BIBB COUNTY SCHOOL DISTRICT

STRENGTH OF CHARACTER AND COLLEGE OR CAREER READY

Initial/New Charter School Application

For Schools Seeking Initial Approval from the Bibb County School District and the State Board of Education

To Operate in the School Year 2028/2029

Revised June 1, 2026

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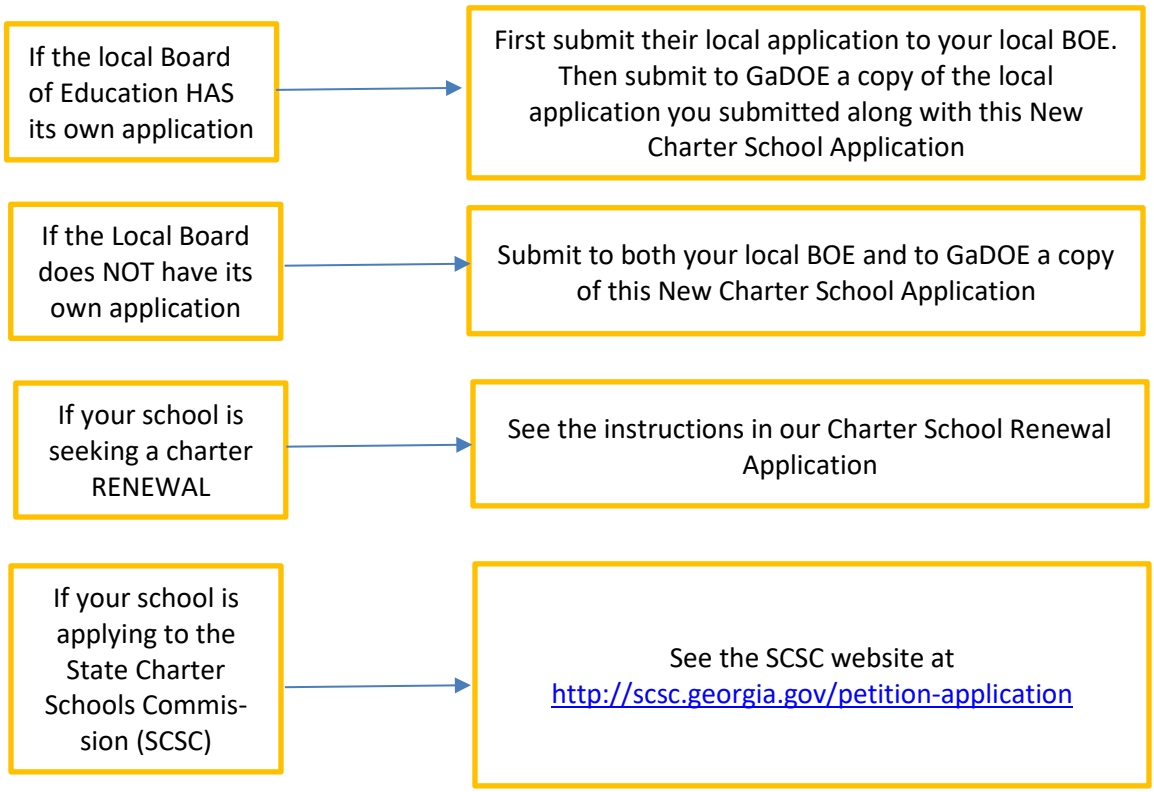
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HOW DO I KNOW WHICH APPLICATION TO SUBMIT?

This New Charter School Application form is for schools seeking *initial* approval from both the Bibb County School District Board of Education (BCBOE) and the State Board of Education (SBOE).



INTRODUCTION

A charter school application is a legal petition to a local Board (or Boards) of Education and the State Board of Education seeking approval of a charter school contract. Please note that if your new charter school is approved by both your local Board(s) of Education and the State Board of Education, it would be called a locally-approved charter school.

There are two types of locally-approved charter schools – start-up charter schools and conversion charter schools. This New Charter School Application is for both start-ups and conversions.

- A start-up charter school is a brand-new school that did not exist before.
- A conversion charter school is an existing public school that becomes a charter school.

The evaluation of your application will focus on whether implementing the proposals in your petition will lead to the academic, organizational, and financial performance you are promising in exchange for broad flexibility from Georgia's education rules and laws. The evaluation will also determine whether:

- The proposed charter school will comply with all applicable laws, rules, regulations, policies and procedures (including the Charter Schools Act of 1998, as amended [O.C.G.A. §§ 20-2-2060 through 20-2-2071] and State Board of Education Rule 160-4-9-.04 et seq.);
- The academic, organizational, and financial plans are viable; and

- The charter school is in the public interest.

Applicants are strongly encouraged to review all resources available on the GaDOE's Charter Schools Division website prior to drafting and submitting a new charter school application (http://www.gadoe.org/External-Affairs-and-Policy/Charter-Schools/Pages/default.aspx), including:

- the standard charter contract template, which is what the State Board of Education will approve; and
- the standard pre-opening checklist, which will be incorporated into the charter contracts for all new charter schools approved by the State Board of Education for the 2028-2029 school year or later.

Please note that charter terms or phrases used in this application are defined in State Board Rule 160-4-9-.04.

Georgia has a commitment to ensuring all children receive quality educational opportunities. For this reason, we prioritize approving schools that focus on serving at risk populations, including students who are economically disadvantaged and/or live in rural communities.

SUBMISSION PROCEDURES

Before the State Board of Education can approve a charter contract for your new locally approved charter school, your charter application first must be approved by your local Board of Education in accordance with the rules and regulations of that local board. To facilitate the state's review of your locally approved application, you must submit to GaDOE an exact copy of the application you submit to your local BOE.

