



Charter School Application Table of Contents

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Charter School Application

I. EXECUTIVE SUMMARY: 0 points

Provide a one-page overview of the proposed charter school and include the following elements:

- 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;
- B. Mission, vision, purpose(s);
- C. Grade levels to be served and total student population;
- D. Intended location;
- E. Educational philosophy and instructional approach;
- 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
- G. How success of the school will be determined.

II. SCHOOL FOUNDATION: 100 points

- A. **Need** = 30 points. Present a compelling reason for establishing the new charter school.
 - (1) Provide a description and evidence of the need and demand for a school in the location identified.
 - (2) Describe the community support for an additional school in this area.
 - (3) Identify the nearby district, charter, and private schools and the education programs already offered in the intended community.
 - (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:

- a. A term sheet indicating, at a minimum, the fees to be paid by the proposed school to the management company; the length of the proposed contract; the terms for the contract's renewal; all provisions for termination;
- b. Copies of the last two contracts that the entity has executed with operating charter schools and, if applicable, the status of those charter schools' applications for tax-exempt status under section 504(c)(3) of the Internal Revenue Code; and
- c. Explain in detail how and why the management organization or educational service provider was selected.

B. Vision & Mission = 10 points. Provide vision and mission statements that reflect the school's goals and purpose.

(1) Provide a clear and compelling Mission Statement for the school that includes the following components:

- 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.

(2) Provide a response to the following question: How will the school know if it is achieving its mission as stated above?

(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.

C. Purpose = 20 points. Present how the new charter school supports one or more statutory purposes for charter schools.

(1) Based on the need identified 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).

D. 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.

- a. If the proposed charter school includes particular methods, strategies or programs for meeting the needs of students at risk of academic failure, attach a description of the challenges faced in educating the targeted population and describe such methods,

strategies and/or programs. Include in the description any diagnostic methods or instruments that will be used to identify and assess those students who are performing below grade-level as well as the processes/programs/tools to be used in providing them with remedial instruction.

- b. If the proposed charter school would include any methods and strategies for dealing with other targeted student populations, attach a description of the targeted student population(s), how they would be identified (academic or other criteria) and describe such methods and strategies.

(2) Curricula, Tools, Methods, and Instructional Techniques: Describe the proposed curricula, tools, methods and instructional techniques to be used that support the educational philosophy.

- a. Curricula, Tools, Methods and Instructional Techniques: Describe
- b. Curricula Alignment with Minnesota State Standards: Describe the process the school will use to ensure the curricula will align with Minnesota State Academic Standards
- c. Research Supporting Student Achievement: Cite and explain evidence demonstrating these curricula, tools, techniques and methods supporting student achievement (if applicable, identify schools involved) relevant to the target population.

(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.

(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. Provide a comprehensive description of the proposed Child Find process that will be used.
- b. Provide the proposed school's methods and strategies for serving students with disabilities in compliance with all federal laws and regulations. Include:
 1. the kinds and types of services and related services the school is likely to provide directly and distinguished from a third party contract;
 2. the personnel that the school will devote to serving students with disabilities and the administrative responsibilities associated with special education;
 3. Explain how the school will assess, review, revise and implement the IEP; and
 4. Describe how the school will provide accommodations for students with disabilities who require extended services.

(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. Include:

- a. The process for the identification and placement of students whose first language is not English and the methods for determining the kinds of assistance that these students may need;

- b. The manner in which the applicant will ensure that ELL students are not misplaced or tracked inappropriately in other classes (including those programs or classes designed to serve students with disabilities);
- c. The strategies to ensure academic success;
- d. The description of exit criteria and related objective assessment instruments and subjective methods that will ensure the appropriate student placement and monitoring of a student's progress over time;
- e. Identify the staffing plan.

(6) Gifted and Talented, High Achieving Students: Describe how this school will provide services to gifted and talented and high achieving students.

(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.

(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.

