

Gwinnett County Public Schools
Charter School Petition Guidance
For Proposed School Openings 2026-2027
Division of Teaching and Learning



Gwinnett County Public Schools embraces the opportunity to provide its students the choice of educational experiences that align with the mission and vision of the Board of Education.

Vision

Gwinnett County Public Schools will become a system of world-class schools where students acquire the knowledge and skills to be successful in college and careers.

Mission

The mission of Gwinnett County Public Schools is to pursue excellence in academic knowledge, skills, and behavior for each student, resulting in measured improvement against local, national, and world-class standards.

The guidance in this document is in compliance with Charter School Act of 1998 which outlines the purpose of the law:

It is the intent of the General Assembly to increase student achievement through academic and organizational innovation by encouraging local school systems to utilize the flexibility of a performance based contract called a charter.

GCPS' Program Development and Improvement coordinates the charter activities in the district including serving as the liaison between the applicants and the local and state boards of education and the central office support staff. The Director of Program Development and Improvement may be reached by phone (678.301.7120) or by email (emily.coady@gcpsk12.org).

Please follow the directions and suggestions in this document completely in order for your application to receive a fair and comprehensive review of what your charter school intends to be. The review process can only evaluate what your application effectively communicates in the submitted document.

This document is aligned to the requirements of the Georgia Department of Education, Charter School Division as posted on the website. Link to the GADOE Charter Schools Division web address: <http://www.gadoe.org/External-Affairs-and-Policy/Charter-Schools/Pages/default.aspx> Please review all materials on the GADOE website to assure your charter school application meets state requirements in addition to those outlined in GCPS application addendum.

Charter School Application Guidance Table of Contents



	<u>Page</u>
Charter School Expectations	3
Timeline for Charter School Applications for School Year 2026-2027	5
Charter School Application Requirements	7-9
Charter School Application Template {Cover Page, Application, Assurances, Exhibits, and GCPS Addenda (additional requirements of Gwinnett County Public Schools) including the Government Matrix and Budget Pages as required by the Georgia Department of Education (GADOE)}	10
Charter School Application Budget Template Directions and Budget Page(s) Template included from the GADOE Website	11-27
Roles and Responsibilities Chart	28-32

Gwinnett County Public Schools Charter School Expectations



Gwinnett County Board of Education has high expectations and accountability for all schools and entities that are part of the Gwinnett County Public Schools governance. The following information defines the role of charter schools within GCPS as well as the expectations of its leaders, teachers, parents, students and supporters. Charter schools are most likely to be approved if they provide academic and organizational innovation in the public's interest and are supported by a sound business model with demonstrated capacity to implement the plan.

Applications for charter schools authorized by GCPS will be evaluated to determine the degree to which the application meets requirements and following characteristics.

- The GCPS charter school's philosophy aligns with the mission, vision and core beliefs of the Gwinnett County Board of Education.
- A GCPS charter school is in the public interest and provides an innovative educational experience of high academic quality and expectations not found in another district school.
- The charter school equitably serves students who choose to attend and reside in the GCPS school district attendance area in the designated grades. The student enrollment is representative of the diversity of the GCPS student population.
- The charter school governance is provided by members of the community who demonstrate competency in public, private or charter school management, financial or business acumen, human resource leadership, legal training and experience, and/or resource procurement and oversight.
- Charter school leaders and administrators are partners with the GCPS district leaders to provide instructional services to students, fiscal stability, professional learning, a safe and secure environment, federal and state mandated legal compliance and accountability for results.
- Charter school students are expected to achieve at a higher standard of academic performance than students from other schools within the district as evidenced by the results of the charter's academic performance goals and annual measurable targets.
- Charter school teachers provide consistently engaging learning experiences that effectively demonstrate researched-based instructional strategies, comprehensive knowledge of the content and pedagogy in assigned teaching areas, ability to develop relationships with students and parents that enhance student learning, and appropriate assessment of student progress.

