

Name of School:
Reviewer:

APPLICATION SUMMARY

Strengths										
Weaknesses										
Compliance										
RECOMMENDATION Approve/Not Approve										
INSERT THE POINT TOTALS IN THE CATEGORY YOU RATED FOR EACH SECTION For example, if you rated "Need" as deficient with 4 points, place "4" in the "Deficient" column of the "Need" row										
	Deficient	1	Approaches	2	Meets	3	Exceeds	4	Superior	5
SCHOOL FOUNDATION – 100 points total										
Need										
Vision & Mission										
Purpose										
Learning Program										
PRE-OPERATIONAL PLANNING – 50 points										
Governance										
Marketing Outreach Enrollment Admission										
Facility										
Calendar & Transportation										
Management Goals & Challenges										
FISCAL SOUNDNESS – 50 points total										
Board Processes										
Budget										
Cash Flow										
Other – 0 points										
TOTAL										

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I. Executive Summary

Points Awarded 0
 Points Possible 0

Strengths	Deficient	1	Approaches	2	Meets	3	Exceeds	4	Superior	5
Weaknesses										
Compliance										
<p><i>Provide a one-page overview of the proposed charter school and include the following elements:</i></p> <p>A. A brief explanation of why you are seeking to open a public charter school, including why the charter school is necessary at this time and in the proposed location;</p> <p>B. Mission, vision, purpose(s);</p> <p>C. Grade levels to be served and total student population;</p> <p>D. Intended location;</p> <p>E. Educational philosophy and instructional approach;</p> <p>F. How the school will improve student learning and achievement in the intended community, the key design elements of the school's program, and the capacity of those implementing the program that would make it succeed where others have failed; and</p> <p>G. How success of the school will be determined.</p>										

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Points Awarded _____

II. School Foundation

Points Possible 30

A. Need

Strengths	Deficient	1	Approaches	2	Meets	3	Exceeds	4	Superior	5
Weaknesses										
Compliance										
<p><i>Need = 30 points. Present a compelling reason for establishing the new charter school.</i></p>										
<p>(1) Provide a description and evidence of the need and demand for a school in the location identified.</p>										
<p>(2) Describe the community support for an additional school in this area.</p>										
<p>(3) Identify the nearby district, charter, and private schools and the education programs already offered in the intended community.</p>										
<p>(4) Management Organization. If the charter school would be established in conjunction with an educational service provider or management company, provide the name of such entity and specify in detail the extent of the entity's participation in the management and operation of the school. Include the following: term sheet, copies of last two contracts, explanation how organization selected.</p>										

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B. Vision and Mission

Points Awarded _____

Points Possible 10

Strengths	Deficient	1	Approaches	2	Meets	3	Exceeds	4	Superior	5
Weaknesses										
Compliance										
<p><i>Vision & Mission = 10 points. Provide vision and mission statements that reflect the school's goals and purpose.</i></p> <p>(1) Provide a clear and compelling Mission Statement for the school that includes the following components:</p> <ul style="list-style-type: none"> a. What the school seeks to accomplish; b. Who the school seeks to serve; c. To what degree; and d. How the school will accomplish the goals, if methodology is an important aspect. <p>(2) Provide a response to the following question: How will the school know if it is achieving its mission as stated above?</p> <p>(3) Provide a vision statement that articulates the purposes the school expects to fulfill and measurable criteria by which the school may evaluate its success.</p>										

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C. Purpose _____
Points Awarded

Points Possible 20

Strengths	Deficient	1	Approaches	2	Meets	3	Exceeds	4	Superior	5
Weaknesses										
Compliance										
<i>Purpose = 20 points. Present how the new charter school supports one or more statutory purposes for charter schools.</i>										
(1) Based on the identified need above, describe the new and unique characteristics this school would provide to students that distinguish it relative to other education options available to students.										
(2) Identify one or more of the six statutory purposes for charter schools the school intends to meet (see Minn. Stat. § 124D.10, subd. 1) and provide a comprehensive description of how the school's vision and mission are connected to, and how the school will achieve, the identified purpose(s).										

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D. Learning Program

Points Awarded _____

Points Possible 30

Strengths	Deficient	1	Approaches	2	Meets	3	Exceeds	4	Superior	5
Weaknesses										
Compliance										
Learning Program, Student Achievement & Accountability = 30 points. Present a high-quality educational program and goals for student achievement and accountability.										
(1) Educational Philosophy: Describe the guiding educational philosophy of this school.										
(2) (a) Describe Curricula, Tools, Methods, and Instructional Techniques (b) Process to ensure alignment with state standards (c) Cite/explain evidence demonstrating curricula, tools, methods, techniques increase student achievement										
(3) Serving Disadvantaged Students. Identify the contribution the charter school's learning program will make in assisting educationally and economically disadvantaged to succeed academically and cite evidence demonstrating same.										

