APPENDIX E – Part I

APPLICATION REQUIREMENTS

Application requirements include submission of ten (10) copies of the paper version and one (1) copy of an electronic version. The electronic version should be submitted in Microsoft Word, Excel or PDF formats. An outline of the information to be presented in the Application is as follows:

0.00  ABSTRACT

1.00  SCHOOL DESIGN

1.01  Provide the name of the proposed charter school.
1.02  Provide the name(s), address(s), telephone number(s), and email address(s) of the organization or individuals submitting the application to create a charter school; 118.40(1m)(b) 1.

1.03  Identify how the school will operate as a legal entity under Wisconsin law.

1.04  Describe the student body to be served by the school and, for each of the first five years, indicate the grades the school will house, the number of expected students per grade, and the expected number of students per class.

1.05  State the mission and vision of the school.

1.06  State the core beliefs of the school.

1.07  Explain how the mission, vision, and core beliefs are grounded in specific research.

1.08  Note the unique aspects of the school and explain why the community needs this school.

1.09  Describe how the mission and core beliefs will drive decision-making during the development and operation of the school.

1.10  Characterize the school culture desired for the school and how this culture will be established.

1.11  Describe the process that will be used to develop an initial strategic plan.
2.00 GOVERNANCE AND LEADERSHIP

2.01 Identify the organization and individuals involved in the development of the school.

2.02 Describe how this organization and/or these individuals individually and collectively, embody the characteristics, skills, and experience necessary to establish the school as an effective, stable organization.

2.03 Describe the board that will be created to lead the school.

2.04 Describe the process to be used for the selection of board members.

2.05 State the general duties of board members.

2.06 Explain how the governance of the school will embody principles of democratic management, including but not limited to parental participation; 118.40(1m)(b)6.

2.07 Explain how the board will establish policy and work with the staff to promote the goals of the program.

2.08 Attach a copy of the by-laws of the board (if available).

2.09 Attach a copy of articles of incorporation as defined by Wisconsin law.

2.10 List the names and occupations of individuals who will serve on the initial school board (if available).

2.11 Explain how the school will operate in terms of lines of authority and responsibility. Include an organization chart.

2.12 Identify the position(s) and the level of expertise of the individual(s) responsible for managing the school and the manner in which administrative services will be provided; 118.40(1m)(b)2.

2.13 Identify the criteria to be employed in hiring the school director/principal.

2.14 If the charter school will be managed/operated by a third party, identify the organization and its role in the charter school operation.
3.00 COMMUNITY AND PARENT ENGAGEMENT

3.01 Describe the community the school will serve.

3.02 Explain how the community has been involved in developing the school.

3.03 Explain how the community will be involved in the operation of the school.

3.04 Describe community partnerships the school will have or hopes to have.

3.05 Describe how relationships to attract and retain students, enhance student learning, and satisfy students and stakeholders will be built.

3.06 Describe how requirements, expectations, and preferences of students, parents, and other stakeholders will be determined.

4.00 MARKETING, RECRUITMENT, AND ADMISSIONS

4.01 Describe the marketing program that will be used to inform the community about the school.

4.02 Explain how students will be recruited for the program.

4.03 Describe the means by which the school will achieve a racial and ethnic balance among its pupils that is reflective of the school district population; 118.40(1m)(b)9.

4.03 Describe admission policies and practices to be used to enroll students the first year and succeeding years; 118.40(1m)(b)10.

4.04 Describe strategies to be employed when, and if, more students apply for admission than there are seats available.

5.00 FACULTY AND STAFF

5.01 Identify how administration, faculty and staff will be recruited and how the school will ensure the quality of the workforce.

5.02 Describe how job requirements, compensation, career progression workforce practices, and work environment will motivate faculty and staff to achieve high performance.

5.03 Describe how the faculty and staff education and training programs will support the achievement of overall objectives.
5.04 Describe how the work environment will foster learning and continuous improvement for both staff and students.

5.05 Describe how the school will meet the requirement that all instructional staff hold a license or permit to teach issued by the Department of Public Instruction; 118.40(1m)(b)7.

6.00 CURRICULUM AND INSTRUCTION

6.01 Describe the educational program of the school; 118.40(1m)(b)3.

6.02 Identify the content of the instructional program.

6.03 Characterize the instructional methodology to be utilized by the faculty; 118.40(1m)(b)4.

6.04 Explain how chosen instructional content and methodology will achieve the school's objectives.

6.05 Describe the research that supports this approach to educating children.

6.06 Describe the program design, methods and strategies for serving students with disabilities and for complying with all related federal laws and regulations.

6.07 Describe the program design, methods, and strategies for serving students who are English language learners and for complying with all related federal laws and regulations.

7.00 STANDARDS, ASSESSMENT, AND ACCOUNTABILITY

7.01 Describe the standards on which the educational program will be based.

7.02 Describe how pupil progress to attain the educational goals and expectations of the State of Wisconsin will be determined; 118.40(1m)(b)5.

7.03 Describe the requirements for high school graduation (if applicable).

7.04 Define how the results of the educational program will be assessed.

7.05 Describe the student achievement goals that will be met during the first five years of operation.

7.06 Describe how the school will ensure the quality and availability of needed data and information.
7.07 Describe how standards, assessment, and accountability will be integrated into a coordinated system.