- The charter school calendar and daily schedule provide for unique opportunities for increased time for learning.
- Charter school community support is based on community needs, interest and sustained engagement of parents and other stakeholders in the development and implementation of the school plan resulting in improved academic achievement.
- The charter school business plan is based on a realistic and manageable multi-year budget. The budget is balanced with projected revenues based on existing state charter school funding law and projected expenditures based on realistic anticipated student enrollment. The plan reflects an understanding of flexible school finance, funding, and relevant school law, sound accounting practices, and demonstrated capacity of administration to successfully implement the plan.
- Charter school leaders understand and have the plan, capacity and resources to meet the needs of individuals who qualify for protection and services identified in all applicable federal and state laws.
- The charter school facility and site provide a safe, secure, orderly, and healthy environment conducive for student learning.
- Charter school students have access to and use technology appropriately to engage in learning beyond the traditional classroom walls and facilitate the development of skills necessary for successful life-long learning.

Applicants are expected to be familiar and comply with Georgia law, rule, guidelines and guidance related to charter schools as outlined on the following website.

<http://www.gadoe.org/External-Affairs-and-Policy/Charter-Schools/Pages/default.aspx>

The application review by the GCPS Charter Review Committee is rigorous in applying the criteria for application requirements and alignment to the characteristics delineated above. The review committee cannot assume any information not detailed in the application, so be careful to provide specific and sufficient detail in response to all requirements. The review team will be trying to ascertain that the applicant has deep knowledge of how to develop, implement and sustain a school that will increase student achievement and provide an innovative educational opportunity for students.

Charter School Application Deadlines

A Letter of Intent must be submitted to GADOE and copied to GCPS (emily.coady@gcpsk12.org) no later than Wednesday, October 16, 2024. Please review charter school application requirements on the Georgia Department of Education, Charter School Division website as well as GCPS' requirements included herein and in the GCPS charter school application. Original and 20 additional copies of your completed application must be delivered in-person and signed off by a GCPS designee at the Instructional Support Center, 437 Old Peachtree Rd., Suwanee, GA, 30024, from Wednesday January 15th through Friday, January 24, 2025. Submissions will only be accepted between 2:00PM and 4:00PM. Mailed, e-mailed, or faxed copies will not be accepted. Please see the Timeline for Charter School Applications for more detailed submission instructions and deadlines.

Timeline for Charter School Applications for Schools Opening 2026-2027



Wednesday, October 16, 2024	Letters of Intent must be received by October 16, 2024, by the GADOE and GCPS. Please email Dr. Emily Coady, emily.coady@gcpsk12.org. Letters of Intent are mandatory unless you ask for and receive a waiver from both GCPS and GADOE. Petitions that are submitted in January 2025 that were not preceded by a Letter of Intent will not be considered for this charter petition review cycle.
Wednesday, October 23, 2024	An information session will be held for all charter applicants on Wednesday, October 23, 2024, at 2:00 p.m. at the GCPS Instructional Support Center in Building 300 in Room 3.126. The applicant is mandated to attend. We also suggest the head of the school (if designated), the budget officer, and at least two members of the governing board should attend as well. Petitions that are submitted in January 2025 where the applicant did not attend the information session will not be considered for this charter petition review cycle.
Wednesday, January 15, 2025 – Friday, January 24, 2025	GCPS will accept petitions from applicants in-person from Wednesday, January 15th through Friday, January 24th, 2025. Submissions will only be accepted between 2pm and 4pm in-person at: Gwinnett County Public Schools Instructional Support Center 437 Old Peachtree Rd., NW Suwanee, GA 30024 Original and 20 additional copies of the completed application must be received by 4:00 p.m. on Friday, January 24th. The original must be in a separate folder. The original and all copies must be bound individually by a binder clip. Petitions that are not submitted and signed off by a GCPS designee by 4:00pm or that are not submitted as outlined above will not be accepted in this charter petition review cycle.

January – March 2025	GCPS Charter Review Committee may request by email or in writing clarifying information from the applicant. These clarifications must be submitted by email or in writing and will become part of the application submitted to GADOE Charter Division. GCPS also reserves the right to request revisions to the Charter application before sending to GADOE. Panel Interviews will also take place during this window.
Thursday, April 17, 2025 <i>(tentative date - GCBOE meeting dates are not yet set for 2025)</i>	Gwinnett County Board of Education Action
Monday, April 21, 2025 <i>(tentative date)</i>	Certified letters sent to all applicants with Board decision and information from review of applications.
Monday, April 21, 2025 <i>(tentative date)</i>	Charter applications and Board decision with reasons submitted to GADOE, Charter Division.
First Come-First Serve Basis	Georgia Board of Education action

Charter School Application Requirements



Unless otherwise mandated by the forthcoming GADOE Charter School Application Guidance, the following are application requirements.

