



Phase II

Proposed Public Charter School Application

Office of Educational Opportunity
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Phase II Application Guide

Please complete the application, which has no page limit, and submit the completed document in PDF format, along with the appendices and attachments, to Vanessa Moran, OEO Director, at vmoran@uwsa.edu by **November 1, 2022**.

Application Process Summary	
Phase I Application Due	July 1, 2022
Community Input Meeting Held	Late Summer/Fall 2022
Phase II Application Due	November 1, 2022
Capacity Interview Held	Winter 2022/2023
Contract Negotiation Finalized	Winter/Spring 2023

Application Components
Appendices: <i>(template included)</i> <ul style="list-style-type: none">• Appendix A: Performance Measures• Appendix B: Expense and Revenue Worksheet
Attachments: <i>(applicant produced)</i> <ul style="list-style-type: none">• Question #7: Sample Scope and Sequence for One Subject• Question #18: Proposed School Year Calendar• Question #21: Governance Board Organizational Chart• Question #22: Governance Board Bylaws• Question #25: Code of Ethics and Conflict of Interest Governance Policy• Question #40: Proposed Discipline Policy• Question #47: Staff Organizational Chart• Other: Articles of Incorporation
Formatting Notes: <ul style="list-style-type: none">• Questions in standard font align with the Wisconsin Charter School Program Grant Application administered by the DPI.<ul style="list-style-type: none">○ Please note that the DPI application must not exceed 25 pages, which applicants may want to take into consideration when answering those specific questions• Questions in <i>italics</i> are questions deemed necessary by the Office of Educational Opportunity.• Bold font indicates non-narrative content such as an attachment, appendix, timeline, or table.

Phase II Application

Charter School Information	
Name of Proposed School	
Proposed Location of School	
Desired Opening Date	
Grade Levels to Be Served	
Total Projected Enrollment	

Applicant Information	
Primary Contact Person	
Current Job Title and Employer	
Position with Proposed School	
Phone Number	
Email Address	

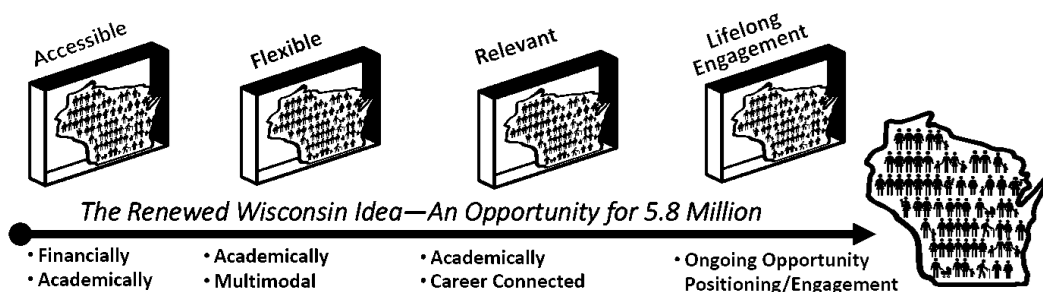
Section I: Program Description, Mission, and Community Need

1. State the mission of the proposed public charter school. Describe how the mission directly relates to at least two of the following:
 - a. Increasing access to educationally disadvantaged students
 - b. Reducing and eliminating the achievement gap for educationally disadvantaged students
 - c. Serving students at-risk of dropping out or who have previously dropped out
 - d. Increasing the overall graduation rate
 - e. Increasing career and college readiness
2. Describe the educational/curricular model of the proposed public charter school. Explain how the program promotes a diversity of educational options within the community served and is responsive to students most in need. *Explain any innovative aspects and instructional approaches that will be used to deliver the educational/curricular model and how this will distinguish it from other education options available to students in the area.*
3. Describe how, consistent with the definition of a charter school under federal law, the proposed public charter school will optimize of the autonomy and flexibility afforded to charter schools under federal law.
4. **Using a timeline**, describe the present state of the planning process; the activities undertaken to date; the stakeholders involved in the process; available financial and/or other resources; and the involvement of the governing board, administration, and staff. Provide a description of how families and community members have been involved in planning and designing of the proposed public charter school. Provide examples of how feedback from stakeholders has been incorporated in the planning and design process, *including how you incorporated feedback from the Community Input Meeting.*
5. Describe the community to be served and the level and extent of family and community support for the proposed public charter school, including the need that the school will meet. Explain how community and family support for the proposed public charter school has been assessed *and the data gathered to substantiate the need for the school.*
6. **Use one or more tables** to provide the school grades to be served and the projected enrollment by grade level using only students attending on a full-time basis. Disaggregate student population data by ethnicity/race and by educationally disadvantaged student subgroups (economically disadvantaged students, students with disabilities, migrant students, English language learners, neglected or delinquent students, and homeless students). Explain the projections.

