



AGENDA

CHARTER AUTHORIZING PANEL

January 18, 2017

Arkansas Department of Education

ADE Auditorium

8:30 AM

I. Report-1 Chair's Report

Presenter: Deborah Coffman

II. Consent Agenda

1. Minutes - December 13-15, 2016 2

Presenter: Kelly McLaughlin

III. Action Agenda

1. 2017 Open-Enrollment Charter School Application 8

The 2017 Open-Enrollment Charter School Application includes revisions to existing prompts, as suggested by various stakeholders.

Approval is requested to make the application publicly available.

Presenter: Alexandra Boyd

2. 2017 District Conversion Charter School Application 79

The 2017 District Conversion Charter School Application includes revisions to existing prompts, as suggested by various stakeholders.

Approval is requested to make the application publicly available.

Presenter: Alexandra Boyd

**Minutes
Charter Authorizing Panel
December 13, 2016**

The Charter Authorizing Panel met on Tuesday, December 13, 2016, in the auditorium of the Department of Education building. Deborah Coffman, Chair, called the meeting to order at 8:30 a.m.

Present: Deborah Coffman, Chair; Dr. Mark Gotcher, Vice Chair; Stacy Smith; Bobby Lester; Ivy Pfeffer; Greg Rogers; Dr. Eric Saunders; Annette Barnes

Absent: Lisa Haley

The transcription of this meeting may be accessed on the Arkansas Department of Education website at the following:

<http://www.arkansased.gov/about-ade/charter-authorizing-panel/minutes/archive/2016>

Reports

Report-1 Chair's Report

Ms. Coffman welcomed the members of the Panel and the audience. She introduced the Panel members and then recognized state legislators in attendance.

Ms. Coffman provided the audience with instructions pertinent to the proceedings.

Consent Agenda

It was moved by Dr. Gotcher, seconded by Ms. Smith, and carried unanimously to approve the consent agenda.

Items included in the Consent Agenda: Minutes – October 19-21, 2016.

Action Agenda

Staff Attorney Jennifer Davis provided the Panel with directions for the proceedings. She also explained the public voting procedures to the Panel and the audience.

A-1 Request for District Conversion Public Charter School Amendment: Fayetteville Virtual Academy

Associate Superintendent Dr. Kim Garrett presented the Panel with Fayetteville Virtual Academy's amendment request.

A question and answer period followed.

It was moved by Dr. Saunders, seconded by Ms. Smith, and carried unanimously to approve the amendment request.

A-2 Request for District Conversion Public Charter School Renewal: Badger Academy, Beebe

Superintendent Dr. Belinda Shook presented the Panel with Badger Academy's, request for renewal.

A question and answer period followed.

It was moved by Dr. Saunders, seconded by Ms. Pfeffer, and carried unanimously to approve the renewal application.

A-3 Request for District Conversion Public Charter School Renewal: Cabot Academic Center For Excellence

Superintendent Dr. Tony Thurman presented the Panel with Cabot ACE's request for renewal.

A question and answer period followed.

It was moved by Dr. Saunders, seconded by Dr. Gotcher, and carried unanimously to approve the renewal application.

A-4 Request for District Conversion Public Charter School Renewal: Cross County Elementary Technology Academy

Superintendent Carolyn Wilson presented the Panel with Cross County Elementary Technology Academy's, request for renewal.

A question and answer period followed.

It was moved by Dr. Gotcher, seconded by Mr. Lester, and carried with a 4-to-3 vote to approve the renewal application.

Adjournment

It was moved by Ms. Barnes, seconded by Dr. Saunders, and carried unanimously to adjourn.

The meeting adjourned at 11:09 a.m.

Minutes recorded by Kelly McLaughlin

Deborah Coffman, Charter Authorizing Panel Chair

**Minutes
Charter Authorizing Panel
December 14, 2016**

The Charter Authorizing Panel met on Wednesday, December 14, 2016, in the auditorium of the Department of Education building. Deborah Coffman, Chair, called the meeting to order at 8:30 a.m.

Present: Deborah Coffman, Chair; Dr. Mark Gotcher, Vice Chair; Stacy Smith; Bobby Lester; Greg Rogers; Dr. Eric Saunders; Annette Barnes

Absent: Lisa Haley; Ivy Pfeffer

The transcription of this meeting may be accessed on the Arkansas Department of Education website at the following:

<http://www.arkansased.gov/about-ade/charter-authorizing-panel/minutes/archive/2016>

Reports

Ms. Coffman welcomed the members of the Panel and the audience.