- Each page is consecutively numbered (including exhibits).
- Number and tab all exhibits consecutively.
- Do not enclose application in notebook, binder, or folder.
- The original signatures must be in blue ink. Stamped signatures will not be accepted.
- Applications must not exceed **75 pages** exclusive of GCPS addendum requirements and exhibits. The petitioners are encouraged to answer each requirement clearly, concisely and thoroughly. (Note: GA DOE requirement of 11-point Times New Roman font and one-inch margins with a header showing at the top with charter school name and school system name and footer showing consecutive page numbers.)
- Application Package must also be submitted electronically (submission directions provided upon receiving hard copy petition) and include:
 - Microsoft Word version of your Charter Application Cover Page
 - Microsoft Word version of your Charter Application and Exhibits
 - PDF Version of your signed Charter Application in the following order:
Charter School Application and Exhibits (including signed Affidavit and Assurances)
 - PDF version of your Locally-Approved Charter School Partners Roles and Responsibilities Chart (also included in Application as Exhibit 6)
 - Excel version of your completed Budget Templates

At the time of GCPS Board decision, Program Development will forward the application as submitted to the Charter School Division of the Georgia Department of Education as required in Charter School Petition Guidelines. Any clarifying documents or requested revisions will be forwarded.

Accreditation

GCPS recommends that approved charter schools plan to seek accreditation with AdvanceEd in order to provide students with a seamless transition to quality educational opportunities of choice upon leaving the charter school.

Important Laws

The following are important laws of which knowledge is essential in preparing a charter application that meets all federal and state laws. The charter school's legal counsel should read and assure compliance.

Americans with Disabilities Act (ADA) of 1990
Section 504 and the Rehabilitation Act of 1973
Individuals with Disabilities Act (IDEA)
Every Student Succeeds Act (ESSA)
Fair Labor Standards Act
Equal Pay for Equal Work Act of 1963
Title VI and Title VII of the Civil Rights Act of 1964
Age Discrimination Act of 1967
Occupation Safety and Health Act of 1970
Title IX of the Education Amendments of 1972
Workers' Compensation, O.C.G.A. § 34-9-81.1
Unemployment Compensation
Federal Educational Rights and Privacy Act (FERPA)
Charter Schools Act of 1998
Official Code of Georgia Title 20: Georgia School Laws

Insurance Coverage

Charter School applicants shall include assurance of procuring the following insurance coverage in the GCPS application assurance section.

- Property Insurance (including Boiler & Machinery) – Full replacement cost
- General Liability (including coverage for Sexual Abuse & Molestation) - \$1,000,000
- Automobile Liability - \$1,000,000
- Workers' Compensation/Employers Liability – Statutory/\$1,000,000
- Fiduciary Liability - \$1,000,000
- Crime Bond (Fidelity Bond) - \$500,000
- Educators Legal Liability - \$1,000,000
- Directors & Officers Liability - \$1,000,000
- Cyber Liability (for online schools only) - \$1,000,000
- Student Accident Insurance (optional, but recommended)
- Umbrella Liability (to include all liability policies except Fiduciary)- \$1,000,000

Insurance certificate(s) evidencing the listed coverage must be provided prior to commencing services; renewal certificates must be submitted each year prior to coverage expiration.

Please ensure the following required statement is included in each of the charter school's insurance policies:

- Pursuant to O.C.G.A. 20-2-2065(b)(5), the Gwinnett County Board of Education and Gwinnett County Public Schools are to be included as additional insured on General Liability, Automobile Liability, and Umbrella Liability policies.
- The charter school shall hold harmless and indemnify Gwinnett County School District, the board of education, its members, officers and employees for every liability, claim or demand upon the charter school. The charter school application shall include a signed statement evidencing the agreement to defend and indemnify these parties in any action arising from the charter school's activities.

The insurance types and limits listed above are intended to represent minimum limits only. This should not be considered an exhaustive list of appropriate policies as these may not be sufficient to address every potential situation or claim.

Technology

GCPS recommends charter school applicants include in their application the FCC Form 479 for Children's Internet Protection Act (CIPA) Compliant Internet Filtering. The form would strengthen the charter school agreement to provide appropriate internet filtering. GCPS Charter School Application references this in Question 54. Attached below is the link to directions and the form.