Bibb County School District Charter Petition Process:

1. *Submit a letter of intent to the Deputy Superintendent of the Bibb County School District and the Georgia Department of Education (July 1, 2026).*
2. *Meet with the Deputy Superintendent to review the application process, timeline and tools (Aug 7, 2026).*
3. *Participate in a petitioner's training. Mandatory for Initial Petitioners – (Aug 7, 2026).*
4. *Petition Submittal (Jan 1, 2027) and all related materials per the guidelines in this document.*
5. *Within two weeks of submission all petitions will be evaluated for completeness.*
    - *Petitioners with incomplete petitions will be given the option to withdraw from the process.*
    - *All incomplete petitions will be summarily denied.*
6. *Complete petitions will be distributed to BCSD Charter Petition Review Committee members. (Jan 4, 2027)*
7. *Upon receipt of the petition, the Charter Petition Review Committee will read the document and provide initial feedback to the Deputy Superintendent.*
8. *BCSD's Deputy Superintendent will return the petition with comments (Jan 25, 2027) and issue an Initial Memo to the petitioner to provide feedback that may include specific directives, general impressions, request for additional information/explanation, and suggestions for improvement and acknowledgment of strong aspects of the petition*
9. *A Governing Board Capacity Interview (Week of Jan 19-22, 2027) and clarification meeting will be held between the charter school's Governing Board Members and the Deputy Superintendent.*
    - *The Deputy Superintendent will provide feedback and ask for clarification, if necessary.*

- *The Governing Board Members may ask questions of the Deputy Superintendent regarding items in the Initial Memo.*

10. *The revised petition will be submitted (Feb 22, 2027) If the Petitioner chooses to revise the petition based on BCSD feedback, the Charter Petition Review Committee will conduct a final review prior to presenting the petition to the superintendent.*
11. *Board Agenda Item will be prepared for the next BCBOE monthly work session.*
12. *The BCSD Superintendent may make his recommendation for approval or non-approval to the BCBOE at the work session. (Mar 1, 2027)*
13. *The BCBOE may vote on the BCSD Superintendent's recommendation or place it on the consent agenda for the monthly night Board meeting.*
14. *Approved petitions will be submitted to the GaDOE by the District within required state timelines. If a petition is denied, BCSD will submit the statement for denial to the GaDOE as required by state law.*
15. *Upon the approval from the Bibb Board of Education, the petitioner will enter Phase Two of the approval process, which is facilitated by GaDOE. The process will be concluded for petitioner(s) denied by the BCBOE. A letter detailing the reasons for denial will be shared with the petitioner and the GaDOE within 20 days of the vote to deny.*

GaDOE Petition Process

GaDOE will review the charter school petition you submitted locally at the same time that your local BOE is reviewing it. If you agree to make changes to your application to obtain local BOE approval, you must also submit to GaDOE a copy of the final version of the application that your local BOE approved. The final version of your locally-approved application is the one GaDOE will share with the State Board of Education when recommending approval or denial of your initial charter contract.

A successful application approval process includes (1) your local BOE's review and approval, (2) GaDOE's review, (3) a panel interview at GaDOE, (4) a recommendation from GaDOE's Charter Schools Division for State Board of Education approval, and (5) SBOE approval.

Please note that, while GaDOE does not have an application deadline, applications are processed and interviews are scheduled by GaDOE on a first-come, first-served basis. This means that you must submit your application early enough to obtain SBOE approval at least 6 months in advance of your planned school opening. Since it can take up to 4 months to move through the various review processes, please plan accordingly. Submitting to GaDOE your locally-approved application one year in advance of your planned opening date will provide plenty of time to obtain approval.

Please also note that filing a charter school application does not guarantee that a charter contract will be granted. Failure of an applicant to adhere to any requirement may yield a defective application that is rejected before consideration. In addition, complete applications that are not strong enough to guarantee a successful charter school implementation will be recommended for denial.

Submission to GaDOE of the initial application you submitted to your local BOE and, later, of the final version of your application approved by your local BOE, must be by mail, UPS/FedEx, or hand-delivered to: **Georgia Department of Education, Charter Schools Division, 2053 Twin Towers East, 205 Jesse Hill Jr. Drive, SE, Atlanta, Georgia 30334**

Please note that faxed or emailed applications will *not* be accepted as your *formal* submission. Only complete petitions that comply with these guidelines and the technical requirements below will be formally evaluated. Applications will not be returned, so please keep a copy for your records. In addition, please note that all information in applications submitted to GaDOE are subject to the Georgia Open Records Act.

CHARTER APPLICATION PACKAGE CHECKLIST

Your Charter Application Package must comply with the following submission procedures.

- ❑ An Application Package includes an original and two copies of the following items:
  - ❑ **APPLICATION COVER SHEET** (Use the form on page 7; the form may not be altered in any way).
  - ❑ **CHARTER APPLICATION** (Your answers to the questions posed on pages 8-17).
    - ❑ The Application is limited to 75 double-spaced pages using an 11-point Times New Roman font and one-inch margins with a header showing the school's name and a footer showing consecutive page numbers.
    - ❑ The original must be signed in blue ink. Stamped signatures will not be accepted.
  - ❑ **ASSURANCES FORM AND SIGNATURE SHEET** (Use the Assurances Form and Signature Sheet below on pages 21-23 and 25-27; the Form and the Sheet may not be altered in any way).
    - ❑ The original must be signed in blue ink; stamped signatures will not be accepted.
    - ❑ Electronic copy of assurances must be signed. Blank copies will not be accepted.
  - ❑ **DOCUMENTATION OF VOTE – *FOR CONVERSIONS ONLY*** (Use the form on page 24)
    - ❑ The original must be signed in blue ink; stamped signatures will not be accepted.
  - ❑ **EXHIBITS** (See list of required Exhibits below on page 18-19).
    - ❑ Required Exhibits should be as limited in size as possible.
    - ❑ All Exhibits must be tabbed both electronically and physically.
- ❑ Your Application Package must be enclosed in a notebook/binder with dividers for sections, exhibits and appendices. Provide ten (10) notebooks/binders.
- ❑ Your Application Package must also include ten (10) USB drives. Each USB drive should include a:
  - ❑ Microsoft Word version of your Application Cover Sheet
  - ❑ Microsoft Word versions of your Application and Exhibits
  - ❑ PDF Version of your Application Packet in the following order: Cover Sheet, Application, signed Assurances Form, and Exhibits
  - ❑ PDF version of your Locally-Approved Charter School Partners Roles and Responsibilities chart
  - ❑ Excel version of your completed Budget Templates