7. *Provide an overview of, and rationale for, the proposed public charter school's projected curriculum, **including a sample scope and sequence**, with course outcomes in one subject area for each grade level band (elementary, middle, high school) that are aligned to the applicable state standards. Cite evidence that these curricula will be appropriate and effective for the targeted students.*
8. *Include information about any aspects of individualized learning or different and innovative teaching methods the proposed public charter school plans to implement and how those methods align with the projected curriculum within the educational/curricular model.*
9. *Describe the community resources available to students and parents, including any partnerships with community organizations, businesses, other educational institutions, or individuals. Specify the nature, purposes, terms, and scope of services of these partnerships including any fee-based or in-kind commitments from community organizations or individuals. Include letters of intent/commitment, memoranda of understanding, and/or contracts as evidence of support from these intended partners.*
10. *Explain how the proposed public charter school reflects the University of Wisconsin System's commitment to "live out the Wisconsin Idea by incubating new innovative learning experiences to maximize educational opportunities and close achievement gaps."*

The Renewed Wisconsin Idea for the 21st Century:

Connecting the Initiatives is An Opportunity for All



Section II: Student Achievement and Performance Measures

11. *Provide an overview of the educational philosophy that will be employed at the proposed public charter school to improve educational opportunities for students. Include evidence to support that this philosophy has demonstrated positive student achievement outcomes.*
12. Describe how student achievement will be measured each year. Identify the nationally standardized student achievement tests to be used in both fall and spring for language arts and math. Explain how formative and summative assessments will be used to improve instruction, and how they will be used to measure progress over time.
13. **Use Appendix A** to identify no less than 4 and no more than 10 specific, measurable, and achievable performance measures for the proposed public charter school. Each performance measure must include baseline data, if applicable, and annual targets. At least one of the performance measures must relate to a nationally standardized achievement test in language arts and math. In addition:
 - a. Justify each performance measure in terms of its value in improving student achievement
 - b. Explain how at least one performance measure specifically addresses activities designed to improve academic outcomes for educationally disadvantaged students
 - c. Describe how each performance measure is specific and measurable at least twice annually
14. *Explain how the school will identify and meet the learning needs of students who are performing below grade level. Specify the programs, strategies, and supports you will provide for these students, as well as how progress will be monitored.*
15. *Explain how the school will identify and meet the needs of intellectually gifted students, including instruction and services. Specify the programs, strategies, and supports you will provide for these students, as well as how progress will be monitored.*
16. *Explain how the school will meet the needs of English Learner (EL) students, including the following:*
 - a. *Methods for identifying EL students (and avoiding misidentification);*
 - b. *Specific instructional programs, practices, and strategies the school will employ to ensure academic success and equitable access to the core academic program for these students;*
 - c. *Plans for monitoring and evaluating the progress and success of EL students, including exiting students from EL services;*
 - d. *Means for providing qualified staffing for EL students.*



17. *Explain how the proposed public charter school will identify and meet the learning needs of students with mild, moderate, and severe disabilities in the least restrictive environment possible. Specify the programs, strategies, and supports you will provide, including the following:*
- Methods for identifying students with special education needs (and avoiding misidentification);*
 - Specific instructional programs, practices, and strategies the school will employ to provide a continuum of services; ensure students' access to the general education curriculum; and ensure academic success for students with special education needs;*
 - Plans for monitoring and evaluating the progress and success of special education students with mild, moderate, and severe needs to ensure the attainment of each student's goals as set forth in the Individualized Education Program (IEP);*
 - Plans to have qualified staffing adequate for the anticipated special needs population.*
18. ***Attached a proposed school year calendar*** for the proposed public charter school. *Explain how the calendar has been designed to support the educational program and achievement of academic and environmental education goals.*
19. *Describe the structure of the school day and week. Include the number of instructional hours/minutes in a day for core subjects such as language arts, mathematics, science, and social studies. Note the length of the school day, including start and dismissal times. Explain why the school's daily and weekly schedule will be optimal for student learning.*
20. *Describe the proposed public charter school's plan for teacher professional development and evaluation, including how the quality of instruction will be monitored and improved, and how it will be responsive to students' academic performance.*