7.08 Describe how effective performance management systems will be provided to improve student and organizational performance.

7.09 Describe the school calendar for the first year of operation, the number of days of instruction to be provided during that year, the length of the school day, and the number of minutes of instruction per week for each subject.

8.00 EDUCATIONAL SUPPORT PROCESSES

8.01 Describe how key processes for design and delivery of the educational program will be managed.

8.02 Describe how instructional content and methodology will be continuously improved.

8.03 Explain the procedures for ensuring the health and safety of students; 118.40(1M)(B) 8.

8.04 Identify the procedures for school discipline, suspension, and potential removal of a child from the program; 118.40(1M)(B) 12.

8.05 Describe the methodology for maintaining pupil records and ensuring accurate record keeping in regard to student attendance, achievement, health, activities and emergency contacts. Attach the student record plan and related policies and practices.

8.06 Identify key student services and how they will be managed.

8.07 Describe how key processes that support daily operations will be managed.

8.08 Describe the special education program to be provided including governance, pupil identification, development of IEP's, delivery of special education and related services and program financing.
9.00 BUSINESS AND FINANCIAL OPERATIONS

9.01 Identify the individuals and their level of expertise who were involved in developing the schools financial plan.

9.02 Identify the position and the level of expertise of the individual(s) who will be responsible for managing the business aspects of the school.

9.03 Identify how capital required to plan and open the school will be obtained. If funds are going to be borrowed, identify potential lenders and the amount of the loan required.

9.04 Identify the potential site of the school, how the site will be procured, the estimated cost of procurement, and the estimated cost of construction and/or renovation.

9.05 Provide a description of the school facility, or proposed facility and its layout. Include the number and size of classrooms, common areas, and recreational space. Identify the level of handicapped accessibility; 118.40(1M)(B)14.

9.06 Describe the transportation arrangements made for the charter school students.

9.07 Describe how food services will be provided for students.

9.08 Provide revenue and expenditure budgets for the first three years of operation.

9.09 Provide a projected cash flow statement for the planning stage and the first year of operation.

9.10 Identify the critical levels of enrollment and revenue required to insure sufficient cash flow for program operation.

9.11 Show how the budget addresses the unique aspects of the school.

9.12 Describe the plan for annually auditing the schools finances and identify the firm which will conduct the audit (if selected); 118.40(1M)(B)11.

9.13 Present a plan for raising funds needed beyond the per-pupil allocation provided under state law.
10.00 LEGAL REQUIREMENTS AND PROCEDURES

10.01 List the legal requirements for operating a public charter school.

10.02 Describe the policies and procedures developed to address these requirements.

10.03 Describe the level and types of insurance coverage the board will provide.

10.04 Explain the school's student records plan for developing and maintaining student achievement, health, emergency contact, high school credit, activities, and the like.

10.03 Identify how students, staff, faculty, and parents will gain an understanding of the rights and responsibilities these requirements create.
Special Education Issues
Charter Applicants to Consider During the Planning Phase

Human Resources

- How many students with disabilities should we estimate that our school will enroll?
- How many special education teachers will we need to employ?
- What kind of certification will the special education teachers need?
- How does our state define “highly qualified” teachers according to NCLB and “qualified personnel” under IDEA?
- Can our school hire dual-certified teachers?
- Can we hire part-time or retired special education teachers?
- Will we need to hire staff for health-related issues?
- What are the implications for salaries and benefits if we hire full- versus part-time employees?

Curriculum and Assessment

- What curricula and instruction will our school offer?
- How will we modify the curriculum and instructional delivery to address the unique needs of children with disabilities?
- How can we train general and special education teachers to modify/adapt the curriculum and instructional approach for children with disabilities in inclusive classrooms?
- How will our school include children with disabilities in required assessments or develop alternate assessment?
- How will curriculum and assessment decisions be considered and monitored by IEP teams and staff?

Professional Development

- How will our school provide teachers with professional development?
- Will teachers need any specialized professional development related to educating and including children with disabilities?
- Does the district or the state operate a professional development program or network that we can utilize?

Administration

- Who will administer the special education program?
- Who will be responsible for collecting, managing and reporting data related to children with disabilities?
- Can we create our own system to administer special education or will we adopt the policies/procedures dictated by our authorizer, local district, or other administrative unit?
- How will our school handle student records and other school property appropriately in the event of closure of the charter school?

Special Education Funding

- How will federal, state and local special education dollars flow?
- What does our school need to budget for special education during the first year of operation?
- Do we need to prepare financially to enroll a student with significant special needs?

Facilities

- Where will we conduct student evaluations?
- Where will we conduct IEP meetings?
- Where can we store confidential student records?
- Where will we provide pullout services?
- Where can related services personnel meet with individual students?
- Are entrances, classrooms, common areas and bathrooms accessible to individuals—including adults—with physical disabilities?
- Does the facility have space for a nurse to store and administer medications or use medical equipment?

Transportation

- How will our school meet transportation needs of students who receive transportation as a related service articulated on their IEP?
- Where will we access transportation for a student in a wheelchair?