CHARTER APPLICATION COVER PAGES

Check One: ___ New Start-Up ___ New Conversion

Name of Charter School _____

Name of the Georgia nonprofit corporation that will hold the charter if granted:

_____

Local school system(s) in which charter school will be physically located: _____

_____

Contact Information for the Governing Board Chair

Contact Person: _____
Name **Title**

Contact Address: _____

Telephone Number: _____

Fax Number: _____

E-mail Address: _____

Contact Information for the Person Filling out this Application

Contact Person: _____
Name **Title**

Contact Address: _____

Telephone Number: _____

Fax Number: _____

E-mail Address: _____

CHARTER APPLICATION

EXECUTIVE SUMMARY

Name of Charter School: _____

Opening Date: _____ Proposed Charter Term Length: _____

Grade range at the end of Year 5: _____

What grades will the school enroll in its first year of operation? _____

Expected enrollment in the first year of the charter term: _____

Expected enrollment at the end of Year 5: _____

This application was approved by _____Local Board of Education on _____, 202__

For each year of the proposed charter term, indicate the number of students the charter school plans to serve.

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

1. Research shows that charter schools are more academically, financially and organizationally stable if they grow by only one grade each year. If the charter school plans to grow more than one grade each year, please provide a brief rationale for this growth model. (350 words or less)

2. State the charter school's mission and describe why this initiative is important to the community it will serve. Also provide a brief description of any defining features of the school. Include how stakeholders were involved in the petition process and will continue participating. (350 words or less)

3. Describe the charter school's academic program, specifically focusing on why it is innovative in your school district(s). Include mention of any waivers of state law and SBOE rule that are needed to be able to implement the academic program. Be sure to describe any special characteristics of your charter school, such as a special population or some other feature or features which enhance educational opportunities. (350 words or less)

4. Describe the charter school's organizational structure, specifically focusing on its innovation and need for flexibility, its general partnership structure with an educational service provider (ESP) if any, and the school's community interest and need. (350 words or less)

APPLICATION CONTENTS

Identify the appropriate page number in the application or appendix where the following information is located:

ACADEMIC PROGRAM

1. Describe the focus of the curriculum (including if it incorporates STEM, STEAM, International Baccalaureate, or any other such branded program). Include as **Exhibit 10** a copy of a sample scope and sequence for a proposed course/grade level.

2. Describe the instructional methods that will be implemented, including innovative, distinctive, or unique instructional techniques or educational programs (e.g., project-based learning).
    - Why are these innovations appropriate for this population/school?
    - Explain how these innovations will increase student achievement.

3. Describe the anticipated student-to-teacher ratios and the reasoning for choosing these ratios.

4. Describe how the charter school intends to meet the needs of students identified as gifted and talented. Include in your description any diagnostic methods or instruments that will be used to identify and assess these students.

5. *For High Schools only:*
    - Describe how the school will determine whether a student has satisfied the requirements for high school graduation, including earning credits or units and awarding completion credentials.
    - Describe how the school will meet college and career ready obligations, including how the school will incorporate dual enrollment, Move on When Ready, and AP classes.

STATE-AND FEDERALLY-MANDATED SERVICES

6. For students with disabilities, describe how the charter school will provide state- and federally-mandated services under both the Individuals with Disabilities Act (IDEA) and Section 504 of the Rehabilitation Act. Reciting the requirements of law and rule is insufficient. Your description should include the school's specific plans to:
    - Evaluate and identify students with disabilities;
    - Develop, review, and revise Individualized Education Programs (IEPs);
    - Integrate special education into the general education program;
    - Ensure that the school facility meets the requirements of other related laws including the Americans with Disabilities Act (ADA) and Section 504;
    - Address student discipline;
    - Handle programming disputes involving parents;
    - Ensure confidentiality of special education records;
    - Purchase services from special education vendors or contract with your local district to provide a continuum of special education services and how this arrangement will work; and
    - Secure technical assistance and training.

7. For English Learners (ELs), describe how the charter school will provide state- and federally-mandated services. Reciting the requirements of law and rule is insufficient. Please include in your description any diagnostic methods or instruments that will be used to identify and assess those students, as well as the instructional program that will be provided to ELs.

8. Describe the methods, strategies, and/or programs the charter school will use to provide remediation for students at risk for academic failure.

ASSESSMENT METHODS

9. Explain how the school will obtain individual student baseline achievement data, continue monitoring growth, and use that data to continuously inform and improve instruction (including formative assessments).

10. Explain how the charter school will work with the local school system to participate in statewide assessments.

ACADEMIC GOALS AND OBJECTIVES

11. Locally approved charter schools are required to exceed both the state and local district's CCRPI averages and to Beat the Odds. (For more information on these two measures, please go here *CCRPI and BTO*.) In addition to these measures, what goals will the school use to hold itself academically accountable?

    - Indicate the expected rate of student performance growth in each year of the proposed charter term that demonstrates the rigor expected from charter schools. Each year of student growth will be measured against the baseline data obtained during the first year of the charter term.
    - You are urged to include cohort measures that show the progress over time of a single cohort of students.
    - You are also urged to include national norm-referenced test results among your performance measures (e.g., NWEA's MAP and/or ITBS).
    - At a minimum, goals should be (1) aligned with Georgia Standards of Excellent (the SBOE-approved curriculum standards); (2) measurable on at least an annual basis; (3) attainable; and (4) reflective of the mission set forth in the petition. Schools should consider goals regarding student growth including low-performing or educationally disadvantaged populations.
    - Each year a charter school operates, it is expected to out-perform the state and the district.

State CCRPI			District CCRPI			Projected CCRPI				
Elem.	Middle	High	Elem.	Middle	High	Year 1	Year 2	Year 3	Year 4	Year 5

If your school plans on utilizing additional academic goals, please use the chart below.