E. 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.

- (1)** For each person identified on the Founder Contact List, include the following information:
 - a. Describe his/her experience and/or involvement in K-12 education;
 - b. Describe his/her experience with the design and operation of a charter school;
 - c. Describe his/her expected role and responsibilities during the school's pre-operational planning period;
 - d. Indicate whether s/he intends to become a member of the interim board of directors;
 - e. Indicate if s/he intends to apply for employment in the charter school; and
 - f. Describe his/her affiliation(s) with other founders and current/potential consultants and vendor organizations.
- (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.
- (3)** Describe the responsibilities and obligations of the charter school board.

III. PRE-OPERATIONAL PLANNING: 50 points

A. **Governance** = 10 points. Describe a plan to ensure effective, accountable, and representative governance over the school's operations.

- (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 (including stepparents, guardians, etc.) and other members of the community in the planning, program design, and implementation of this charter school.
- (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

B. **Marketing, Outreach, Enrollment & Admission** = 15 points. Describe a marketing and outreach plan, based on the compelling need established above, to ensure open access to all and full enrollment.

- (1) Identify the number of students expected to attend the school each year by grade level in the following table (add additional columns if it will take more than five years to reach full enrollment). Use the following format to submit student enrollment information for

each year of the proposed charter term. 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.

If providing kindergarten, please indicate the minimum age that the school will require a child to have attained and by what date to be eligible for enrollment.

Grades	Ages	Year 1	Year 2	Year 3	Year 4	Year 5
K						
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
Total Students						
# of classes per grade						
Average # of students per class						

- (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 limited English proficient 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 proficient in English.
- (7) Describe the specific efforts to attract and retain a comparable or greater enrollment of students who are educationally and economically disadvantaged students when compared to the traditional district in which the charter is to be located.
- (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.

C. 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.

- (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; and
 - 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 facilities that have been identified.
- (3) If the charter school founders, applicants, partners, or any board members intend to own or lease its facility, provide a description of the ownership or lease arrangement of the facility, including indicating specifically any potential conflicts-of-interest and arrangements by which such conflicts will be managed or avoided.

D. Calendar & Transportation = 5 points. Describes a calendar that reflects the school’s goals, purposes and proposed learning program. Describe transportation arrangements consistent with the calendar and learning program.

- (1) Describe the calendar the school plans to use.

- a. Identify the unique characteristics of the school’s proposed calendar;
 - b. Describe how this proposed calendar lends itself to the schools mission and vision;
 - c. Provide total number of teacher contract days;
 - d. Indicate the total number of student instructional days;
 - e. The first and last day of classes;
 - f. Planned holidays and other days off, as well as planned half days.
 - g. Provide the planned length of the student instructional day (excluding meals);
 - h. Provide a description or outline of a “typical day” at the new school. [A typical day for elementary grade will be as follows...].
- (2) Provide a copy of the proposed weekly schedule, including:
- a. The total number of hours/minutes of instruction per week;
 - 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;
 - c. The length of the school day (including the approximate start and dismissal times of the school day); and,
 - d. A sample schedule.
- (3) Provide a description of the planned transportation arrangements.

E. Management Goals & Challenges = 10 points: Describe a plan to ensure effective and transparent management of the school’s operations.

- (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 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.
- (3) **Organizational Structure.** Explain how this organizational structure is consistent with the mission and vision of the proposed charter school.
- (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.
- (5) **Hiring Process.** Describe the fair and open process the interim board will use for recruiting and hiring the school leader, including:

- a. The timeline for developing a job description for the school leader and then recruiting and hiring the school leader;
 - 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
 - c. Whether the board plans to hire a temporary start-up coordinator and, if so, how this person will be identified.
- (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.
- (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:
- a. Ensuring that the proposed school will allocate sufficient resources to support a comprehensive professional development program;
 - b. Ensuring that the content of the program aligns with the school's mission, curriculum, instruction, and assessment strategies;
 - c. Ensuring that annual plans are derived from a school needs-assessment, based on identified instructional weaknesses, teacher interest, and analyses of student outcomes;
 - 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.
- (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.