FCC Form 479 Instructions

<https://www.usac.org/wp-content/uploads/e-rate/documents/Forms/479i.pdf>

FCC Form 479

<https://www.usac.org/wp-content/uploads/e-rate/documents/Forms/479.pdf>

Gwinnett County Public Schools Charter School Application Template



The 2025 GCPS Charter School Start-Up Petition is found on the Gwinnett County Public Schools website under CHARTER SCHOOL PETITION DOCUMENTS.

Cover Pages, Application, and Assurances are included as a separate Microsoft Word document template. These items are modified from the GADOE Charter School Forms website page and are required in Gwinnett County Public Schools Application for all proposed charter schools. These items are slightly modified in formatting for ease of use.

The GCPS charter school application template includes some additional requirements of Gwinnett County Public Schools.

Required Exhibits should be sequentially ordered and numbered. Exhibits should be numbered, tabbed, and pages numbered sequentially with the body of the petition. If one of the Exhibits is not applicable to the petition, include a tab for it and place a “Not Applicable” notation on a blank page and do not use that exhibit number for another attachment.

Budget Pages should be included in the completed Microsoft word charter school application. The budget pages should also be included as a Microsoft Excel document on the required USB drive. Here are some instructions on how to include the budget pages in your completed Microsoft Word application.

Step One: Open the Microsoft Excel budget pages template and complete. A copy of the GADOE charter school petition budget template directions and budget pages are included on pages 11-27 of this guidance. The Microsoft Excel budget template contains pre-set formulas that are linked. The Microsoft Excel budget template is also located on the GADOE website at the link below and is included as a separate document.

<http://www.gadoe.org/External-Affairs-and-Policy/Charter-Schools/Documents/Budget%20template.xlsx>

Step Two: Save the completed Microsoft Excel budget pages as a Microsoft Excel spreadsheet; then save the completed Excel budget spreadsheet again as PDF files (each tab must be saved individually as PDF files), then open the PDF files and save them again as JPEG files (each budget page will save as a separate JPEG). You must do this step for each of the tabs in the budget template (5 Year Budget Projection, Cash Flow Projections-Year 0/Planning Year, Cash Flow Projections-Year 1, Cash Flow Projections-Year 2, and Red Flags).

Step Three: Insert each JPEG into the application in the appropriate exhibit (Exhibit 22a: Monthly Cash Flow Projections; Exhibit 22b: Alternative Monthly Cash Flow Projections; and Exhibit 22c: 5 Year Budget Projections) (Exhibit 22d: This exhibit will require a response and additional documents if available or required.)

CHARTER SCHOOL PETITION BUDGET TEMPLATE DIRECTIONS

I. Start the template on the “5yr Budget Projection” tab.

- Change the Fiscal Year’s to reflect the time frame that you plan to operate in. ex. If your planning year is Fiscal Year 2023, place FY2023 in cell B2.
- Do this for all subsequent Fiscal Year cells (D2, F2, H2, J2, and L2).
- There is no need to complete the % of Total Columns (Rows C, E, G, I, K, M). These calculations will be automatically generated, and all the cells are locked.

ASSUMPTION

- After you have set the appropriate fiscal year complete all the assumptions.
 - Make sure that you back up all your assumptions by adding a description in the notes section for each assumption (column N)
 - Column N is an important feature to the budget template, and it should be utilized to provide the high level of transparency that is required to apply.
- Note: The following cells have been locked for the Planning Year (column B): B5, B15, and B16.
 - These cells are locked since those fields should not be used during the planning year.

REVENUES

- Row 20, State and/or Local Revenue (Rev Per Pupil*# of students), must only be completed after the petitioner has done an adequate amount of research on the QBE formula and how public schools are funded in the state of Georgia.
 - The Georgia Department of Education's website is a great resource for this information.
 - <https://www.gadoe.org/Finance-and-Business-Operations/Budget-Services/Pages/default.aspx>.
- Row 22, Meal Fees, is for revenue generated through the school meals program.
- Additional spaces have been created for any other sources of revenue.
 - Only include revenue amounts that can be adequately assured.
 - Do not include competitive grants, like the Federal Implementation Grant

PERSONNEL

- This section is for the annual salaries of personnel and expenses associated with their employment.

- Row 39, Teachers, will be automatically populated using the Number of Teachers (row 10) and the Average Teacher Salary (row 17) cells.
- Additional spaces have been created for any additional expenses.