Ms. Coffman provided the audience with instructions pertinent to the proceedings.

Action Agenda

Staff Attorney Jennifer Davis provided the Panel with directions for the proceedings. She also explained the public voting procedures to the Panel and the audience.

A-1 Request for District Conversion Public Charter School Renewal: Lincoln High School

Superintendent Mary Ann Spears presented the Panel with the Lincoln High School renewal request.

A question and answer period followed.

It was moved by Dr. Gotcher, seconded by Dr. Saunders, and carried unanimously to approve the request.

A-2 Request for District Conversion Public Charter School Renewal: Osceola STEM Academy

Principal Christel Smith presented the Panel with the Osceola STEM Academy renewal request.

A question and answer period followed.

It was moved by Ms. Barnes, seconded by Dr. Saunders, and carried unanimously to approve the application for a three (3) year renewal term.

A-3 Request for Open-Enrollment Public Charter School Renewal: Jacksonville Lighthouse Charter School

Regional Vice President Lenisha Broadway presented the Panel with the Jacksonville Lighthouse renewal request.

A question and answer period followed.

It was moved by Ms. Smith, seconded by Ms. Barnes, and carried unanimously to approve the application.

Adjournment

It was moved by Dr. Gotcher, seconded by Dr. Saunders, and carried unanimously to adjourn.

The meeting adjourned at 12:48 p.m.

Minutes recorded by Freddie Scott

Deborah Coffman, Charter Authorizing Panel Chair

**Minutes
Charter Authorizing Panel
December 15, 2016**

The Charter Authorizing Panel met on Thursday, December 15, 2016, in the auditorium of the Department of Education building. Deborah Coffman, Chair, called the meeting to order at 8:30 a.m.

Present: Deborah Coffman, Chair; Dr. Mark Gotcher, Vice Chair; Stacy Smith; Bobby Lester; Greg Rogers; Dr. Eric Saunders; Annette Barnes

Absent: Lisa Haley; Ivy Pfeffer

The transcription of this meeting may be accessed on the Arkansas Department of Education website at the following:

<http://www.arkansased.gov/about-ade/charter-authorizing-panel/minutes/archive/2016>

Reports

Ms. Coffman welcomed the members of the Panel and the audience.

Ms. Coffman provided the audience with instructions pertinent to the proceedings.

Action Agenda

Staff Attorney Jennifer Davis provided the Panel with directions for the proceedings. She also explained the public voting procedures to the Panel and the audience.

A-1 Request for Open-Enrollment Public Charter School Renewal: Little Rock Preparatory Academy

Superintendent Christina Long presented the Panel with the Little Rock Preparatory Academy renewal request.

A question and answer period followed.

It was moved by Ms. Barnes, seconded by Dr. Gotcher, and carried unanimously to approve the renewal application..

A-2 Request for Open-Enrollment Public Charter School Renewal: LISA Academy

Superintendent Atnan Ekin presented the Panel with the LISA Academy renewal request.

A question and answer period followed.

It was moved by Dr. Saunders, seconded by Dr. Gotcher, and carried by a 4-to-2 vote to approve the renewal application..

A-3 Request for Open-Enrollment Public Charter School Amendment: Ozark Montessori Academy

Superintendent Dr. Christine Solano presented the Panel with the Ozark Montessori Academy amendment request.

A question and answer period followed.

It was moved by Dr. Saunders, seconded by Ms. Smith, and carried unanimously to approve the amendment request.

Adjournment

It was moved by Dr. Saunders, seconded by Ms. Smith, and carried unanimously to adjourn.

The meeting adjourned at 12:23 p.m.

Minutes recorded by Freddie Scott

Deborah Coffman, Charter Authorizing Panel Chair

PROPOSED CHARTER APPLICATION TIMELINES

Purpose:

- To allow more planning time for all newly approved charters prior to opening

Proposed Open-Enrollment Timeline **Beginning with 2017 Application Cycle for Charters to Open in 2018-2019**

JANUARY	Charter Authorizing Panel reviews open-enrollment and district conversion charter applications, directs staff to make revisions as necessary, and releases for State Board of Education consideration
FEBRUARY	State Board of Education Panel adopts and sends for public comment the open-enrollment and district conversion charter applications
MARCH	
First Tuesday	Letters of intent to apply due by 4:00 p.m.
First Thursday	Mandatory applicant workshop
APRIL	
Last Thursday	Applications due by 4:00 p.m.
MAY, JUNE, JULY	Review of applications by Arkansas Department of Education staff
AUGUST	Charter Authorizing Panel conducts applicant hearings
SEPTEMBER	State Board of Education determines whether to review any applicant determinations made by the Panel

If the State Board of Education decides to review an applicant decision made by the Charter Authorizing Panel, the Board will conduct a hearing at a later meeting.