HIGH SCHOOL GRADUATION REQUIREMENTS (HIGH SCHOOLS ONLY)

- Explain how students will earn credit hours, how grade-point averages will be calculated, what information will be on transcripts, and what elective courses will be offered. If graduation requirements for the school will exceed state and authorizer standards, explain the additional requirements.
- Explain how the graduation requirements will ensure student readiness for college or other postsecondary opportunities (trade school, military service, or entering the workforce).
- Explain what systems and structures the school will implement for students at risk of dropping out and/or not meeting the proposed graduation requirements.

Section III: Governance and Autonomy

21. **Attach an organizational chart for the governance board.** Describe the roles of board members and the unique skills and diversity of perspectives sought. For schools with existing boards, provide the names of the board members and describe how board members are qualified to oversee the operation of the proposed public charter school.
22. **Attach the governance board bylaws.** Ensure that these bylaws describe the election of members, length of terms of office, and frequency of meetings. Provide a description for how the governance board will ensure arm's length transactions with the various entities transacting with the governance board.
23. Describe the authority this governing board has to make decisions regarding the operation of the proposed public charter school including: (a) personnel, (b) curriculum, (c) local assessments, (d) policy development, (e) budget and expenditures, and (f) daily operations. The applicant must demonstrate how it will ensure that the governance board maintains a high-level of autonomy and independence.
24. Describe how the governance board will solicit and consider input from stakeholders, including parents and other community members, on the implementation and operation of the proposed public charter school, including how the school will support the use of effective parent, family, and community engagement strategies in its operation.
25. ***Provide the governance board's proposed Code of Ethics and Conflict of Interest policy.*** Summarize the board's ethical standards and procedures for identifying and addressing conflicts of interest. Identify any existing relationships that could pose actual or perceived conflicts if the application is approved; discuss specific steps that the board will take to avoid any actual conflicts and to mitigate perceived conflicts.
26. *Describe what professional development will be provided to the governance board to best ensure accountability and transparency to the stakeholders of the proposed public charter school. The plan for training and development should include specific topics to be addressed and requirements for participation.*
27. *Describe the plan for increasing the capacity of the governing board. How will the board expand and develop over time? How and on what timeline will new members be recruited and added, and how will vacancies be filled? What are the priorities for recruitment of additional board members?*
28. *Explain the process that the school will follow should a parent or student have an objection to a governing board policy or decision, administrative procedure, or practice at the school.*

29. *Describe the governing board's process for reviewing both financial and academic performance. Include how often the data will be reviewed, the metrics that will be utilized, and the role school leadership and other key stakeholders will play. Explain how this process will ensure that students are achieving at a high level and that the school is financially sound.*
30. *Outline the corrective measures the governing board will take if the proposed public charter school fails to meet contractually outlined student academic performance standards.*

