

CHARTER SCHOOL PROPOSAL REQUIREMENTS FOR CONSIDERATION

This policy is intended to provide guidelines and requirements for all charter school applications or proposals submitted to the District for consideration.

All charter school proposals shall contain the following contents designated by the appropriate headings and subheadings:

I. Executive Summary

A. Name of proposed charter school, which must include the words "Charter School."

B. Proposed effective date and term of the charter

The first day of the first academic year and the first day of the fiscal year shall be no earlier than August 15 and no later than September 15 of a calendar year.

C. Mission Statement

The mission statement shall include identification of values, the educational approach, curriculum focus, customer focus and outcomes and goals of the charter school. The mission statement shall present a clear, focused, coordinated and compelling mission and statement of values that will lead to improved educational outcomes for the targeted student population.

Such statement must be consistent with the Illinois General Assembly's declared purposes and those purposes should be recognized as goals to be attained by the charter school.

II. School Operations Overview

Provide a summary which addresses or identifies (1) the proponent's and design team's experience with non-academic operations of running a school including finance, facilities, payroll, etc.; (2) key services including accounting, maintenance, food services, payroll, and security; (3) identification of qualified individuals to manage services during start-up and after school opening; (4) proposed outlines for reasonable costs for any contracted services; and (5) a description of how the charter school plans to meet the transportation needs of its pupils and a plan for addressing the transportation needs of low-income and at-risk pupils.

III. Curriculum and Instruction

A. Curriculum Map and Summary

The curriculum map and summary shall include a description of the charter school's educational program and pupil performance standards. It must identify the school's proposed scope and sequence which must be clearly presented, based on proven research,

and aligned with the school's stated mission, Illinois Learning Standards and all applicable federal laws.

The curriculum map and summary must also contain sufficient evidence of effectiveness (e.g. test scores, graduation rates, satisfaction ratings, etc.) of the curricula with the proposed student population.

B. Curriculum Development Plan

The curriculum development plan must be aligned with critical school milestones, including faculty hiring, textbook selection, professional development, etc. The plan shall include supplements to any "off the shelf" curricula that the school plans to incorporate.

C. Instructional strategies

Instructional techniques must be clearly articulated and effectively support the school mission and overall education plan. The instructional strategies must demonstrate the use of differentiated techniques to support student learning and challenge students to perform at high levels.

D. Assessing Student Needs, Remediation, and Accelerated Learning

The proposal must include a clear plan to identify the performance level and individual needs of all students upon enrollment. The curriculum design must also demonstrate a clear understanding of the remediation and accelerated learning needs of the targeted population and present an integrated plan for academic gains. The proposal shall include appropriate programs and services to ensure that students are challenged with the appropriate level of rigor.

E. School Calendar and Schedule

The school calendar and schedule must be aligned with the mission and vision, be appropriate to the selected school model, and meet all state requirements. The calendar and schedule shall reflect an appropriate level of rigor with sufficient time for core subjects, extra supports, and nonacademic programs. Any additional school hours and days must be appropriately reflected in the school budget submitted with the proposal. The proposal shall identify the school year, school days and hours of operation. The calendar and daily schedule shall provide adequate time for professional development and teacher collaboration as described in section VI.

IV. School Culture and Climate

A. Description of Culture

Describe shared beliefs, customs, or behaviors for students, teachers, and staff. It must

also describe the systems, traditions, and policies that give the school its identity. The proposal should describe how the culture will establish high behavioral and academic expectations and reinforce the school's mission, vision, and education plan.

B. Social and Emotional Needs

Provide a description of how the proposed charter school will identify and support the social and emotional needs of all students on an on-going basis. Identify any additional services, programs, activities, etc. to be offered beyond academics to address students' social and emotional needs. Demonstrate a clear plan to monitor and manage the effectiveness of the planned supports and to make adjustments as needed.

C. Parent Involvement

Describe a clear plan for providing parents access to their students' educational experience. Provide a description of how the school will engage parents on an ongoing basis.

D. Policies

Describe the student discipline policies which promote positive student behavior with rewards and consequences, provide student due process rights, and address potential safety issues that may arise.

V. **Assessment and School-Wide Data**

A. Educational Goals and Metrics

Indicate educational goals, objectives and metrics that are measurable, specific, reflective of high expectations, and demonstrate reasonable pupil performance growth each year. Such goals and metrics must reflect an understanding of the needs of entering students and be aligned with core curricula, pedagogy, and instructional strategies.

