

LBD © RELATIONS WITH CHARTER SCHOOLS

~~To prepare for the possible receipt of a proposal requesting sponsorship of a charter school, and in order to facilitate the decision to accept or reject sponsorship of a charter application/proposal, the Governing Board establishes the charter school application requirements as set forth in Exhibit LBD-E. In addition to these application requirements, each applicant shall submit a full set of fingerprints to the District for the purpose of obtaining a state and federal criminal records check. The criminal records check shall be completed prior to issuance of a charter [A.R.S. 15-183]. Additional supporting information and data may be required and shall be provided by the applicant if requested by the District or the Superintendent to assist the Board in evaluation of the application for possible sponsorship of the charter school.~~

~~The Superintendent is directed to prepare copies of the requirements, together with any instructions deemed appropriate to the distribution or receipt of the applications.~~

~~Upon receipt of the application/proposal, the Superintendent shall provide copies to the Board and review the submission for inclusion of the application requirements, reporting the findings to the Board.~~

~~The Superintendent may designate personnel to provide liaisons between applicants and the District. If requested, a liaison may also provide technical assistance to improve the application.~~

Public Meetings

~~The Board may schedule and hold community meetings in the affected areas or the entire District to obtain information to assist the Board in making a decision about the charter school application. All persons or groups that have an interest in the approval or denial of the charter school application must present their comments or concerns to the Board in writing in a timely manner or in testimony during a public meeting.~~

Decision on Sponsorship

~~The Board will make a decision to accept or reject sponsorship of the applicant charter school, in either a regular or special meeting, within ninety (90) days after receipt of the application/proposal. An applicant may submit a revised application for reconsideration by the Board. If the application is rejected, the Board shall notify the applicant in writing of the reasons for the rejection [A.R.S. 15-183].~~

A Charter Plan

~~If the District decides to sponsor a charter school, a contract shall be prepared and executed by the charter applicant and the Board, containing at a minimum the following:~~

- ~~● The charter requirements and assurances found in A.R.S. 15-181 through A.R.S. 15-189.~~
- ~~● All representations contained in the application/proposal and those submitted as additions to the application/proposal.~~
- ~~● A description of all Board policies and rules the charter school will be required to follow.~~
- ~~● Other matters as deemed necessary to the creation of a charter school document.~~

~~An approved plan to establish a charter school is effective for fifteen (15) years from the first day of operation [A.R.S. 15-183].~~

Renewal/Nonrenewal of a Charter

~~A charter may be renewed for a period of twenty (20) years if the District deems that the school is in compliance with its own charter and A.R.S. 15-183. A charter renewal request shall be made at least fifteen (15) months prior to expiration of the approved plan in the form of an application, which must contain a report on the progress of the charter school in meeting the obligations of the contract and other terms of the agreement, including the laws applicable to the charter school.~~

~~A charter operator may apply for an early renewal by submitting to the District, at least nine (9) months prior to a renewal consideration, a letter of intent to apply for early renewal. The District shall review the charter school's annual fiscal audits and academic performance data collected by the District, shall review the existing contract with the charter school, and shall provide a renewal application to a qualifying charter school. The District shall give written notice to the charter school of its consideration of the renewal application.~~

~~Notice of intent not to renew a charter shall be given at least twelve (12) months prior to the expiration of the approved plan [A.R.S. 15-183]. The Superintendent shall assess the charter school's performance, including compliance with the charter and laws affecting the charter school, and report the findings to the Board in a timely fashion.~~

~~A charter may be renewed for successive periods of twenty (20) years.~~

Revocation of a Charter

~~The District shall review approved charters at five (5) year intervals and may revoke a charter at any time if the charter school breaches one (1) or more provisions of its charter. The District shall give written notice of intent to revoke a charter at least ninety (90) days before the effective date of the proposed revocation, thereby allowing the charter school at least ninety (90) days to correct the problems associated with the reasons for the proposed revocation. The notice shall be delivered personally to the~~

~~operator of the charter school, or sent by certified mail, return receipt requested, to the address of the charter school. The notice shall incorporate a statement of reasons for the proposed revocation of the charter.~~

~~Final determination of whether to revoke the charter shall be made at a public hearing called for such purpose.~~

Adopted: _____ date of Manual adoption

LEGAL REF.: _____ A.R.S. 15-181
_____ 15-182
_____ 15-183
_____ 15-184
_____ 15-185
_____ 15-187
_____ 15-188
_____ 15-189
_____ 15-741
_____ 15-816

LBD-E ©

EXHIBIT

RELATIONS WITH CHARTER SCHOOLS

CHARTER SCHOOL APPLICATION REQUIREMENTS

REQUIREMENTS ————— MINIMUM COMPONENTS

Purpose and Need

- Purpose ————— State the purpose for this charter school and point out the consistency of this purpose with the requirements of statute [A.R.S. 15-181 et seq.].
- Need ————— Describe the need for the charter school. How was that need established?
- Support ————— Provide any support for the formation of the proposed charter school indicated by parents, teachers, and students.

Mission and Goals

- Mission statement ————— Provide a copy of the mission statement of the charter school, including the process used to develop this statement. The mission statement of the proposed charter school must be consistent with the declared purposes set forth in the law [A.R.S. 15-183].
- Goals of school ————— State the proposed three-year goals for the school, including time lines. The applicant also should describe the process used to identify the goals.