Section IV: Equal Access

31. Provide a description of how the proposed public charter school will ensure equal access for all students regardless of sex, race, ethnicity, religion, national origin, ancestry, pregnancy, marital or parental status, sexual orientation, gender, or physical, mental, emotional, or learning disability.
32. As required by section 427 of the General Education Provisions Act (GEPA), describe the steps that will be taken to ensure equitable access to, and participation in, the proposed public charter school. The statute, which allows applicants discretion in developing the required description, highlights six types of barriers (gender, race, national origin, color, disability, or age) that can impede equitable access or participation.
33. Describe how the proposed public charter school plans to attract, recruit, admit, enroll, serve, and retain educationally disadvantaged students equitably and inclusively.
34. Describe how the proposed public charter school plans to recruit and retain a diverse staff.
35. Provide a description of how students and families in the community will be informed about the proposed public charter school and will be provided with an equal opportunity to attend.
36. **Provide the admissions policy** for the proposed public charter school, and explain how the admissions policy is:
 - a. Consistent with the statutory purposes of the federal charter school program;
 - b. Reasonably necessary to achieve the educational mission of the charter school;
 - c. Consistent with civil rights laws and Part B of the Individuals with Disabilities Education Act (IDEA); and
 - d. Prepared to address the process that will be implemented if more students apply for admission than can be accommodated in the proposed public charter school.
37. Describe how the proposed public charter school has considered and planned for the transportation needs of students. If the school does not or will not provide transportation, explain how the proposed public charter school will ensure access for students without means of transportation.
38. Segregated special education charter schools are not permitted under state and federal law. If the proposed public charter school's educational program attracts a disproportionately high number of students with disabilities, describe what measures will be taken to ensure that students with disabilities are educated with their non-disabled peers to the maximum extent possible.

39. *As an OEO authorized charter school, the school will be its own Local Education Agency (LEA) and will be responsible for compliance with all federal and state statutory requirements for providing services to students with disabilities. Explain how the proposed public charter school will:*
- Identify and evaluate of students with disabilities;*
 - Provide services pursuant to a student's individualized education plan (IEP);*
 - Employ and train highly-qualified special education staff; and*
 - Contract with any third-party entities to provide specialized services, if applicable.*
40. *Describe the proposed public charter school's approach to student discipline and **attach the proposed discipline policy**. The proposed policy must comply with any applicable state laws and should address each of the following:*
- Practices the school will use to promote good discipline, including both penalties for infractions and incentives for positive behavior;*
 - A list and definitions of the offenses for which students in the school may be suspended or expelled, respectively;*
 - An explanation of how the school will take into account the rights of students with disabilities in disciplinary actions and proceedings; and*
 - Procedures for due process when a student is suspended or expelled as a result of a code of conduct violation, including a description of the appeal process that the school will employ for students facing expulsion and a plan for providing services to students who are expelled or out of school for more than ten days.*

Section V: Budget and Finances

41. **Complete the Expense and Revenue Worksheet and attach as Appendix B.** Include the total projected cost of operating the proposed public charter school for each of the next five years. The budget worksheets include a tab for expenses, revenue, *and monthly projections for the first year in operation with students*. Include all expenditures and revenues from state, local, federal, and other sources, including anticipated federal charter school grant funds.
42. Provide explanatory information for the Expense and Revenue Worksheet.
43. Describe how other federal program funds available to the charter school, e.g. Title I and IDEA funds, will be used.
44. Describe the method by which controls over expenditures and records of expenditures will be maintained.
45. *Share the board adopted policies you have in place to ensure the segregation of financial duties. Include the name of the individuals who will assume the lead responsibility for ensuring these policies are followed at both the school level and board level and their qualifications to do so.*
 - a. *The check writing policy that identifies what signatures by position/person(s) are required and at what dollar threshold;*
 - b. *The check writing policy that ensures that the writing of checks and deposits of revenue are done by separate individuals;*
 - c. *The petty cash policy that includes the guidelines for access to these monies as well as allowable uses; and*
 - d. *The name of the firm that will be contracted with to provide the school's annual financial audit.*
46. *Outline a sustainability plan and explain how the school's innovative offerings and professional development will be sustained and continued after the first 5 years of operation.*
47. **Create an organizational chart** for all staff employed by the proposed public charter school, ensuring that it aligns to the Expense and Revenue Worksheet. Explain how hiring decisions will be made and what processes will be in place to ensure that students are taught by highly qualified, high-quality educators.
48. *If you have already secured a facility, then provide information regarding the location, lease agreement, renovations needed, etc. If not, provide the plan for identifying and securing a facility prior to the school's opening that aligns with your mission.*

49. *Describe any external contractual relationships that would be necessary to ensure the establishment and effective operation of the proposed public charter school.*
50. *Explain how the proposed public charter school will handle a situation in which the school fails to meet revenue projections. How will the board and/or staff go about ensuring that the proposed public charter school will stay true to its mission while still operating within available revenues?*