B. Student Assessment Plan

Identify types of assessments that will be used to measure pupil progress towards achievement of the school's pupil performance standards, the timeline for achievement of those standards, and the procedures for taking corrective action in the event that pupil performance at the charter school falls below those standards. The proposal must clearly demonstrate the validity and reliability of chosen assessments.

The assessments shall be appropriately aligned with curriculum, instruction, high academic standards, and state-mandated testing and reflect an effective frequency and content of interim and summative assessments. The assessment plan must identify how the school proposes to generate the required student, classroom, and subject matter data needed to evaluate student, teacher, and school progress and to shape and inform

instruction on an ongoing basis.

C. Data-Driven Programs and Instruction

Identify the method of assessment review and improvement planning process that is timely and incorporates teachers and school leadership effectively. The school calendar and daily schedule should reflect adequate time for data review and improvement planning.

D. Non-academic goals

Proposal must contain and describe non-academic goals and the method used to measure the attainment of such goals, including, but not limited to, student attendance, teacher turnover, graduation, financial stability, discipline rates, field trips.

VI. Professional Development Program

Describe the professional development plan which addresses effective induction and ongoing professional development that support the school's mission, curriculum, assessments, and culture. Include a professional development calendar and a description of the process to be used to measure the effectiveness of professional development and to make adjustments accordingly.

VII. Professional Culture and Evaluation

Define the norms and values that are required of adults to foster the overall desired culture. Identify how such cultural expectations will be communicated to the staff. Define expectations about staff evaluation, including frequency, content, and consequences.

VIII. Student Recruitment

Provide a student enrollment chart and describe student recruitment strategy and the proposed admissions policies and any proposed boundaries that align with Illinois Charter Schools Law, including identifying the age or grade range, areas of focus, minimum and maximum numbers of pupils to be enrolled in the charter school, and any other admission criteria that would be legal if used by a school district. Include a clear rationale for proposed enrollment that is aligned with the school's mission and budget. Demonstrate a comprehensive recruitment and retention approach that honors open enrollment. Articulate a balance between goals to serve neighborhood students and honoring school choice.

IX. Targeted Community

Describe the targeted community and provide a sound rationale for selecting the community while identifying any unique needs, interests, and assets. Provide data, research and information demonstrating a need for the proposed charter school in the targeted community. Present any evidence of community support of the proposed charter school.

X. Community Involvement and Engagement Strategy

Identify any anticipated community partnerships and define the key roles of those partnerships to further the mission and vision of the proposed charter school. Describe a plan and strategy for integrating and establishing a presence in the community, as well as engaging the community on an ongoing basis.

XI. Design Team Capacity

Describe how the selected design team represents entrepreneurial spirit, diversity of skill sets, and collective track record which demonstrates evidence of ability to start, grow, and manage a high performing organization.

XII. School Governance and Oversight

A. School Type

Identify and describe the rationale for the chosen school type and how it supports the school's mission, vision, proposed oversight structure, and key programmatic elements.

B. School and Board/Advisory Org Charts

Include a comprehensive organizational chart reflecting the lines of authority and including the responsible spans of control within and between the school and the Board.

C. School Governance and Oversight

Include concise summary of desired skill sets (legal, financial, academic, real estate, etc.) and Board member qualifications necessary to provide sufficient governance. Provide resumes of all board members already identified which evidence the experience and expertise necessary for the success and sustainability of the school. Describe how new members will be recruited and developed. Specifically define Board roles and responsibilities to ensure meaningful oversight of school performance, operations, and financials. Describe how parents, professional educators, and communities will be represented on the Board in accordance with Illinois Charter Schools Law. Provide proposed governance bylaws which include Board member selection and removal criteria/procedures, term limits, meeting schedules, and powers and duties.

XIII. Leadership

Identify the principal's job description which clearly identifies qualifications and competencies that align with the school's mission, design components, and educational and operational plans and innovations. Provide any data, research or information that exhibits the principal candidate's ability and capacity to be the instructional leader, evidence of

significant gains with similar student populations, and entrepreneurial skills to manage operations and introduce innovation into the new school.

If a principal candidate is not identified at the time of submission of the proposal, provide a recruitment plan to identify a candidate that meets the expectations above prior to the public hearing where the school board is expected to vote on the proposal.

XIV. Staffing Plans and Patterns

A. Staffing Model and Leadership Beyond the Principal

Identify the proposed leadership team structure which supports school programming and operations, and complements principal candidate's role. Provide a staffing plan that clearly reflects the school's proposed growth model (enrollment and grades year one through full capacity) and associated staffing needs. Staffing plans shall include job descriptions and clearly identify qualifications/certifications and competencies that align with the school's mission, design components, educational/operational plans, and innovations. Staffing plans shall also include hiring timelines.