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<p>Learning Program, Student Achievement & Accountability = 30 points. Present a high-quality educational program and goals for student achievement and accountability.</p> <p>(4) Special Education: Describe how this school will provide access to students with disabilities to a free appropriate education in the least restrictive environment in compliance with all laws. (a) Describe Child Find Process (b) Methods/Strategies for serving students with disabilities</p>										
<p>(5) Student with Limited English Proficiency. Provide a description of the program design, methods and strategies for serving students who are English Language Learners (ELLs) in accordance with all laws. Describe identification process, tracking, strategies, exit criteria, staffing.</p>										
<p>(6) Gifted and Talented, High Achieving Students: Describe how this school will provide services to gifted and talented and high achieving students.</p>										
<p>(7) Assessment Data: Provide a description of the assessments that will be used to determine how students are meeting state performance standards. Indicate how the assessments will be aligned with state standards and how they will reliably and verifiably measure students performance goals.</p>										
<p>(8) Accountability Goals: Identify growth-oriented and other accountability goals for students and the school upon which the initial charter will be based. For each goal, describe how the school will use assessment data to support the educational program described above.</p>										

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E. School Founders

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 Points Possible 10

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Weaknesses										
Compliance										
<p>School Founders = 10 points. Describe the primary school founders and how they are well-positioned to develop and plan a new high-quality charter school.</p> <p>(1) For each person identified on the Charter Public School Founder Contact List, describe their experience/involvement with K-12 education; experience with the design and operation of a charter school; expected role and responsibilities during pre-operational planning period; whether they intend to become a member of the board; whether they intend to apply for employment at the new school; and affiliations/relationships with other founders and current/potential consultants and vendor organizations.</p> <p>(2) List the proposed members of the initial board of directors for the charter school, indicating any ex-officio members and if any seat is proposed to be non-voting. Also indicate any vacant positions expected to be filled.</p> <p>(3) Describe the responsibilities and obligations of the charter school board.</p>										

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III. Pre-Operational Planning

Points Awarded _____

A. Governance

Points Possible 10

Strengths	Deficient	1	2	3	4	5
Weaknesses						
Compliance						
<i>Governance = 10 points. Describe a plan to ensure effective, accountable, and representative governance over the school's operations.</i>						
(1) Board Recruitment: Describe specific expertise/characteristics sought in yet-to-be recruited board members and explain the added value of those characteristics.						
(2) Board Training: Describe the plan for initial training of the board during the school's pre-operational planning period and for ongoing board training and development once the school opens.						
(3) Parent Involvement. Please describe how parents will be involved in the charter school including, in particular, the governance and administration of the charter school and note whether a parent organization is anticipated.						
(4) Parent, Family, and Community Involvement: Describe the board's strategy for engaging and involving parents of potential students and other members of the community in the planning, program design, and implementation of this charter school.						

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Governance = 10 points. Describe a plan to ensure effective, accountable, and representative governance over the school's operations.	Deficient	1	Approaches	2	Meets	3	Exceeds	4	Superior	5
(5) Personnel Policies. Describe the proposed school's personnel policies. The description should include at least the following information: a. The proposed procedures for hiring and dismissing school personnel; and b. The school's proposed qualifications for hiring teachers, school administrators and other employees.										
(6) Plan for fulfilling Board Obligations: Describe how the interim board will develop policy during the pre-operational planning period to ensure the board governs the charter public school in compliance with federal, state and local requirements.										
(7) Describe the specific plan and timeline for the development of: a. Personnel policies (including the creation of job descriptions, an employee performance management program, etc.); b. Procurement policies and procedures for contracting with vendors and consultants that are fair and open and that avoid apparent and actual conflicts of interest; c. Conflict of interest policies; and d. Travel approval and reimbursement policies										

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B. Marketing/Outreach

Points Awarded _____

Points Possible 15

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Weaknesses										
Compliance										
<p>Marketing, Outreach, Enrollment & Admission = 15 points. Describe a marketing and outreach plan, based on the established compelling need, to ensure open access to all and full enrollment.</p> <p>(1) Identify the number of students expected to attend the school each year by grade level. The student enrollment information must include: (a) The grades that the school would serve; (b) The ages of the students to be served in each grade; (c) The number of students to be served in each grade; (d) The number of children expected in each class; and (e) The total number of enrolled students each year of the charter term.</p> <p>If providing kindergarten, indicate the minimum age that the school will require a child to have attained and by what date to be eligible for enrollment.</p>										