IV. FISCAL SOUNDNESS: 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; and
 - 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. See sample form attached.
- C. Cash Flow** = 15 points. Provide a cash flow projection for the developing year and first operational year with related detailed assumptions. See sample form attached.

Notes:

- (1) For any contributions or private grant funds in the school budget, provide letters of commitment from the funding sources detailing the amounts and required uses for the funding.
- (2) For assumptions, provide the source for numbers used and calculations. The reader must be able to understand how the numbers in the budget and cash flow were calculated. See sample form attached.

V. Other: 0 points

- A. Application to Other Authorizers: Indicate whether you have submitted or will submit a substantially similar application to another authorizer for this application. If so, provide the name of the authorizer, the date (or intended date) the application was submitted, and the status of the application.
- B. Prior Applications: Indicate whether you have previously applied for a charter from another authorizer. If so, provide the name of the authorizer, the date the application was submitted and the status of the application. If the application was denied, provide a copy of the letter from the charter entity stating reasons for denial. If the application was withdrawn, please provide the reasons for withdrawal. If the application was granted, but the charter school is no longer in existence, please provide an explanation.
- C. (Optional): Provide additional information you believe would be helpful to evaluate your application.

VI. Required Attachments: 0 points

- A. Articles of Incorporation
- B. Proposed bylaws
- C. Proposed conflict of interest policy
- D. Statement of assurances signed by all founders
- E. Statement signed by all founders that the school agrees to the terms of the charter base contract (no exhibits) without modification
- F. Founder contact list
- G. Founder resumes

NAME OF CHARTER SCHOOL
Sample Budget

Pre-Operational Year 1 Year 2 Year 3

Enrollment

Projected Student Enrollment
1 Grade K
2 Grades 1-3
3 Grades 4-6
4 Grades 7-12

REVENUE

5 General Education Aid
6 Lease Aid
7 Special Education
8 Federal Title Funding
9 Contributions
10 Investment Income
11 Other (Describe)
12 **TOTAL REVENUES**

EXPENDITURES

Administrative Personnel

13 Start Up Coordinator
14 School Leader
15 Business Manager
16 Administrative Staff
17 Benefits & Taxes

Instructional Personnel

18 Teachers Salaries
19 Special Ed Teachers
20 Substitute Teachers
21 Teaching Assistants
22 Specialty Teachers
23 Aides
24 Benefits & Taxes

Non-Instructional Personnel

25 Nurse
26 Librarian
27 Custodian
28 Security
29 **Benefits & Taxes**

30 **Total Personnel Costs**

Contracted Services

31 Accounting
32 Auditing
33 Consultants (Describe)
34 Food Service
35 Legal
36 Management Fee
37 Nurse Services
38 Payroll Services
39 Special Ed Services
40 Specialty Services (Describe)
41 Title 1 Services
42 Other (Describe)
43 **Total Contracted Services**

NAME OF CHARTER SCHOOL
Sample Budget

Pre-Operational Year 1 Year 2 Year 3

School Operations

- 44 Board Expenses
- 45 Classroom Supplies & Materials
- 46 Communication Services
- 47 Copying
- 48 Dues, Memberships, Fees
- 49 Equipment
- 50 Field Trips
- 51 Food Service Supplies
- 52 Fundraising
- 53 Interest
- 54 Non-instructional supplies
- 55 Office Expense
- 56 Postage
- 57 Printing
- 58 Special Ed materials/supplies
- 59 Staff Development
- 60 Staff Recruitment
- 61 Student Recruitment/Marketing
- 62 Technology
- 63 Testing
- 64 Textbooks & Workbooks
- 65 Transportation (student)
- 66 Travel/Conferences
- 67 Other (Describe)

- 68 **Total School Operations Costs**

Facility Operation & Maintenance

- 69 CAM Costs
- 70 Insurance (Property & Liability)
- 71 Janitorial
- 72 Lease – Equipment
- 73 Lease – Facility
- 74 Maintenance & Repairs
- 75 Security
- 76 Supplies
- 77 Utilities
- 78 Other (Describe)

- 79 **Total Facility Operation & Maintenance**

80 **TOTAL EXPENSES**

81 **Net Surplus (Deficit)**

82 **Beginning Cash Balance**

83 **Ending Cash Balance**

NAME OF CHARTER SCHOOL

Sample Cashflow

Identify Beginning and Ending Dates

Provide cash flow projection for developing year and for the first operational year.