	Assessment	Year 1 Baseline	Year 2 Target	Year 3 Target	Year 4 Target	Year 5 Target
Academic Goal #1:						
Measure 1: *Write in*						
Measure 2: *Write in*						
Measure 3: *Write in*						
Academic Goal #2:						
Measure 1: *Write in*						
Measure 2: *Write in*						
Measure 3: *Write in*						

SCHOOL GOVERNANCE

12. Describe the governing board's composition. Your description should:
    - Identify each member of the governing board;*
    - Identify the skill sets to be represented by the governing board (e.g., business, finance, legal);
    - Explain how board members are representative of the school and the community, and how parents and community members will be involved in the governing board;
    - Describe your plans to ensure that the charter school maintains a diverse board (in all respects) with broad skill sets;
    - Describe (and attach as **Exhibit 2**) how and when board members will be selected, and how long each member will serve;
    - Explain how and why board members may be removed from office;
    - If the board utilizes a subcommittee structure, describe this structure and identify the subcommittees; and
    - Describe (and attach as **Exhibits 3 and 4**) how current and future governing board members will avoid conflicts of interests.
13. Describe the governing board's functions, duties, and role in each of the following areas:
    - Curriculum and school operations (including policies, legal compliance);
    - Establishing and monitoring the achievement of school improvement goals;
    - Personnel decisions (primarily school leader selection, evaluation, and termination); and
    - Budget (including fundraising and resource allocation).
14. Describe how current and future governing board members will comply with open meetings and records laws.
15. How will the board comply with board training requirements?
    - Include in this plan areas of focus that are specific to the board and school. Attach as **Exhibit 5** a copy of the board's Governance Training Plan.
16. How will the charter school's governing board work collaboratively with the local school district and Board of Education?
17. Describe (and attach as **Exhibit 6**) what decisions the board will make and what decisions the school administration makes. Describe how board members will stay out of daily management issues.

**Note: Members of the local board of education and the superintendent of the local school system are prohibited from serving on the charter school's governing board, unless otherwise stipulated by the Department. The charter school principal may serve only as an* ex officio *member of the governing board. Additionally, no one on the school's payroll or contracted for services may serve on the school's governing board.*

ORGANIZATIONAL GOALS, PLANS, AND WAIVERS

18. Although standard organizational goals will be included in your charter contract (see charter contract template), please list and provide a detailed description of the charter school's measurable goals reflecting where the school envisions itself organizationally at the end of its first charter term. Goals should include areas such as governing board training; student and teacher recruitment/retention; school climate; student discipline; and student, parent, and teacher satisfaction. Each year of growth will be measured against the baseline data obtained during the first year of the charter term.

	Assessment	Year 1 Baseline	Year 2 Target	Year 3 Target	Year 4 Target	Year 5 Target
Organizational Goal #1: *Write in*						
Measure 1: *Write in*						
Measure 2: *Write in*						
Measure 3: *Write in*						
Organizational Goal #2: *Write in*						
Measure 1: *Write in*						
Measure 2: *Write in*						
Measure 3: *Write in*						
Organizational Goal #3: *Write in*						
Measure 1: *Write in*						
Measure 2: *Write in*						
Measure 3: *Write in*						

19. Describe any organizational innovations that will be implemented during the proposed charter term.
    - Why are these innovations appropriate for this unique school?
    - Explain how these innovations will increase organizational effectiveness.

FISCAL FEASIBILITY AND CONTROLS

Please note that the base per-pupil funding amount identified in the locally-approved budget template included in your Charter Application Packet will be included in your charter contract. Your local school system's approval of the base per-pupil funding in your budget is based upon the school system's good-faith estimate of the base per-pupil amount at which it will fund the charter school as long as the school system receives the state and local revenues upon which the approved school budget is based.

20. Will the charter school utilize the local school board for fiscal management or other services? If yes, describe the level of autonomy the school will have over budgets and expenditures and/or any other area(s) for which the school has contracted with the local board to provide services.

21. Identify the school's chief financial officer (CFO). Describe (and attach as **Exhibit 23**) a résumé illustrating how the CFO's credentials comply with SBOE Rule 160-4-9-.05.

22. Describe how the school will fund planning and start-up operations prior to receiving state and local funding, including legal setup, facility identification, initial staffing, etc.

23. Describe the school's plans for securing other sources of funding, including funding from individuals, corporations, foundations, or any other source.

24. The appropriate segregation of duties is often a problem when starting a charter school due to limited personnel. Describe the steps the school will take to ensure the appropriate segregation of duties to establish proper internal controls, including compliance with O.C.G.A. § 20-2-2074 which states that the CFO cannot also serve as CEO or in any other position at the school.

FINANCIAL SUSTAINABILITY

25. Although standard financial goals will be included in your charter contract (see charter contract template), please list and provide a detailed description of the charter school's measurable goals reflecting where the school envisions itself financially at the end of the initial charter term. Goals should emphasize fiscal health and sustainability. Each year of growth will be measured against the baseline data obtained during the first year of the charter term.

	Assessment	Year 1 Baseline	Year 2 Target	Year 3 Target	Year 4 Target	Year 5 Target
Financial Goal #1: *The school will continuously cover short-term financial obligations.*						
Measure 1: *The school's working capital ratio (current assets/current liabilities) will be greater than 1.*						
Measure 2: *The school will maintain at least 45 days' worth of cash on hand.*						
Measure 3: *The school's enrollment variance will not be greater than 8%.*						
Financial Goal #2: *The school will cover long term obligations and control cost.*						
Measure 1: *The school's debt-to-asset ratio will be less than 25%.*						
Measure 2: *Write in*						
Measure 3: *Write in*						
Financial Goal #3: *Write in*						
Measure 1: *Write in*						
Measure 2: *Write in*						
Measure 3: *Write in*						

26. Describe any financial innovations that will be implemented during the proposed charter term.
    - Why are these innovations appropriate for this unique school?
    - Explain how these innovations will increase financial effectiveness.

SCHOOL OPERATIONS

27. What is the charter school's attendance zone?

28. List the local schools that will feed into the charter school. Please also list the schools into which the charter school's students will feed.

