

Phase I: New Charter School Prospectus Application

The prospectus can be no more than twenty (20) pages in length (including the cover sheet and required attachments). Please convert all documents to one PDF file and submit the entire file and any related attachments via email to cynthia.gonzalez@wisconsin.edu. Any applications submitted after 5:00 p.m. CST on the last day of the application cycle will be rejected. Applicants must use the template below. Reference the application guide for full submission requirements.

The prospectus is intended to be a competent summary of a plan well underway, not an initial exploration of ideas.

Name of proposed school:	
Name of non-stock corporation (board):	
Primary contact person:	
Email:	
Phone:	
Mailing address:	

Grade levels to be served by the proposed school:	
Proposed geographic location of the school:	
Projected number of students to be served at capacity:	
Does the school expect to contract with a charter management organization or educational management organization for school management or operation? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, identify the charter management organization:

Authorization Status	
As a courtesy, please indicate whether you have or will submit a similar application to another authorizer. If so, provide the name of the authorizer, the date (or intended date), of submission, and the status of the application.	
Authorizer	
Date (to be) Submitted	
Status	

Organization leadership team and board members, including organization affiliation and titles/positions of board members.		
Full Name	Current Job Title and Employer	Position with Proposed School

Section I: VISION & MISSION

Provide an overview of the proposed school, including:

1. A brief explanation of why you are seeking to open a public charter school and identify conditions the proposed charter school seeks to address.
2. State the mission, vision, and goals of the proposed school. The mission and vision statements provide the foundation for the entire prospectus. The vision is a statement of the long-term, aspirational goals of the proposed school, that articulates the long-term change due to the proposed public charter school's success. The mission statement outlines how the school will operate to achieve its long-term goals. Together, the mission and vision statements should: a) identify the students and community to be served and b) illustrate what success will look like when the school is at capacity and fully operational.
 - The long-term goals should articulate what the school hopes to achieve once it is at capacity and fully operational. These are meant to be long-range (approximately 5 years) and spear to operational and academic success. All goals must be specific, measurable, action-oriented, relevant, and time-bound (SMART).
3. Clearly state how the proposed school aligns with the OEO's mission and core values.
4. For charter management organizations: please provide a statement outlining the purpose and a brief history of the organization in relation to public education and its experience operating and/or managing charter school(s). If the organization has experience operating charter schools, specify the number, and, if any were not renewed, or closed for *any* reason.

Section II: NEED, DEMAND AND EVIDENCE OF COMMUNITY INVOLVEMENT

1. Describe how the school's founders have assessed family/community demand and need for the school. Need refers to the specific need(s) being addressed by the proposed school that are not being addressed within the district. Demand refers to the desire of prospective families to attend the proposed school.
2. Identify how the founders have engaged families and community members and organizations in the school's development during its charter application cycle and planning year.

Section III: DESCRIPTION OF THE SCHOOL AND PROGRAM

1. Age range(s) and grades to be taught and provide a clear rationale for said ages and grade levels using demographic trends.
2. Projected number of students, pupil teacher ratios and general staffing patterns during the first five years of operation.
3. Identify any special issues or characteristics of the school (i.e., extended day/teacher model/organizational design/community partnerships), which demonstrate how the proposed school is different from what is already being offered in the community's existing traditional public-school options.

Section IV: INTRODUCTION AND SUMMARY OF THE EDUCATIONAL PROGRAM

1. Provide an overview of the curriculum and instructional design, the guiding educational philosophy, and how the educational program aligns to the school's mission. Include a clear description of distinctive learning and teaching approaches that set your program apart, supported by compelling evidence for why these methods were selected. Explain how these evidence-based techniques address specific student needs and contribute to your educational model's unique value proposition.
 - a. Within the overview, describe how the school's educational model is designed to improve the educational outcomes for children who qualify for special education services, linguistically diverse students (English Learners) and those who have been historically underserved.

Section V: GOVERNANCE STRUCTURE

While structures/models vary, all charter school boards aim to uphold the mission/vision, set clear expectations for outcomes of school improvement work, create conditions for success, build the collective will to succeed, learn together as a board team, provide fiduciary and academic oversight, evaluate the school leader and board itself, and approve policies and budgets in a governance capacity.

1. Describe the governance structure/model of the proposed school (i.e., Carver Policy Governance Model also known as Policy Governance Model, Consensus Governance) and how it will interact with the principal/head of school and any advisory bodies.
2. Explain how the proposed governance structure will:
 - a. Ensure the school will be an educational, financial, and operational success.
 - b. Evaluate the success of the school, school leader and board itself.
 - c. Assure active representation of key stakeholders to effectively govern school, including parents/family members representative of the community it plans to serve (i.e., expertise in legal, K-12 education, public relations, HR, accounting/finance, health, fundraising, strategic planning, facilities, business administration).
 - d. To the extent possible, mitigate any potential or perceived conflict of interest between board members/founders and the school that may exist now or in the future.

Section VI: FINANCIAL MANAGEMENT AND FIRST YEAR OPERATION PLAN

1. Address the degree to which the school/campus budget will rely on variable income (e.g., grants, donations, fundraising).
2. Describe how the proposed school will develop and maintain sufficient financial capacity that will facilitate the school's success. If the proposed school is to be managed by an existing organization, explain how that entity will maintain its capacity to successfully operate the proposed school.
3. Identify any existing or anticipated relationships that exist between the proposed school and any related business entities (charter management organizations, subcontractors, community organizations, business, educational institutions, etc.). State the nature, purposes, terms, and scope of services of any such partnerships including any fee-based or in-kind commitments from community organizations or individuals that will enrich student learning opportunities.
4. If applicable, identify the person(s) preparing the full application and describe how any costs associated with developing the full new school application (if any) will be financed.

Section VII: POTENTIAL LOCATION OF SCHOOL

1. Describe the proposed geographic location of the school and rationale for selecting that location. Be explicit as to how the selected location aligns to the educational need, anticipated student population, and any non-academic challenges the school is likely to encounter.
2. Describe the steps that have been taken to identify potential school facilities.