INSTRUCTION/SERVICES & SUPPLIES/FACILITIES

- It is important that you are very conservative in your estimates of Annual Instruction Expenses.
 - Use the notes to explain your estimates
 - Ex. Row 60, Computers, the notes would read: **1 computer for every 8 students, \$400 per computer** if that was the case.
- Additional spaces have been created for any additional expenses.

CONTINGENCY FUND

- Row 117, this is where petitioners will estimate the amount of funds a school will set aside for unforeseen circumstances.

SURPLUS (DEFICIT)

- Row 119, this cell will summarize the net effect of your planning. It is not acceptable to have 5 straight years of Deficits. Use the template to plan for success not failure.

CASH BALANCE

- Row 123, Beginning Cash, the planning year cell (B123) should only be used in the following situations:
 - If you are petitioning to renew your charter and a cash balance already exists.
 - If you are petitioning to become a conversion charter school and cash has been restricted for the use of the charter during the planning year.
 - If an organization or the founding governing board will provide the initial funding for the charter school that can be recognized during the planning year.
- Row 125, Ending Cash, ending cash must be positive by year 5.
 - Optimally we would like to see petitioners have a positive ending balance all 5 years.

II. Next is the “Cash Flow Proj” tabs

- These tabs will give the petition reviewers a higher level of detail on the school’s month to month financial operations.
- A lot of these cells will auto populate using the data from the “5yr Budget Projection” tab.

BEGINNING CASH/CASH RECEIPTS

- Row 3, this row has been locked and the data will auto populate using data from the main body of the template.
- Row 5, Per Pupil Revenue (local and state share), net 3% Admin fee, this row will auto populate using the data from the “5yr Budget Projection”.
- The additional blank rows are for the additional revenue sources included on the “5yr Budget Projection” tab (rows 23-31).

PERSONNEL

- These cells (rows 20-36) will auto populate with data from the “5yr Budget Projection” tab except for the last two rows (37, 38). These rows (37, 38) will need data manually input using the “5yr Budget Projection” tab rows (53, 54) as references.

INSTRUCTION/SERVICES & SUPPLIES/FACILITIES

- These sections will require data to be manually input using the coinciding data from the “5yr Budget Projection” tab.
- The additional blank rows on each section will coincide with the additional cells from “5yr Budget Projection” tab.

CONTINGENCY FUND

- Row 101, this row requires manual data entry, and the total (cell N101) should coincide with row 117 from the “5yr Budget Projection”

The Roles and Responsibilities Chart should be included in the Petitioner's Application as Exhibit 6 and can be downloaded from the GA DOE Charter School website under the Application Attachment's section. Please note **instructions** provided in the document below.

[illegible]

CASH FLOW PROJECTIONS-YEAR 0/Planning Year

[illegible]

SERVICES & SUPPLIES

[illegible]

CASH FLOW PROJECTIONS-YEAR 0/Planning Year

[illegible]

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School Name: _____

[illegible]

Cash Receipts:									
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[illegible]

Cash Disbursements:

PERSONNEL	

[illegible]

CASH FLOW PROJECTIONS-YEAR 1

[illegible]

SERVICES & SUPPLIES	
1	...
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[illegible]

CASH FLOW PROJECTIONS-YEAR 1

[illegible]

CASH FLOW PROJECTIONS-YEAR 2									
	1	2	3	4	5	6	7	8	9
SALES	100	100	100	100	100	100	100	100	100
EXPENSES	50	50	50	50	50	50	50	50	50
CASH FLOW	50	50	50	50	50	50	50	50	50
CASH BALANCE	50	100	150	200	250	300	350	400	450

[illegible]

Cash Receipts:

[illegible]

Cash Disbursements:

PERSONNEL

[illegible]

CASH FLOW PROJECTIONS-YEAR 2					
Revenue	100%	100%	100%	100%	100%
Operating Expenses	70%	70%	70%	70%	70%
Net Income	30%	30%	30%	30%	30%
Total Cash Flow	100%	100%	100%	100%	100%

[illegible][illegible][illegible]

CASH FLOW PROJECTIONS-YEAR 2

[illegible]

School Name:	Planning Year	Year 1	Year 2	Year 3	Year 4	Year 5
Surplus (Deficit)	OK	OK	OK	OK	OK	OK
Ending Cash Balance	OK	OK	OK	OK	OK	OK
Total Facilities Costs>15% of Total Expenses	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Cash Flow Projections: Do the Cash Flow Proj. From the 5yr Budget match yr 0-2 Cash Flow Proj.?	YES	YES	YES			