Grades Served

- Population to be served ————— Describe with specificity the grades, ages, classes, or other groupings to be served by the charter school [A.R.S. 15-184].

Student Achievement and Curriculum

- Program and performance standards ————— Describe the charter school's educational program and the student performance standards to be achieved by the proposed school. Standards must meet or exceed State Board of Education and statutory standards and those adopted by the District [A.R.S. 15-183].
- Effectiveness measures ————— Outline the criteria designed to measure the effectiveness of the charter school [A.R.S. 15-183].
- Objectives and measuring performance ————— Provide a description of the curriculum to be used in the school. It should list the objectives and means of measuring student performance for each subject and each grade level.
- State Board standards ————— Design a method to measure student progress toward the student outcomes adopted by the State Board of Education.
- Evaluators and correcting student standards ————— Present a description of the charter school's plan for evaluating student performance, including types of assessment that will be used to measure student progress toward achievement of the school's performance standards, time lines for achievement of such standards, and procedures for taking corrective action in the event that student performance at the charter school falls below such standards.
- Reporting achievement results ————— Detail the plan for academic accountability, including testing programs, distribution of reports, and time lines for these activities [A.R.S. 15-183].

- At-risk student opportunities development socio- ————— Describe any objectives and means for increasing the educational for "at-risk" students, meaning those who because of physical, emotional, economic, or cultural factors are less likely to succeed in school.

Criteria for Enrollment Decisions

- Enrollment standards ————— Describe the enrollment policy and the criteria for enrollment decisions, including a description of the proposed school's plans to include academically low-achieving students, to promote diversity, and to provide for exceptional students as well as

_____	students with special needs [A.R.S. <u>15-183</u> and <u>15-184</u>].
—Capacity determination	Define the charter school's determination of capacity for purposes of enrollment limits and indicate any plans to increase capacity in the future. Also describe the equitable selection process to be used when capacity limits enrollment [A.R.S. <u>15-184</u>].
—Limits	Describe any limits on admission based upon age group or grade level [A.R.S. <u>15-184</u>].

Governance and Decision-Making

—Governing body and process	Describe the governing body, the means of selection, and the form in which the charter school will do business. This should include a detailed description of the rules and procedures followed to arrive at policy and operational decisions [A.R.S. <u>15-183</u>].
—Parent and community involvement	Describe the types and extent of parental and community involvement in the operation of the proposed school. Provide information on how the charter school will be accountable to the public. Specifically include how the following areas will be addressed:

- A. Provisions for charter school accountability to the school community.
- B. Development of an annual school improvement plan, with supporting profile information.
- C. Reporting to the Board and the school community, including the school report card per A.R.S. 15-746.

—District school relations	Describe the relationship between the proposed charter school and the School District.
—Expectations of sponsoring district	Describe the specific role and duties of the sponsor of the charter school [A.R.S. <u>15-183</u>].
—Requested rules exceptions	Determine what specific Governing Board policies and regulations the charter school would like waived.

Employment Plan and Practices

—Policies and practices	Describe the employment practices of the school, including personnel policies, a description of the qualifications for certificated and support staff employees, employee compensation schedules, recruitment and selection procedures, and plans for resolving employee relations problems [A.R.S. <u>15-183</u>].
—Proposed employment modifications if appropriate	If applicable, in case of a proposal to take over a current school, include a plan for the displacement of students, teachers, and other employees who will not attend or be employed in the charter school.

Financial Data, Facilities, and Transportation

—Cost-benefit analysis	Provide necessary evidence that the plan for the charter school is in conformance with statutory requirements and is economically sound for both the charter school and the District.
—Budget, audit, and cash management	Include a proposed budget and financial plan for the first three years of the charter and a description of the manner in which an annual audit of the financial and administrative operations of the charter school, including any services purchased from the District, is to be conducted.
—Financial responsibility	Determine who will be financially responsible for the school's payment of obligations.
—Procedures for accountability	Detail the plan for fiscal accountability, including accountability for student activity accounts and other nontax funds [A.R.S. <u>15-183</u>].
—Purchased services or property	Describe the services the charter school plans to purchase from the School District or from other sources. Describe any leases, lease purchases, or other purchases of property contemplated.
—Insurance	Provide a detailed summary of all insurance coverage [A.R.S. <u>15-183</u>]. The legal liability issues must be fully addressed.
—Facility analysis	Describe the facilities to be used, their location, and the way they will be obtained and maintained. Include any proposed renovations, the proposed contractor, and proposed cost [A.R.S. <u>15-183</u>].
—Transportation arrangements	Describe the proposed student transportation system, including the contract if services will be provided by a second party. If transportation is to be provided by the charter school, include a plan for addressing the required transportation needs of eligible nonresident disabled students and low-income students.

Assurances

~~—Statement of assurances~~ Provide policies, procedures, and, if none are available, written assurances that the charter school will ensure compliance with the requirements found in A.R.S. ~~15-181, 15-183, and 15-184.~~

Additional Information

~~—Information requested~~ Provide any additional statements of understanding that may be required or implied by applicable statutes or rules.

~~—Supporting data~~ Provide any additional information that might be helpful in supporting this request to establish a charter.