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February 1, 2022

**Kalmiopsis Community Arts High School application: Recommendation for determination of completeness**

As per [ORS 338.055](#), the first step in the charter school application process is to determine whether the application is complete. This determination is not an assessment of the merits of the application, but a determination of whether or not an applicant provided the information required by ORS 338.045. A proposal is complete if the proposal addresses, at least minimally, each element required by ORS 338.045 (2) and (3).

The school district board must notify an applicant within 30 days after receipt of a proposal if the proposal is not complete and identify the specific elements of the proposal that are not complete. If the application is not complete, the school district board must provide the applicant with a reasonable opportunity to complete the proposal.

If, after being provided a reasonable time to complete the proposal, the applicant does not provide a proposal that is complete, the application may be disapproved by the district board.

**This letter serves as informal notification as to the completeness of your application. Your application appears complete.**

The district board is scheduled to vote on the completeness of the application on February 16. This letter will serve as a recommendation to the board to determine that the application is complete. Please note that the board's vote on Feb 16 is only a determination of completeness; the analysis of the substance of the application will begin after completeness is determined.

My contact information is at the bottom of this letter.

Please do not hesitate to contact me if you have any questions.

Required statutory component	Complete?
(a) The identification of the applicant;	Yes
(b) The name of the proposed public charter school;	Yes
(c) A description of the philosophy and mission of the public charter school;	Yes
(d) A description of the curriculum of the public charter school;	Yes

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(e) A description of the expected results of the curriculum and the verified methods of measuring and reporting objective results that will show the growth of knowledge of students attending the public charter school and allow comparisons with public schools;	Yes
(f) The governance structure of the public charter school;	Yes
(g) The projected enrollment to be maintained and the ages or grades to be served;	Yes
(h) The target population of students the public charter school will be designed to serve;	Yes
(i) A description of any distinctive learning or teaching techniques to be used in the public charter school;	Yes
(j) The legal address, facilities and physical location of the public charter school, if known;	Yes
(k) A description of admission policies and application procedures;	Yes
(L) The statutes and rules that shall apply to the public charter school;	Yes
(m) The proposed budget and financial plan for the public charter school and evidence that the proposed budget and financial plan for the public charter school are financially sound;	Yes
(n) A description of the financial management system for the public charter school, an explanation of how the financial management system will meet the requirements of ORS 338.095 (1) and a plan for having the financial management system in place at the time the school begins operating;	Yes
(o) The standards for behavior and the procedures for the discipline, suspension or expulsion of students;	Yes
(p) The proposed school calendar for the public charter school, including the length of the school day and school year;	Yes
(q) A description of the proposed staff members and required qualifications of teachers at the public charter school;	Yes
(r) The date upon which the public charter school would begin operating;	Yes
(s) The arrangements for any necessary special education and related services provided pursuant to ORS 338.165 for children with disabilities who may attend the public charter school;	Yes

(t) Information on the manner in which community groups may be involved in the planning and development process of the public charter school;	Yes
(u) The term of the charter;	Yes
(v) The plan for performance bonding or insuring the public charter school, including buildings and liabilities;	Yes
(w) A proposed plan for the placement of public charter school teachers, other school employees and students of the public charter school upon termination or nonrenewal of a charter;	Yes
(x) The manner in which the program review and fiscal audit will be conducted; and	Yes
(B) The relationship that will exist between the public 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.	Yes
(3) In addition to the requirements of subsection (2) of this section:	NA
(a) The school district board may require any additional information the board considers relevant to the formation or operation of a public charter school.	NA
(b) Each member of a proposed public charter school governing body must provide an acknowledgment of understanding related to the standards of conduct and the liabilities of a director of a nonprofit organization, as those standards and liabilities are described in ORS chapter 65, if the public charter school is organized as required by ORS 338.035 (2)(a)(B) and (C).	Yes

Thank you,

Kristen Miles  
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