July August September October November December January February March April May June

REVENUE

- 1 General Education Aid
- 2 Lease Aid
- 3 Special Education
- 4 Federal Title Funding
- 5 Contributions
- 6 Investment Income
- 7 Other (Describe)

TOTAL REVENUES

EXPENDITURES

Personnel

- 9 Administrative Salaries
- 10 Instructional Salaries
- 11 Non-instructional Salaries
- 12 Benefits & Taxes

Total Personnel Costs

Contracted Services

- 14 Accounting
- 15 Auditing
- 16 Consultants (Describe)
- 17 Food Service
- 18 Legal
- 19 Management Fee
- 20 Nurse Services
- 21 Payroll Services
- 22 Special Ed Services
- 23 Specialty Services (Describe)
- 24 Title 1 Services
- 25 Other (Describe)

Total Contracted Services

School Operations

- 27 Board Expenses
- 28 Classroom Supplies & Materials
- 29 Communication Services
- 30 Copying
- 31 Dues, Memberships, Fees
- 32 Equipment
- 33 Field Trips



Statement of Assurances

I. ADMISSION

- I assure that the school's admission process will not discriminate against anyone regarding race, gender, national origin, color, ability level or age.
- I assure that the school will admit students on the basis of an annual lottery if more students apply than can be accommodated in the class, building, or program.
- I assure that the school's admission process will comply with Minn. Stat. 124D.10 Subd 9.

II. ANNUAL REPORT

- I assure that the school will submit an annual report to the Commissioner of Education, as provided by Minn. Stat. 124D.10 Subd. 14.

III. BASELINE DATA

- I assure that this school will establish baseline data for all students and will implement at least an annual evaluation of student achievement with state and/or national standardized tests.

IV. BOARD GOVERNANCE

- I assure that the board members and school director will fully participate in all mandatory Minnesota Department of Education training sessions.
- I assure that the school, in compliance with Minn. Stat. § 124D.10, will at all times maintain an active board of directors of at least five voting members, at least one of which will be an individual currently licensed to teach in the State of Minnesota.

IV. COMPLIANCE WITH ALL APPLICABLE LAWS

- I agree to comply with all federal and state laws governing organizational, programmatic, and financial requirements applicable to charter schools.

VI. CONFLICTS OF INTEREST

- I assure that the school will avoid apparent and actual conflicts of interest when administering grants and entering into contracts for equipment and services.
- I assure that the school will comply with conflict of interest provisions identified in Minn. Stat. §124D.10 Subd. 4a to 4e.

VII. CRIMINAL BACKGROUND CHECKS

- I assure that this school will conduct criminal background checks of all employees in accordance with Minnesota Statutes and will maintain records of those checks.

VIII. DATA PRIVACY

- I assure that the school board will adopt policies in compliance with data privacy requirements regarding all students and particularly those with disabilities. The charter school will have secure storage for student records that separates special education files from cumulative files and that is under the supervision of the school's administrator or a designee. Mandatory staff training will be scheduled for Data Privacy.

IX. DISCIPLINE POLICY AND PUPIL FAIR DISMISSAL ACT

- I assure that the school board will adopt a school discipline policy that is in compliance with the Pupil Fair Dismissal Act and that provides protection of the rights of students with disabilities.

X. E-MAIL SERVICE

- I assure that the school will subscribe to and actively maintain e-mail service to share and receive information with other charter schools and with the Minnesota Department of Education.