5 YEAR BUDGET PROJECTION

School Name:	FY20		FY20		FY20		FY20		FY20		FY20	
	Planning Year	% of Total	Year 1	% of Total	Year 2	% of Total	Year 3	% of Total	Year 4	% of Total	Year 5	% of Total
Total Expenses	\$0		\$0		\$0		\$0		\$0		\$0	
Contingency Fund	\$0		\$0		\$0		\$0		\$0		\$0	
Surplus (Deficit)	\$0		\$0		\$0		\$0		\$0		\$0	

Cash Balance

Beginning Cash (Renewals, conversions, or org. funding amounts)			\$0		\$0		\$0		\$0		\$0
Net Surplus (Deficit)	\$0		\$0		\$0		\$0		\$0		\$0
Ending Cash	\$0		\$0		\$0		\$0		\$0		\$0

Introduction: Locally-approved charter school non-profit governing boards must have decision-making authority in all areas, including personnel decisions, financial decisions and resource allocation, curriculum and instruction, establishing and monitoring the achievement of school improvement goals, and school operations. The columns in the chart below describe the authority that must be exercised by a charter school's governing board, management, and school district respectively. There are also columns provided for other common charter school partners (if applicable).

Instructions: Applicants must submit a proposed version of this chart that shows how roles and responsibilities are and/or will be shared for their particular charter school. If any checkmarks are deleted or added, applicants must highlight in yellow those cells where a checkmark was deleted or added.

Locally-Approved Charter School Partners Roles and Responsibilities Chart

Personnel Decisions	Charter School Nonprofit Governing Board	Charter School Management	Local School District*	Post- Secondary Education Partner(s) (if applicable)	Business Partner(s) (if applicable)	Community Partner(s) (if applicable)
Select, retain, transfer, promote, demote, and/or terminate the principal or school leader	✓					
Evaluate the principal or school leader (LKES)	✓					
Select, retain, transfer, promote, demote, and/or terminate faculty and all other staff		✓				
Evaluate the teachers (TKES) and all other staff		✓				
Determine whether teacher certification will be required	✓	✓				
Plan professional development for staff		✓				
Financial Decisions and Resource Allocation	Charter School Nonprofit Governing Board	Charter School Management	Local School District*	Post- Secondary Education Partner(s) (if applicable)	Business Partner(s) (if applicable)	Community Partner(s) (if applicable)
Determine number and type of personnel positions budgeted, including qualifications, roles, and job descriptions	✓	✓				
Establish compensation model including salary ranges, bonus or performance-based increases, supplements, and personal and professional leave, health, dental, disability, and other benefit plans offered (other than TRS, which is mandated) for all employees	✓	✓				
Set budget priorities with funds received that are aligned with school improvement plan, including personnel, curriculum, supply, equipment, maintenance, operations, and all other costs	✓	✓				

Locally-Approved Charter School Partners Roles and Responsibilities Chart

Ensure school receives all per-pupil and other funding to which it is entitled by agreement with the local district (its fiscal agent)	✓	✓	✓			
Raise additional funds through fundraising efforts	✓	✓				
Exercise discretion over expenditure for all state and local funds and, as permissible, federal funds		✓				
Final school budget approval	✓					
Establish financial policies and standard operating procedures	✓					
Maintain a reserve fund	✓					
Determine facility uses	✓	✓				
Ensure sound fiscal management and monitor budget implementation	✓	✓				
Curriculum and Instruction	Charter School Nonprofit Governing Board	Charter School Management	Local School District*	Post- Secondary Education Partner(s) (if applicable)	Business Partner(s) (if applicable)	Community Partner(s) (if applicable)
Recommend/Adopt instructional delivery model	✓	✓				
Recommend/Adopt curriculum, including any changes in curriculum as needed to improve student achievement	✓	✓				
Recommend/Adopt courses and programs to offer	✓	✓				
Recommend/Adopt textbooks, technology, and instructional materials	✓	✓				
Recommend/Establish additional graduation requirements	✓	✓				
Recommend/Adopt course and credit requirements, including technology and physical education skill requirements	✓	✓				
Recommend/Adopt seat time requirements	✓	✓				
Recommend/Adopt opportunities for student acceleration/remediation	✓	✓				
Create or modify Career Pathway curricula	✓	✓				
Choose dual enrollment options	✓	✓				
Choose credit recovery options	✓	✓				
Utilize online learning platforms (e.g., Georgia Virtual School)		✓				
Establish additional mastery level requirements for performance	✓	✓				
Select additional formative and/or summative assessments to determine student levels of mastery and growth	✓	✓				

