



## *Existing Schools* *Change of Authorizer* Charter School Application

Friends of Education, a charitable organization which meets the requirements as an authorizer under Minnesota statute section 124D.10 sub.(3), invites Minnesota charter schools interested in changing authorizers to submit an application to Friends of Education.

*NOTE:* Friends of Education has learning program requirements. Grade schools must implement a classical content-rich curriculum, such as that typified by the Core Knowledge sequence developed by E.D. Hirsch, Jr. and the Core Knowledge Foundation or the Classical Trivium (these are examples). Middle schools must implement a curriculum which prepares students for high school success. High schools must implement a curriculum which prepares students for post-secondary success. Friends of Education also requires a phonics-based reading program and the Saxon or Singapore math programs unless a different math program is specifically approved by Friends of Education on a case-by-case basis.

Existing charter schools interested in applying for authorization must submit an executive summary, ten-page maximum, which identifies:

- 1) Name of School
- 2) Mission & Vision
- 3) School History
- 4) Grade ranges currently served by the school
- 5) Academic Focus and specific information about the school's curriculum and instructional methods
- 6) Enrollment demographics for previous 5 years
- 7) Brief profiles of school board members, including skill sets/relevant experience
- 8) Family or personal relationships of any board members to board members and/or staff; family or personal relationships of staff to staff
- 9) School leader resume
- 10) A summary of the facility and building capacity
- 11) The school's greatest successes
- 12) The greatest challenges the school faces and the school's plan to address these challenges successfully
- 13) Why the school seeks to be authorized by Friends of Education
- 14) Whether and to whom the school is additionally applying for authorization
- 15) A specific statement that the school will accept the terms of the Charter School Contract, a sample which is attached, without modification
- 16) Other information the school believes is relevant

Attachments not included in the 10-page limit:

- 17) The school's most recent review from its current authorizer
- 18) The three most recent external audits
- 19) Current year's budget, including projected fund balance as of June 30<sup>th</sup>
- 20) Current continuous improvement plan
- 21) Current strategic plan
- 22) Academic Results – Provide results **other than** state assessment tests. Friends of Education will obtain state assessment results from the MDE website

**Format Requirements:**

- 8 1/2 “ x 11” paper
- 1” margin all sides
- Minimum 12 point type
- Citations must be imbedded in the text
- Pages #s bottom center of each page
- School name in left footer of each page
- No tabs/dividers
- 1 paper copy and 1 electronic (word and xcel compatible) in CD or flash drive
- Facsimile and email applications are not accepted.

**Where to Submit:** Interested schools should mail its summary and attachments with a cover letter which shall include phone and e-mail contact information to: R.E. Topoluk, Friends of Education, EXO-01-A, 200 East Lake Street, Wayzata, MN 55391. Interviews will be scheduled or notices of noninterest will be mailed within 60 days.

**Deadline:** None. Applications from Existing Charter Schools are accepted continuously

**Evaluation:** Schools meeting Friends of Education learning program requirements will be evaluated based on fiscal soundness, academic performance, and operations.

<b>FISCAL SOUNDNESS</b>	<b>Primary Consideration</b>	<b>Evaluation Standard</b>
Internal Audits	Existence of material weaknesses and significant deficiencies	Evidence that deficiencies are recognized and addressed through reduction and/or elimination
Fund Balance	Current % of historical expenditures and trend	Years of school operation are considered. Generally: Excellent: 20%+ ; Good: 15-20%; Generally Satisfactory: 10-14%; Less Than 10%: with satisfactory explanation
<b>ACADEMIC PERFORMANCE</b>		
MCA Results	<b>Proficiency rates and Growth</b> are each compared with: (a) traditional district school with comparable demographics, (b) traditional district in which the school is located, and (c) state	Evidence that the school is increasing student achievement at a rate greater than its traditional counterparts with comparable demographics and for the same grades. <i>If the school is serving nontraditional populations, standards appropriate for the school population are utilized.</i>
Local Assessments (provided by School)	Determined by assessment	
<b>OPERATIONS</b>		
Board Capacity	Skill sets, experience, actual governance	Evidence of a variety of skill sets and experience; Evidence that the board adequately governs, critically evaluates, and strategically leads the school
Compliance	Reporting and state law requirements	Significant and/or multiple and/or repeated compliance deficiencies, without satisfactory explanation, generally reflect inadequate operational compliance.