XI. EQUAL OPPORTUNITY IN ATHLETICS AND OTHER EXTRA-CURRICULAR ACTIVITIES

- I assure that this school will comply with requirements for equal opportunities for students in athletics and other extra-curricular activities.

XII. FACILITY REQUIREMENTS

- I assure that this school will comply with all building inspection and fire marshal requirements, will provide a current certificate of occupancy, and will meet all health and safety codes. The charter school facility will meet requirements of Section 504 of the Americans with Disabilities Act in that it is handicap-accessible.

XIII. FILING WITH THE STATE AS A COOPERATIVE OR NON-PROFIT CORPORATION

- I assure that this school will/has file(d) with the Secretary of State's Office as a cooperative under Chapter 308A or non-profit corporation under Chapter 317A.

XIV. FINANCIAL REPORTING (UFARS AND GAAP) REQUIREMENTS

- I assure that this school will adopt and comply with both the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts (UFARS), as required by Minnesota Statute, and Generally Accepted Accounting Practices (GAAP); and that this school will comply with all related finance statutes; and that this school will develop contingency budgets in case enrollment is below projections.
- I assure that, in compliance with Minn. Stat. §125B.05, subd. 3: 1) the school will use only state-approved accounting and reporting software, and 2) the school will, upon request of the Minnesota

Department of Education, submit evidence to the state demonstrating that state-approved accounting software is being used once the federal CSP grant funds have been received.

XV. HIRING AND EMPLOYMENT PRACTICES

- I assure that the school, in compliance with Minn, Stat. §363A.08, will use and maintain open and fair employment practices, will advertise for staff and will maintain a record of these advertisements.
- I assure that all teaching staff will be appropriately licensed by the Minnesota Board of Teaching.

XVI. MINNESOTA'S ACADEMIC STANDARDS

- I assure that this school will comply with all expectations regarding Minnesota's current Academic Standards. See <http://education.state.mn.us> for complete information.

XVII. MINNESOTA'S STATE ACCOUNTABILITY SYSTEM REQUIREMENTS

- I assure that this school will comply with all elements of Minnesota's State Accountability System Requirements under the federal No Child Left Behind Act (NCLB).
 - I understand that the school is expected to make Adequate Yearly Progress (AYP) as defined by the State's accountability plan.
 - I understand that the school will be held accountable for these outcomes and agree that these goals will provide the basis for the charter school's Annual Report.

XVIII. PROCUREMENT PRACTICES AND PROPERTY INVENTORY RECORDS

- I assure that this school will develop written procurement procedures in accordance with federal law and conduct all procurement transactions in a manner that provides open and free competition.
- I assure that the school will maintain and submit property inventory records of all equipment, assets, and non-consumable items purchased with federal CSP grant funds.

XIX. PROGRAM EVALUATION

- I assure that the school will provide annually to the authorizer and the Minnesota Department Education such information as may be required to determine of the charter school is making satisfactory progress toward achieving its goals and academic outcomes.
 - This includes data, evaluations, or studies, and compliance with all requests for information.
 - I assure that the school will cooperate with the authorizer and the Minnesota Department of Education in evaluating the school's program.

XX. PUBLIC SCHOOL

- I assure that this school will operate as a charter public school that:
 - operates in accordance with Minn. Stat. § 124D.10
 - is created by a developer as a public school, and is operated under public supervision and direction;
 - operates in pursuit of a specific set of educational objectives determined by the school's developer and agreed to by the authorized public chartering agency;
 - provides a program of elementary or secondary education, or both;

- is nonsectarian in its programs, admissions policies, employment practices and all other operations, and is not affiliated with a sectarian school or religious institution;
- does not charge tuition;
- complies with the Age Discrimination Act of 1975, title VI of the Civil Rights Act of 1964, title IX of the Education Amendments of 1972, section 504 of the Rehabilitation Act of 1973, and part B of the Individuals with Disabilities Education Act;
- is a school to which parents choose to send their children, and that admits students on the basis of an annual lottery, if more students apply for admission than can be accommodated;
- agrees to comply with the same federal and state audit requirements as do other elementary schools and secondary schools in the state;
- meets all applicable federal, state and local health and safety requirements;
- operates in accordance with State law; and
- has a written performance contract with the authorized public chartering agency in the state that includes a description of how student performance will be measured in charter schools pursuant to state assessments that are required of other schools and pursuant to any other assessments mutually agreeable to the authorized public chartering agency and the charter school.