Provide an explanation of the relationship that will exist between the charter school and its employees, including evidence that the terms and conditions of employment have been addressed with affected employees and their recognized representative, if any.

B. Recruitment and Selection of Teaching Staff

Identify any sources and resources to support recruiting and hiring of teacher candidates in a timely manner and provide a hiring timeline that is appropriate and aligns with curriculum development.

XV. Education Management Organizations (EMO)

A. Scope of Services

Articulate the scope of services of any selected EMO. Describe or provide an organizational chart depicting oversight and roles and responsibilities between governing body and EMO. Present a clear explanation for why the EMO was selected, including evidence of the organization's track record to support the school's mission, vision, and goals and to drive significant academic gains with similar population.

B. Monitoring

Provide a description of expectations for EMO performance. Include a reasonable plan to evaluate this performance and address how to hold the EMO accountable and the board's capacity to terminate the EMO relationship, if necessary.

XVI. Serving Specialized Populations

A. Specialized Instruction

Describe the plan to identify students with special needs and ensure that they have access to the general ed curriculum, are integrated in ways that support their development, receive necessary services, participate in standardized testing, and are included in all educational, extracurricular, and culture-building activities. The proposal must also demonstrate a plan to follow all regulations regarding the implementation of IEPs.

Describe the charter school's plan for ELL students that includes a curricular program for students who may not be ready for the general ed curriculum, outline a process for providing students access to the general ed curriculum, identify instructional and intervention strategies and programs, and include students in standardized testing and educational or culture-building activities.

B. Homelessness

Define the steps that the school will take to be sensitive and responsive to the needs and concerns of homeless students, the services that will be offered, and the school's efforts to ensure that homeless students are not deprived of their rights. The school's plan to serve homeless students must consider preparation of staff regarding student needs, a student retention plan, and outreach to other entities to serve student needs.

XVII. Financial Considerations

A. The proposal must be supported by evidence that the terms of the charter as proposed are economically sound for both the charter school and the school district. It must also include a plan for the displacement of pupils, teachers, and other employees who will not attend or be employed in the charter school.

B. Budget Narrative

Provide a comprehensive financial budget for the term of the charter which clearly identifies budget assumptions, provides a high-level summary of the budget and describes how the budget reflects the mission, vision, education plan, and overall strategic development of the proposed school.

The budget shall include a six year plan which includes incubation plus first five years of operations and aligns with all proposed programming, staffing plans, student enrollment projections, EMOs, contracts, professional development, etc.

C. Fundraising Plan

Provide a comprehensive fundraising plan which identifies anticipated revenue from grants and other fundraising. Any fundraising plan shall provide an explanation and basis for the conclusion that such proposed fundraising plan is reasonable and attainable.

D. Internal and External Financial Controls

Identify and describe all internal financial controls to be in place to ensure sound financial accountability and long-term viability. Provide parameters for periodic external review of financials and a description of the manner in which an annual audit of the financial and administrative operations of the charter school, including any services provided by the school district, are to be conducted.

XVIII. Facilities

A. School Sites

Identify at least two viable and available independent sites, providing a description and physical address that will feasibly permit school use and meet ADA compliance in time for planned opening. Include a proposed rehabilitation plan, if necessary, that is reasonable in its scope, timeline, and costs and has the appropriate project management resources to manage risks of on-time completion.

B. Space Requirements

The proposed space requirements must adequately address the programmatic and operational needs of the school (as evidenced by an adequate number of classrooms, specialized spaces, and offices for the planned staff and program). The proposal must demonstrate that the site will accommodate the projected space needs throughout the entire five year period; or if not, demonstrate that the design team has a reasonable facility plan to meet space needs thereafter.

C. ADA Accountability

The proposed plan must demonstrate consideration of all ADA requirements and accommodations, including hiring and employment, accessibility, and communications.

XIX. Other Provisions and Requirements

A. Include a proposed agreement between the parties regarding their respective legal liability and applicable insurance coverage.

B. In the case of a proposal to establish a charter school by converting an existing public school or attendance center to charter school status, include evidence that the proposed formation of the charter school has received the approval of certified teachers, parents and guardians, and, if applicable, a local school council as provided in 105 ILCS 5/27 A-8(b).

C. Include any other information reasonably required by the State Board of Education.

LEGAL REFERENCE: Illinois Charter Schools Law, 105 ILCS 5/27A-7
Illinois Charter Schools Law, 105 ILCS 5/27A-8

CROSS REFERENCE: (number) Procedure for Charter School Applications and Proposals