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	1	2	3	4	5
	Deficient	Approaches	Meets	Exceeds	Superior
Marketing, Outreach, Enrollment & Admission = 15 points. Describe a marketing and outreach plan, based on the established compelling need, to ensure open access to all and full enrollment.					
(2) Provide the rationale for the growth plan submitted. In your rationale address the reason(s) for choosing to serve the identified population of students, including the grades specified and the number of students in grade.					
(3) Describe how students in the community will be informed about this charter school and will be given an equal opportunity to attend this charter school.					
(4) If the charter school intends to implement a dress code policy, explain how the cost of any uniform will be accessible for parents unable to afford them.					
(5) Discuss how this school will intentionally and specifically conduct outreach to educationally and economically disadvantaged and hard-to-reach-populations.					
(6) Describe the specific efforts to attract and retain a comparable or greater enrollment of LEP students when compared to the enrollment figures for such students in the school district in which the charter school will be located. Include a description of the planned outreach, including strategies for communicating with parents who are not English proficient.					
(7) Describe the specific efforts to attract and retain a comparable or greater enrollment of students who are educationally and economically disadvantaged when compared to the traditional district in which the charter is to be located.					

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Marketing, Outreach, Enrollment & Admission = 15 points. Describe a marketing and outreach plan, based on the established compelling need, to ensure open access to all and full enrollment.										
(8) Describe the specific efforts to attract and retain a comparable or greater enrollment of students with disabilities when compared to the enrollment figures for such students in the school district in which the charter school will be located.										
(9) Describe how the school will conduct an open admissions process including the use of a lottery to provide equal access to all students who apply.										
(10) Provide evidence of significant community support for, and interest in, the proposed charter school sufficient to allow the school to reach its anticipated enrollment. Include any methods or strategies that have been used to gauge community support for the charter school.										

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C. Facility _____ Points Awarded

Points Possible 10

Strengths	Deficient	1	Approaches	2	Meets	3	Exceeds	4	Superior	5
Weaknesses										
Compliance										
<i>Facility Plan = 10 points. Describes a plan to secure a suitable facility that meets the unique needs of the school and complies with a health and safety and building code requirements.</i>										
(1) Facility needs Planning Process: a. Describe the school's plan, including the timeline and process for determining space needs appropriate to the program and enrollment. b. Describe results of a preliminary facility needs assessment.										
(2) Facility Selection Process: a. Describe the school's plan, including the timeline, process, and milestones to be met in locating and evaluating potential facilities and selecting a building for lease that is affordable, provides adequate space and meets all health and safety and public building code requirements. b. Provide a description of any potential facility or facilities that have been identified.										
(3) Ownership/lease arrangements with any founders, applicants, board members.										

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Points Awarded _____

D. Calendar & Transportation

Points Possible 5

Strengths	Deficient	1	Approaches	2	Meets	3	Exceeds	4	Superior	5
Weaknesses										
Compliance										
<p>Calendar & Transportation = 5 points. <i>Describe a calendar that reflects the school's goals, purposes and proposed learning program. Describe transportation arrangements consistent with calendar and learning program.</i></p>										
<p>(1) Describe the calendar the school plans to use:</p> <ol style="list-style-type: none"> Identify the unique characteristics of the school's proposed calendar. Describe how this proposed calendar lends itself to the school's mission and vision. Provide total number of teacher contract days; Indicate the total number of student instructional days. The first and last day of classes; Planned holidays and other days off, as well as planned half days. Provide the planned length of the student instructional day (excluding meals). 										

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<p>Calendar & Transportation = 5 points. Describe a calendar that reflects the school's goals, purposes and proposed learning program. Describe transportation arrangements consistent with calendar and learning program.</p> <p>h. Provide a description or outline of a "typical day" at the new school. [A typical day for elementary grade will be as follows....]</p>										
<p>(2) Provide a copy of the proposed weekly schedule, including:</p> <p>a. The total number of hours/minutes of instruction per week;</p> <p>b. The minimum number of hours the school will devote to core academic subjects in each grade, e.g. English language arts, mathematics, and science;</p> <p>c. The length of the school day (including the approximate start and dismissal times of the school day); and,</p> <p>d. A sample schedule.</p>										
<p>(3) Provide a description of the planned transportation arrangements.</p>										