29. What are the racial and socioeconomic demographics for the school's proposed attendance zone?

For the following questions, please note that "enrollment priorities," "admission," and "registration" are different concepts. To avoid confusion, the Department defines these concepts as follows:

- *"Enrollment Priorities" describes those students granted priority pursuant to O.C.G.A. § 20-2-2066(a)(1);*
- *"Application" describes pre-lottery processes and forms; and*
- *"Registration" describes post-lottery processes and forms after the student has been offered a seat at the school through enrollment priorities or the lottery process.*

30. Please check any of the following enrollment priorities pursuant to O.C.G.A. § 20-2-2066(a)(1) that will apply to the school. Indicate in the rightmost column the rank order in which they will be applied. If the school will not utilize a particular enrollment priority, please insert "N/A" in the first and the last columns for that priority.

Check any applicable enrollment priorities	**O.C.G.A. § 20-2-2066(a)(1) Enrollment Priorities**	**Ranking**
	A sibling of a student enrolled in the charter school.	
	A sibling of a student enrolled in another local school designated in the charter contract (school name:).	
	A student whose parent or guardian is a member of the governing board of the charter school or is a full-time teacher, professional, or other employee at the charter school.	
	Students matriculating from a local school designated in the charter contract (school name:).	
	Children who matriculate from a pre-kindergarten program (program name:) which is associated with the school, including, but not limited to, programs which share common facilities or campuses with the school or programs which have established a partnership or cooperative efforts with the school.	

31. Explain the rules and procedures that will govern student application and registration in the school. In your explanation:

    - State whether the school will utilize a weighted lottery to provide an increased chance of admission for educationally disadvantaged students as defined in State Board Rule 160-4-9-.04(o) and pursuant to O.C.G.A. § 20-2-2066(a)(1), State Board Rule 160-4-9-.05(2)(g), and Department guidance. If yes, indicate in the rightmost column the rank order in which they will be applied. If the school will NOT utilize a weighted lottery or a particular category, please insert "N/A" in the first and the last columns for that category.

Check any applicable categories	O.C.G.A. § 20-2-2066(a)(1) Weighted Lottery Categories	Weight Given
	Economically disadvantaged students	
	Students with disabilities	
	Migrant students	
	Limited English proficient students	
	Neglected or delinquent students	
	Homeless students	

- Attach as **Exhibit 7** a copy of the proposed admissions application that demonstrates the application conforms to the requirements of rule and law, including the open enrollment requirement.
- Attach as **Exhibit 8** a copy of the policy setting annual enrollment, re-enrollment, and lottery deadlines, including a description of the lottery procedures detailing how enrollment priorities will be applied and an assurance of complete transparency* in its procedures.

  **Note: Complete transparency should include, at a minimum, publishing the lottery date, time, place, and procedures at least two weeks in advance on (for example) the school's website and in printed forms shared with students or available at the school.*

32. Describe the steps the school will take to recruit students who are representative of the racial and socioeconomic diversity in the attendance zone for the charter school.

33. How will the school maintain/increase its student enrollment during the charter term?

34. Briefly describe (and attach as **Exhibit 12**) information regarding the program – e.g., PBIS – that your school will use. If you will not use PBIS, please explain why the program you have chosen was selected instead.

35. Briefly describe (and attach a copy of as **Exhibits 11 and 12**) the rules and procedures concerning student discipline and expulsion, including code of conduct and due process procedures.

36. Briefly describe (and attach a copy of as **Exhibit 13**) the rules and procedures concerning how the school will address grievances and complaints from students, parents, and teachers. Include the role the governing board will play in resolving such grievances and complaints.

37. Briefly describe (and attach a copy of as **Exhibit 14**) the school's employment procedures and policies.

38. Briefly describe (and attach a copy of as **Exhibit 15**) the school's insurance coverage, including the terms, conditions, and coverage amounts.

39. Briefly describe how the governing board has taken students' transportation needs into consideration. What transportation services will be provided for students?

CONTRACTS WITH CHARTER PARTNERS/EDUCATION SERVICE PROVIDERS

40. Identify your ESP or charter partner(s) and explain how this arrangement will be in the best educational and financial interests of the charter school.

41. Describe the decision-making process and due diligence exercised by the founding/governing board in choosing to contract with the ESP. Include in your description:
    - Other ESPs or charter partners that were considered and the reason(s) why this ESP or partner was selected above all others;
    - The history of the selected ESP or charter partner, including academic results, closures, non-renewals, and separations; and
    - How the contract was negotiated, including the management fee(s).
42. Briefly describe the range of services the ESP or charter partner will provide for the charter school.

43. Explain how the governing board will maintain its fiduciary responsibilities as a charter holder including monitoring and assessing the performance of the ESP or charter partner.

44. Attach a copy of your signed ESP contract as **Exhibit 16**.

FACILITIES

A charter school's facility is a significant part of implementation. Without a proper facility, the charter school will not be viable. Best practice states that a school's facility costs should not exceed 15% of its total expenditures. In addition, please be aware that all facilities must be approved by the Department's Facilities Services Unit – more information regarding this step can be found on the GaDOE website: Facilities Process Webinar. For this reason, it is imperative that the charter school does not commit to a facility before it has been approved. We encourage new schools that are planning construction or major renovations prior to student admission to consider a planning year to safely complete the construction process. We also strongly encourage obtaining Memorandums of Understanding (MOU) for at least two facility options while charter and facility approval is pending.

45. Describe the school facility that the charter school proposes to use. Include in your description:
    - The location of the facility;
    - Whether the facility is new or existing; and
    - Whether the facility requires any renovations for utilizing the space for educational purposes. If yes, describe the extent of the renovations and the source of funding to pay for the renovations.

46. Does the charter school have an MOU for the purchase or lease of the facility, pending charter and facility approval?
    - _____ Yes, we have a MOU and it is provided as **Exhibit 19**. *
    - _____ No, we do not have a MOU.

    **Note*: The MOU should include the total proposed facility cost. It should also set forth any material terms that will be reflected in a lease, such as the lease term.*

47. Does the charter school have a lease for an approved facility?

- _____ Yes, we have a lease and it is provided as **Exhibit 19**.
- _____ No, we do not have a lease, but plan to submit one to the Department by _____ (date).