XXI. PUBLIC SCHOOL FEE LAW

- I assure that this school will comply with the Minnesota Public School Fee Law found in Minn. Stat. § 123B.34 to 123B.39.

XXII. REQUIRED STATE REPORTING FOR STUDENTS AND STAFF (MARSS AND STARS)

- I assure that this school will have a person assigned and trained to submit data on the Minnesota Automated Reporting Student System (MARSS) and Staff Automated Reporting System (STARS), as required by MDE.

XXIII. SPECIAL EDUCATION (TSES: TOTAL SPECIAL EDUCATION SYSTEM)

- I assure that this school will contract or employ an appropriately licensed special education director, will adhere to the Due Process/Total Special Education System (TSES) used to serve special education students in Minnesota and will work with the special education director to meet all federal and state special education laws.
- I assure that this school will have a Total Special Education System manual (TSES).
- I assure that this school will involve parents of students with disabilities on an advisory council.
- I assure that this school will develop a service delivery model that provides a full continuum of special education services.
- I assure that his school will determine who will provide transportation for students who have 504 plans or IEP's in which transportation is determined necessary by the 504 plan or IEP team (the district in which the charter school is located must be notified by the dates required by state law if the district will provide transportation for pupils enrolled in the charter school – see XXVI, below).
- I assure that this school will be prepared to order necessary supplies, equipment and instructional materials appropriate to meet the needs of individual students with disabilities as they appear.
- I assure that this school will meet its Child Find obligation by including information about special education service in its marketing materials, handbooks, etc. The school will determine procedures for identification of students currently qualifying for special education services and/or those who

may have a disability. Procedures to review student data and determine the need to assess/reassess will also be specified.

- I assure that this school will submit requests for licensing variances for special education staff only after a documented search for qualified individuals has been conducted (only salaries for properly licensed special education staff are eligible for state reimbursement).
- I assure that this school will have procedures for obtaining information from parents and/or previous school on student's special education or 504 Accommodation Plan (document all attempts).

XXIV. SPECIAL EDUCATION – ELECTRONIC DATA REPORTING SYSTEM (EDRS)

- I assure that this school will designate a person to be assigned and trained to submit special education expenditure data electronically in the Electronic Data Reporting System (EDRS) via the Internet. EDRS account for actual special education expenditures which are included in state and federal funding formulas for the calculation of state and federal special education aid to districts.

XXV. TORT AND LIABILITY INSURANCE

- I assure that this school assumes appropriate tort liability and other appropriate insurance in accordance with law.

XXVI. TRANSPORTATION OF STUDENTS

- I assure that written notice of this school's intentions for transportation of students will be provided to the resident district and MDE no later than July 1 prior to the first year of operation and no later than March 1st of each subsequent year, in compliance with Minn. Stat, § 124.D 10.

XXVII. TUITION FREE

- I assure that this school will not charge tuition for its instructional or co-curricular programs and assure compliance with Minn. Stat. § 123B.36 to 123B.38.

By signing my name here, I acknowledge that:

- I have reviewed the preceding assurances and agree to be responsible for fulfilling all the expectations contained in these assurances even if that means actively researching current state and/or federal rules, laws and other requirements referenced herein.
- I understand that, as a member of the board, of this charter school, I am responsible for ensuring that our school complies with all assurances referenced above.
- I may be held liable if our school does not comply with these assurances.

Signature

Date

Home Address _____

Phone Number _____

Email Address _____