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E. Management

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 Points Possible 10

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Weaknesses										
Compliance										
<i>Management Goals & Challenges = 10 points: Describe a plan to ensure effective and transparent management of the school's operations.</i>										
(1) Organizational Chart. Provide an organizational chart for the school and narrative description of the chart. The chart should clearly indicate the reporting structures of staff to the board of trustees, and staff to the school leader(s). If the charter school intends to contract with an entity for management services, the organizational chart should also reflect that relationship and the narrative should include a discussion of the role of the management company or organization.										
(2) Staff Provide a list of instructional staff for the first school year. The list should indicate and										

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<p>Management Goals & Challenges = 10 points: Describe a plan to ensure effective and transparent management of the school's operations.</p>										
<p>identify classroom teachers, and any teaching aides or assistants, as well as any specialty teachers. In addition, the list should identify the number of instructional personnel in each classroom, e.g. one teacher, one teaching assistant, one paraprofessional for each class.</p>										
<p>(3) Organizational Structure. Explain how this organizational structure is consistent with the mission and vision of the proposed charter school.</p>										
<p>(4) Leader Attributes. Provide a description of the specific attributes you will look for in a school leader or leaders, depending on your organizational model. Additionally, discuss the model ultimately proposed for the use in the school.</p>										
<p>(5) Hiring Process. Describe the fair and open process the interim board will use for recruiting and hiring the school leader, including:</p> <p>(a) The timeline for developing a job description for the school leader and then recruiting and hiring the school leader;</p>										

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<p>Management Goals & Challenges = 10 points: Describe a plan to ensure effective and transparent management of the school's operations.</p> <p>(b) How the board will recruit potential candidates who are members of groups that have traditionally been underrepresented based on race, color, national origin, gender, age or disability; and</p> <p>(c) Whether the board plans to hire a temporary start-up coordinator and, if so, how this person will be identified.</p>										
<p>(6) Recruiting. Describe the school's strategy and process for recruiting and hiring other school employees that are qualified to effectively serve the unique needs of the projected student population.</p>										
<p>(7) Professional Development. Describe how the school's professional development program will assist teachers in meeting student academic needs and school goals by addressing identified shortcomings in student learning and teacher pedagogical skill and content knowledge. In developing the school's professional development program, consideration should be given to:</p> <p>(a) Ensuring that the proposed school will allocate sufficient resources to support a comprehensive professional development</p>										

Deficient: Inadequate in most areas. Lacks significant detail; demonstrates lack of preparation, or otherwise raises substantial concerns about the applicant's understanding of the issues, concepts, and/or ability to meet the requirement in practice.

Approaches: Meets most but not all minimum requirements. Addresses some, but not all, of the criteria, or lacks meaningful detail and requires important additional information in order to be reasonably comprehensive.

Meets: Addresses the minimum requirements in all areas, indicates solid grasp of key issues, and is reasonably comprehensive.

Exceeds: Exceeds the minimum requirements in most areas, is comprehensive and indicates a complete understanding of key issues and capacity to successfully open a quality charter school.

Superior: Exceeds the minimum requirements in all areas, is comprehensive and indicates a thorough understanding of key issues and capacity to successfully open a quality charter school.

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	Deficient	1	Approaches	2	Meets	3	Exceeds	4	Superior	5
<p>Management Goals & Challenges = 10 points: <i>Describe a plan to ensure effective and transparent management of the school's operations.</i></p> <p>program;</p> <p>(b) Ensuring that the content of the program aligns with the school's mission, curriculum, instruction, and assessment strategies;</p> <p>(c) Ensuring that annual plans are derived from a school needs-assessment, based on identified instructional weaknesses, teacher interest, and analyses of student outcomes;</p> <p>(d) Ensuring that the school earmarks effective, ongoing support and training to novice teachers and teachers new to the school and/or teaching profession; and ensuring that the professional development program is systematically evaluated to determine its effectiveness.</p> <p>(8) Orientation/Development. Describe how the school will provide employees with initial and ongoing orientation and professional development about the mission, vision and outcomes of the school</p>										

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IV. Fiscal Soundness

Points Awarded _____
 Points Possible 50

Strengths	Deficient	1	Approaches	2	Meets	3	Exceeds	4	Superior	5
Weaknesses										
Compliance										
FISCAL SOUNDESS: 50 points										
A. Board Processes = 5 points. Describe the process the interim board will use to: a. Develop and approve the budget; b. Monitor the financial condition of the school; c. Select financial managers and the auditor.										
B. Budget = 30 points. Provide a start-up budget plus a 3-year operating budget for the charter school, including: the planned timetable, detailed assumptions for all revenue and expenditures for each year, and source of start-up revenue. <i>Note: Budget is automatically deficient if it presents a negative balance.</i>										
C. Cash Flow = 15 points. Provide a cash flow projection on a monthly basis for the developing year and first operational year with related detailed assumptions.										

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