48. Does the charter school have a Certificate of Occupancy (CO) for the proposed facility?
- _____ Yes, we have a CO and it is provided as **Exhibit 20**.
- _____ No, we do not have a CO, but plan to submit one to the Department by _____ (date).*

**Note: Schools must obtain a CO no later than 45 days before the start of the charter term on July 1.*

49. Does the charter school have an emergency safety plan pursuant to O.C.G.A. § 20-2-1185 for the proposed facility?
- _____ Yes, we have an emergency safety plan and it is provided as **Exhibit 21**.
- _____ No, we do not have an emergency safety plan, but plan to submit one to the Georgia Emergency Management Agency by _____ (date).*

**Note: Schools must submit an emergency safety plan no later than 45 days before the start of the charter term on July 1.*

EXHIBITS

The following Exhibits are required to complete your Charter School Application Package. Please tab the Exhibits to match the item numbers below. Exhibits should be as limited in size as possible.

1. Attach an official copy of the certificate of incorporation for the required Georgia nonprofit corporation from the Georgia Secretary of State. Please note that all charter school contracts – including those of start-up and renewal conversion charter schools – must be held by a Georgia nonprofit corporation.
2. Attach a copy of the by-laws for the nonprofit corporation.
3. Attach a copy of the governing board's Conflict of Interest Policy.
4. Attach a copy of the governing board's Conflict of Interest Form.
5. Attach a copy of the governing board's Governance Training Plan using the governance training memo available on GaDOE's website.
6. Attach a completed Locally-Approved Charter School Partners Roles and Responsibilities chart. This chart shows the balance of authority between the charter school's board and management, as well as the required independence of the charter school from the district.
7. Attach a copy of any admissions (pre-lottery) application the charter school proposes to use. Pursuant to O.C.G.A. § 20-2-2066 and SBOE Rule 160-4-9-.05, the admissions application must conform to the open enrollment requirement. Therefore, admissions applications should be limited to a student's name, contact information, home address for the purpose of verifying the student's residence within the school's attendance zone, grade level, and information required for any enrollment preference, such as identifying a sibling already enrolled at the charter school. If the charter school proposes to utilize a weighted lottery for educationally disadvantaged students, the admissions application may also include questions tailored to the subgroup(s) the school will offer an increased chance of admission according to the weighted lottery guidance available on GaDOE's website.
8. Attach a copy of the policy setting annual enrollment, re-enrollment, and lottery deadlines, including a description of the lottery procedures detailing how enrollment priorities will be applied and an assurance of complete transparency in its procedures.
9. Attach the charter school's proposed annual calendar and a draft of the charter school's daily school schedule.
10. Attach a copy of a sample scope and sequence for a proposed course/grade level.
11. Attach a copy of the charter school's Student Code of Conduct.
12. Attach a copy of the charter school's Student Discipline Policy and Procedures, including any Positive Behavior and Intervention Supports (PBIS).
13. Attach a copy of the rules and procedures concerning how the school will address grievances and complaints from students, parents, and teachers. Include the role the governing board will play in resolving such grievances and complaints. If this is included in another response, please indicate that.
14. Attach a copy of the charter school's Employee Policies and Procedures.
15. Attach proof of the school's insurance coverage, including the terms, conditions, and coverage amounts.
16. Attach a copy of any intended education service provider contracts or arrangements for the provision of education management or support services, including with any EMO, CMO, ESO, etc. Such contracts

shall describe the specific services for which the contracting organization is responsible. Such contracts should clearly delineate the respective roles and responsibilities of the management organization and the governing board in the management and operation of the charter school. Such contracts must also include the fee structure.

17. Attach a copy of any agreements with your local school district or Board of Education.
18. Attach a copy of any Letters of Intent and/or agreements detailing any proposed partnerships, including agreements with other local schools/systems for the charter school students' participation in extracurricular activities such as interscholastic sports and clubs.
19. Attach a copy of any MOU/lease/proof of ownership for a proposed facility.
20. Attach a copy of the school's Certificate of Occupancy.
21. Attach a copy of the facility's Emergency Safety Plan.
22. Complete and attach the start-up budget template located on the Charter Schools Division's website. Please note that the budget template includes:
    - A monthly cash flow projection detailing revenues and expenditures for the charter school's first two (2) years of operation based on 100% of the projected students enrollment;
    - An alternative monthly cash flow projection detailing revenues and expenditures for the first two (2) years of operation with the assumption of one-half (1/2) of the projected student enrollment; and
    - A spreadsheet projecting cash flow, revenue estimates, budgets, and expenditures on an annual basis for each of the five (5) years of the initial charter term.
    - Back-up documentation proving the legal reality of additional sources of revenue included in the budget template, including any funds other than state and local funding, including bank statements and/or signed grant award letters.
23. Attach the résumé for the charter school's Chief Financial Officer.
24. Attach the charter school's signed Assurances Form (see below).
25. Attach the charter school's signed and notarized Affidavit (see below).
26. Attach the charter school's signed Local Board of Education Resolution approving the charter school's application.
27. Attach the charter school's signed Governing Board Resolution approving the charter school's application. This will serve as the formal petition to the SBOE.
28. For conversion schools only, attach the charter school's Confirmation of Teacher and Parent Vote.
29. Attach the signed and notarized O.C.G.A. 50-36-1(e)(2) Affidavit (page 20).

O.C.G.A. § 50-36-1(e)(2) Affidavit

By executing this affidavit under oath, as an applicant for a charter school contract from the State Board of Education, as referenced in O.C.G.A. § 50-36-1, the undersigned applicant verifies one of the following with respect to my application for a public benefit:

1) _____ I am a United States citizen.

2) _____ I am a legal permanent resident of the United States.

3) _____ I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act with an alien number issued by the Department of Homeland Security or other federal immigration agency.

My alien number issued by the Department of Homeland Security or other federal immigration agency is: _____.

The undersigned applicant also hereby verifies that he or she is 18 years of age or older and has provided at least one secure and verifiable document (e.g., driver's license, passport, birth certificate), as required by O.C.G.A. § 50-36-1(e)(1), with this affidavit.

