they were created; (3) a short explanation of the key programmatic features the school will implement in order to accomplish its vision and mission; (4) how the proposed school will be more effective than the schools currently serving the targeted student population; (5) unique features such as non-traditional school year, longer school day, key partner organizations, multiple campuses, school culture, etc.; (6) student body to be served, such as key demographic data, targeted geographical area, etc.; (7) and evidence of community need of a school of this nature.

The deadline for submission of a new charter school application shall be September 1 of the calendar year prior to the year in which the charter school is to begin operation, or as may be required by statute. Charter applicants may only submit one application, with applicable modifications as may be required, per calendar year.

The potential charter school (applicant) will submit ten (10) hard copies of the completed formal application, along with one electronic copy in a version compatible with current district technology requirements, in a format agreed to by the parties, by 4 p.m. local time, September 1 for consideration to open a school the next school year. If the September 1 deadline falls on a weekend, the application must be submitted by 4 p.m. the Friday before the September 1 date. The applicant shall submit the application to the district's designated administrator(s). Within 15 calendar days of receiving the application, the district administrator shall review the application to determine whether all components required by law and policy have been addressed. If the application is deemed incomplete, the district administrator will document the missing components in a written notice to the applicant within the 15 day period. Applicants shall be allowed 15

calendar days of the day of receipt of such notification to provide the missing information.

Applications, and all copies, are to be delivered by to the District 11 Procurement and Contracting Department, 1115 North El Paso Street Colorado Springs, CO 80903.

Review by District Accountability Committee

Prior to consideration by the Board of Education, each timely and properly submitted new application shall be reviewed by the District Accountability Committee (hereinafter referred to as the DAC) for review and comment. For purposes of reviewing a charter school application, the DAC shall include at least one person with a demonstrated knowledge of charter schools, regardless of whether that person resides within the District, and shall include one parent or legal guardian of a child enrolled in a District charter school. The DAC may delegate the review to a subcommittee or ad hoc committee, provided that in all events the reviewing committee shall have a composition which complies with the requirements of Colorado law. The DAC will have 30 calendar days or such time as provided in statute to review the application. In addition, the District Administration will review each timely and properly submitted application and, as requested, may render a recommendation to the Board.

Decision on the New Application ("Application")

The Board shall not accept or consider an incomplete application nor shall the Board take action on an application if the information deemed necessary by district administration to complete the application is not received within the 15 day period allowed by state law.

The Board will make a decision by resolution on a complete district charter school application either in a regular or special meeting within 90 days after the deadline for receiving the formal application unless the parties have mutually agreed in writing to extend this deadline, or the timeframe is revised by statute. A charter may be approved for a minimum period of four years, or such time as may be prescribed by statute.

The Board may approve, approve with conditions, or deny the district charter application. The Board may unilaterally impose conditions on a district charter school applicant only through adoption of a Board resolution. Such resolution shall, at a minimum, state the Board's reasons for imposing the conditions unilaterally.

If the application is approved with conditions, the applicant must satisfy all conditions before the Board may approve the application. An applicant's failure to satisfy all of the Board's conditions shall result in the Board's denial of the application.

As required by statute the Board will set forth in writing the grounds for the denial of an application.

The Board will send appropriate documentation for approved or denied applications to the Colorado Department of Education within 15 calendar days or such timeframe as may be prescribed for submission.

All negotiations between the Board and an approved district charter school on the district charter agreement (contract) shall be concluded by and all terms agreed upon no later than 90 days after the Board resolution approving the district charter school application.

Contents of the New Application ("Application")

Potential Charter Schools must submit a formal application. In accordance with law, the charter school application will be a proposed agreement and will include the required elements specified within the Charter Schools Act and those considered prudent by the District. The "Colorado Charter School Standard Application, Checklist, and Review Rubric" includes the required application elements and can be obtained on the District Webpage as noted in the "Cross References" below. For those application elements governed by statute, the applicable citation is provided following the identified item, below. The standard application sections are as follows:

- A. Executive Summary
- B. Vision and Mission Statement, per C.R.S. 22-30.5-102(2) and (3), and C.R.S 22-30.5-106(1)(a)
- C. Goals, Objectives and Pupil Performance Standards C.R.S 22-30.5-106(b)
- D. Evidence of Support C.R.S 22-30.5-106(c)
- E. Research-Based Educational Program C.R.S 22-30.5-106(e)
- F. Plan for Evaluating Pupil Performance C.R.S 22-30.5-106(e.5)
- G. Budget and Finance C.R.S 22-30.5-106(g) and 22-54-105
- H. Governance C.R.S 22-30.5-106(h)
- I. Employees C.R.S 22-30.5-106(i.5)
- J. Insurance Coverage C.R.S 22-30.5-106(j)
- K. Parent and Community Involvement
- L. Enrollment Policy C.R.S 22-30.5-104(3) and 22-30.5-106(1)
- M. Transportation and Food Service C.R.S 22-30.5-106(k)
- N. Facilities
- O. Waivers
- P. Student Discipline, Expulsion, or Suspension
- Q. Serving Students with Special Needs
- R. Dispute Resolution Process C.R.S 22-30.5-107.5. and 22-30.5-106(m)
- S. School Management Contracts

CROSS REF: Charter-related documents, including the "Colorado Charter School Standard Application, Checklist, and Review Rubric," are located at
<http://www.d11.org/CharterSchools/Pages/default.aspx>

LBD-E1 EXHIBIT

Colorado Springs School District 11 Intent to Apply to Become a District Charter School

Instructions: All district charter school applicants must file this intent to apply form with the district at least 90 days before submitting an application to the Board of Education. The intent to apply form may be returned by fax to 719-577-4528 or emailed to john.griego@d11.org (Charter Liaison) and ruth.smith@d11.org (Charter Contracting Officer). The form should also be the first document included in the district charter school application.

Date: _____

Name of proposed district charter school: _____

Name of education management provider (EMP), if applicable: _____

Contact person: _____

Mailing address: _____

City: _____ State: _____ Zip: _____

Daytime phone: _____ Fax: _____

Email: _____

Please respond to the following:

1. Applicant(s) has/will file an application to charter this school or a substantially similar school with other authorizers: ☐ Yes ☐ No If yes, please list the other authorizer(s): _____

2. Applicant(s) submitting this form: (Check appropriate statement)

☐ is incorporated in Colorado as a nonprofit

☐ has filed application to become a Colorado nonprofit

☐ (state type of entity, if other than above): _____

3. If applicant intends to contract with an EMP, the corporate status of the EMP is:

☐ incorporated in Colorado as a nonprofit

☐ has filed application to become a Colorado nonprofit

☐ (state type of entity, if other than above): _____

4. The proposed district charter school will be located within the boundaries of the school district in which this intent to apply form is submitted: ☐ Yes ☐ No, the proposed district charter school will be located in _____.