Locally-Approved Charter School Partners Roles and Responsibilities Chart

Curriculum and Instruction (<i>continued</i>)	Charter School Nonprofit Governing Board	Charter School Management	Local School District*	Post- Secondary Education Partner(s) (if applicable)	Business Partner(s) (if applicable)	Community Partner(s) (if applicable)
Establish delivery model, scheduling, staffing, and supplemental services for English Learner (EL), special education (SPED), gifted, and remedial programs	✓	✓				
Establish curriculum maps, pacing charts, and methods for monitoring the curriculum		✓				
Establish lesson plan requirements for teachers		✓				
Establish placement and promotion criteria	✓	✓				
Set grading and reporting policies, plans, process, schedules, and formats	✓	✓				
Establishing and Monitoring the Achievement of School Improvement Goals	Charter School Nonprofit Governing Board	Charter School Management	Local School District*	Post- Secondary Education Partner(s) (if applicable)	Business Partner(s) (if applicable)	Community Partner(s) (if applicable)
Complete self-assessment based on Georgia School Performance Standards		✓				
Develop actions, strategies, and interventions with faculty and staff (i.e., school improvement plan)		✓				
Set a timeline for implementing school improvement timeline	✓	✓				
Set a budget for implementing school improvement timeline	✓	✓				
Recommend/Approve school improvement plan and provide oversight of its implementation	✓	✓				
Hold principal or school leader accountable for school improvement plan implementation and timeline	✓					
Hold faculty and staff accountable for school improvement plan implementation and timeline		✓				
Evaluate success of school improvement plan and recommend/make revisions as needed	✓	✓				
Regularly communicate student and school performance data to all stakeholders		✓				

Locally-Approved Charter School Partners Roles and Responsibilities Chart

School Operations	Charter School Nonprofit Governing Board	Charter School Management	Local School District*	Post- Secondary Education Partner(s) (if applicable)	Business Partner(s) (if applicable)	Community Partner(s) (if applicable)
Provide input into school operations that are consistent with school improvement and charter goals, including establishing human resources policies, procedures, and handbooks	✓	✓				
Establish work schedules of faculty and staff (e.g., hours per day, days per year, calendars)		✓				
Establish experience, training, and other matters related to substitute teachers		✓				
Recommend/Set school daily, weekly, and annual school calendar and class schedules, including length of school year, holidays, early release days, etc.	✓	✓				
Recommend/Approve professional development vendors and resources	✓	✓				
Manage day-to-day human resources		✓				
HR processing, including employment contracts and benefits administration		✓				
Recommend/Select co-curricular and extracurricular activities	✓	✓				
Establish after-school and Saturday programs as needed	✓	✓				
Set enrichment and/or advisory periods as needed		✓				
Establish field trips, including locations and date		✓				
Set class size and student-teacher ratios	✓	✓				
Set staff-to-student ratios for non-class times (e.g., lunch, recess, specials, transitions)	✓	✓				
Establish school partnerships for school growth	✓	✓				
Develop communications strategies, including stakeholder surveys, parent involvement, volunteer support	✓	✓				
Select/Approve vendors aligned with school needs	✓	✓				
Manage transportation decisions, including authority to contract for transportation service	✓	✓				
Select information systems (e.g., Student Information System, financial information systems)	✓	✓				
Manage the facility or facilities that are owned and operated by the school system for use by the charter school	✓	✓				
Approve/manage the food service agreement with a vendor or the school system	✓	✓				
Establish school size	✓	✓				

Locally-Approved Charter School Partners Roles and Responsibilities Chart

Establish school grade span different from typical primary, elementary, middle, and high public school models (e.g., 4-8, K-8, K-12)	✓	✓				
Establish attendance policies	✓	✓				
Establish student code of conduct and behavior policies, plans, processes, and formats	✓	✓				
Adopt and implement a marketing plan that is inclusive in its recruitment and retention of all students	✓	✓				
Ensure access to support to address the physical, social, financial, and emotional needs of students in the school	✓	✓				

**The LBOE retains its constitutional authority*