The secure and verifiable document provided with this affidavit can best be classified as:

_____.

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of O.C.G.A. § 16-10-20, and face criminal penalties as allowed by such criminal statute.

Executed in _____ (city), _____ (state).

_____
Signature of Governing Board Chair

_____
Printed Name of Governing Board Chair

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE
___ DAY OF _____, 202___

_____
NOTARY PUBLIC
My Commission Expires:

ASSURANCES FORM AND SIGNATURE SHEET

Georgia Law and State Board of Education Rule requires your school to provide assurances that it will do certain things and comply with certain laws. This Assurance Form enumerates all of these requirements and, when you submit this signed Signature Sheet with this Assurance Form as part of your Charter School Application Package, you are providing the legal assurance that your charter school understands and will do these things. This form must be signed by the school's governing board chair.

As the authorized representative of the applicant, I hereby certify that the information submitted in this application for a charter for *(name of school)* located in County is true to the best of my knowledge and belief; I also certify that if awarded a charter the school:

1. Shall be nonsectarian in its programs, admissions policies, employment practices, and all other operations;
2. Shall be subject to the control and management of the local board of the local school system in which the charter school is located, as provided in SBOE Rule ____ in relations to pre- and post-charter approval, in the charter contract, and in a manner consistent with the U.S. and Georgia Constitutions;
3. Shall not discriminate against any student or employee on the basis of race, color, ethnic background, national origin, gender, disability, age, or sexual orientation;
4. Shall be subject to all federal, state, and local rules, regulations, court orders, and statutes relating to civil rights; insurance; the protection of the physical health and safety of school students, employees, and visitors; conflicting interest transactions; and the prevention of unlawful conduct;
5. Shall be subject to the provisions of O.C.G.A § 20-2-1050 requiring a brief period of quiet reflection;
6. Shall ensure that the charter school and its governing board are subject to the provisions of O.C.G.A. § 50-14-1 *et seq.* (Open and Public Meetings) and O.C.G.A. § 50-18-70 *et seq.* (Open Records);
7. Shall ensure that the charter school's governing board members may only receive compensation for their reasonable and actual expenses incurred in connection with performance of their duties;
8. Shall ensure that the charter school's governing board members receive initial training and annual training thereafter, provided by a SBOE-approved vendor pursuant to O.C.G.A. § 20-2-2072 and State Board of Education Rule 160-4-9-.06;
9. Shall ensure that the charter school's governing board adopts and abides by a conflict of interest policy;
10. Shall comply with O.C.G.A. §20-2-210(b)(1) and implement an evaluation system as adopted and defined by the State Board of Education for elementary and secondary school teachers of record, assistant principals, and principals;
11. Shall comply with the accountability provisions of O.C.G.A. § 20-14-30 through § 20-14-41 and federal accountability requirements, and participate in statewide assessments;
12. Shall adhere to all provisions of federal law relating to students with disabilities, including the IDEA, Section 504 of the Rehabilitation Act of 1974, and Title II of the Americans with Disabilities Act of 1990, as applicable;
13. Shall provide state and federally mandated services for English Learners, as applicable;

14. Shall provide for supplemental educational services as required by federal law and pursuant to SBOE Rule 160-4-5-.03, and for remediation in required cases pursuant to SBOE Rule 160-4-5-.01;
15. Shall notify the state of any intent to contract with any entity for education and/or management services;
16. Shall notify the state of any changes in any entity contracted with for education and/or management services;
17. Shall be subject to the requirement that it shall not charge tuition or fees to its students except as may be authorized by local boards by O.C.G.A. § 20-2-133;
18. Shall comply with federal due process procedures regarding student discipline and dismissal;
19. Shall be subject to all laws relating to unlawful conduct in or near a public school;
20. Shall have a written grievance procedure to resolve student, parent, and teacher complaints;
21. Shall have a written procedure for resolving conflicts between the charter school and the local board of education;
22. Shall comply with the provisions of O.C.G.A. § 20 -2-211.1 relating to fingerprinting and criminal background checks;
23. Shall remit payments to Georgia Teacher Retirement System (TRS) on behalf of employees and shall employ teachers in accordance with TRS;
24. Shall ensure that if transportation is provided for its students, the school shall comply with all applicable state and federal laws;
25. Shall ensure that if the charter school participates in federal school meals programs, then it shall comply with all applicable state and federal laws and rules;
26. Shall prepare a safety plan in accordance with O.C.G.A. § 20-2-1185 and submit and obtain approval from the Georgia Emergency Management Agency;
27. Shall comply with the state facility requirements regarding site codes, facility codes, school's codes, the submission of architectural plans for any new facility that the school may build or occupy during the charter term, and all other facility requirements as established by the Department;
28. Shall be subject to all reporting requirements of O.C.G.A. § 20-2-160, subsection (e) of O.C.G.A. § 20-2-161, O.C.G.A. § 20-2-320, and O.C.G.A. § 20-2-740;
29. Shall be subject to an annual financial audit conducted by the state auditor or by an independent certified public accountant licensed in Georgia;
30. Shall designate a Chief Financial Officer that meets all requirements as established by the Charter Schools Rule 160-4-9-.05(2)(h)(1);
31. Shall secure adequate insurance coverage prior to opening and shall maintain such coverage throughout the charter term in accordance with the laws of the State of Georgia;
32. Shall acknowledge that none of the criteria used to calculate QBE funding may be waived;
33. Shall ensure that 90% of QBE funds earned for out-of-system students enrolled in a virtual school must be spent on their instruction pursuant to O.C.G.A. § 20-2-167.1; and

34. Shall follow any and all other federal, state, and local laws and regulations that pertain to the applicant or the operation of the charter school.

This Charter School Application, Assurances Form, and attached Exhibits were approved by the Charter School's Governing Board on the day of , 202_.

_____ _____
Governing Board Chair, Charter School Date

This Charter School Application, Assurances Form, and attached Exhibits were approved by the Board of Education on the day of , 202_.

_____ _____
Chair, Local Board of Education Date

_____ _____
Superintendent, Local Board of Education Date

If a Charter is granted, Petitioners assure that the proposed charter school's programs, services, and activities will operate in accordance with the terms of the Charter and all applicable federal, state, and local laws, rules, and regulations.

_____ _____
Governing Board Chair, Charter School Date

_____ _____
Chair, Local Board of Education Date

_____ _____
Superintendent, Local Board of Education Date

DOCUMENTATION OF VOTE (*CONVERSIONS ONLY*)

This petition has been agreed to, by secret ballot, by a majority of the faculty or instructional staff members at a meeting called with two weeks advance notice during which time a complete petition draft was available for review.

Date of Vote _____

Total Number of Faculty and Instructional Staff _____

Number Approving _____ Percent Approving _____

Number Disapproving _____ Percent Disapproving _____

_____ _____

Principal's Signature Date

This petition has been agreed to, by secret ballot, by a majority of the parents or guardians of the students enrolled in the school who were present at a meeting called for the purpose of deciding whether to submit the petition. A student's parent(s) or guardian(s) shall collectively have one vote for each student enrolled in the school although parents of students at the school who are eligible to vote as faculty or instructional staff shall also have a single vote in the vote. Two weeks advance notice of the meeting published during which time a complete petition draft was available for review.

Date of Meeting _____

Total Number of Parents Attending Meeting _____

Number Approving _____ Percent Approving _____

Number Disapproving _____ Percent Disapproving _____

_____ _____

Principal's Signature Date

FINANCIAL ASSURANCES FORM (LOCAL)

35. *The charter school will provide the Bibb County School District (BCSD) with a monthly Budget versus Actual Statement, and Balance Sheet in a format acceptable to the District within 45 days after the end of each month.*

36. *Any surplus funds remaining at the close of one fiscal year (in excess of 45 days of cash liquidity requirement) will be used to enhance the charter school's academic program in the following year.*

37. *Any deficit occurring at the end of a fiscal year will be eliminated within the next fiscal year. A detailed realistic plan and budget for the next fiscal year must be provided to and approved by BCSD. We understand that no BCSD funds will be allocated to the charter school for the next fiscal year until the Superintendent or his designee approves such plan and budget.*

38. *The charter school will not incur long-term debt that cannot reasonably be repaid in full by the end of its current charter (five years) and will obtain the written approval of the Bibb County School District before acquiring long-term debt exceeding $500,000.*

39. *The charter school will be solely responsible for all debts it incurs and will not contractually bind BCSD with any third-party contracts made by the charter school.*

40. *The board of the charter school will notify BCSD immediately if the charter school is contemplating the cessation of operations and will cooperate with BCSD to the extent necessary to provide an orderly return of the students to their local schools.*

41. *If the charter school ceases operations for any reason, the charter school/corporation personnel and its governing board will cooperate fully and be responsible for appropriately safeguarding and distributing the school's assets and concluding the school's business and affairs. Remaining assets will be returned to BCSD upon dissolution per our Articles of Incorporation. Furthermore, if the charter school does not have sufficient funds to pay its entire debt at the time it ceases operations, BCSD will not be responsible for the charter school's unpaid bills.*

42. *BCSD will be permitted to audit the charter school as BCSD deems appropriate.*

43. *_____will operate the charter school as the sole function of the corporation and will not raise funds for any other purpose. Each year the charter school will submit a copy of its IRS Form 990 Tax Return to BCSD.*

44. *The charter school understands that the charter may be revoked or not renewed by the Bibb County Board of Education if the Board determines that the charter school failed to meet generally accepted standards of fiscal management as described by the BCSD Financial Services Division.*

45. *All equipment with an original acquisition cost of $1,000 or more (as well as all computers, printers, LCD projectors, and interactive whiteboards, regardless of cost) will be identified and reported to BCSD each year.*

46. *The charter school will comply with all State Board rules and reporting requirements of the Georgia DOE.*

FACILITY PLAN ASSURANCES FORM (LOCAL)

47. The charter school understands that the Bibb County Board of Education has determined that it will not include start-up charter schools in its building program or provide charter schools with a facility, land for a facility, or funding for a facility.
48. The charter school will continue to occupy its current location(s).
49. The charter school will comply with the Georgia Department of Education guidelines for (a) Educational Facility Site Selection and (b) Risk Hazard Assessment for Educational Facility Sites.
50. The charter school acknowledges that the site is subject to review and approval by the Georgia Department of Education and that the review criteria cannot be waived.
51. The charter school acknowledges that if a new or modified facility is proposed, the failure to submit the required certificate of occupancy at least 60 days prior to the proposed opening date of the school will result in the delay of the school's opening until the following school year.
52. The charter school will provide to BCSD copies of deeds, leases, construction contracts, drawings and other documents relating to the facility upon request.
53. The charter school acknowledges that if a new or modified facility is proposed, failure to submit this information at least 135 days prior to the proposed opening date of the school will result in the delay of the school's opening until the following year.
54. The charter school will allow BCSD staff to inspect the facility throughout the term of the charter.
55. The charter school acknowledges that any subsequent renovation or construction not included in the petitioner's construction plan must be reviewed and approved by BCSD prior to the start of work.
56. The charter school will develop operations and maintenance plans for managing asbestos in its facilities as required by the Asbestos Hazard Emergency Response Act (AHERA).
57. The charter school will prepare an emergency safety plan in accordance with O.C.G.A. § 20-2-1185 and submit and obtain approval from the Georgia Emergency Management Agency by a specified date.

ASSURANCES SIGNATURE PAGE (LOCAL)

This Charter School Application, Assurance Form, and attached Exhibits were approved by the Charter School's Governing Board on the day of , 202_.

_____ _____
Governing Board Chair, Charter School Date

This Charter School Application, Assurance Form, and attached Exhibits were approved by the Board of Education on the day of , 202_.

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Chair, Local Board of Education Date

_____ _____
Superintendent, Local Board of Education Date

If a Charter is granted, Petitioners assure that the proposed charter school's programs, services, and activities will operate in accordance with the terms of the Charter and all applicable federal, state, and local laws, rules, and regulations.

_____ _____
Governing Board Chair, Charter School Date

_____ _____
Chair, Local Board of Education Date

_____ _____
Superintendent, Local Board of Education Date