Proposed District Conversion Timeline
Beginning with 2017 Application Cycle for Charters to Open in 2018-2019

JANUARY	Charter Authorizing Panel reviews open-enrollment and district conversion charter applications, directs staff to make revisions as necessary, and releases for State Board of Education consideration
FEBRUARY	State Board of Education Panel adopts and sends for public comment the open-enrollment and district conversion charter applications
MARCH	
First Tuesday	Letters of intent to apply due by 4:00 p.m.
First Thursday	Mandatory applicant workshops
AUGUST	
First Thursday	Applications due by 4:00 p.m.
AUGUST, SEPTEMBER	Review of applications by Arkansas Department of Education staff
OCTOBER	Charter Authorizing Panel conducts applicant hearings
NOVEMBER	State Board of Education determines whether to review any applicant determinations made by the Panel

If the State Board of Education decides to review an applicant decision made by the Charter Authorizing Panel, the Board will conduct a hearing at a later meeting.

Proposed Charter Renewal Timeline
Beginning with Charter Contracts that Expire on June 30, 2018

AUGUST

First Tuesday Charters with contracts that expire the following June receive customized renewal applications

First Thursday Mandatory renewal applicant workshop

SEPTEMBER

Last Thursday Renewal applications due by 4:00 p.m.

OCTOBER, NOVEMBER Review of applications by Arkansas Department of Education staff

DECEMBER Charter Authorizing Panel conducts renewal hearings

JANUARY State Board of Education determines whether to review any applicant determinations made by the Panel

If the State Board of Education decides to review an applicant decision made by the Charter Authorizing Panel, the Board will conduct a hearing at a later meeting.

PROPOSED Open-Enrollment TIMELINE FOR CHARTERS TO OPEN IN 2018-2019

DATE	EVENT/DEADLINE
February 9, 2017 **	State Board of Education approves application form
March 7, 2017	Letters of intent to apply due to ADE by 4:00 p.m.
March 9, 2017, 8:00 a.m.	Mandatory applicant workshop
April 27, 2017	Applications due to ADE by 4:00 p.m.
May – June 2017	Application review by ADE staff (Charter Internal Review Committee [CIRC])
Early July 2017	Applicants respond to ADE staff review
August 16-17, 2017 **	Charter Authorizing Panel conducts applicant hearings
September 14, 2017 **	State Board of Education determines whether to review any applicant determinations made by the Panel (If the State Board of Education decides to review an applicant decision made by the Panel, the Board will conduct a hearing at a later meeting.)
** Subject to change	

ARKANSAS DEPARTMENT OF EDUCATION

REQUIREMENTS FOR LETTER OF INTENT

To Apply for an **Open-Enrollment** Public Charter School

Applicants for open-enrollment public charter schools are required to send a one-page “**Letter of Intent to Apply for an Open-Enrollment Public Charter School**” to the Arkansas Department of Education.

Submit the signed letter of intent, via email, to the Arkansas Department of Education at the following email address no later than 4:00 p.m. **on Tuesday, ~~March 1, 2016~~ March 7, 2017**, in order for the application to be considered by the authorizer during the ~~2016-2017~~ application cycle:

ade.charterschools@arkansas.gov

Required format to be followed for the letter of intent:

1. The letter of intent is to be a one-page document;
2. Include the full legal name of the eligible entity which intends to apply for a charter. If the sponsoring entity is a non-profit organization, specify the name exactly as submitted on the Internal Revenue Service (IRS) application for non-profit status through 501(c)(3) of the Internal Revenue Code, and state whether the entity has already received 501(c)(3) status or has applied for 501(c)(3) status.
3. Include a contact person's name, full mailing address, daytime telephone number, and email address;
4. Give a description of the eligible entity that is sponsoring the application;
5. Give the name of the proposed open-enrollment public charter school;
6. Describe the location of the proposed open-enrollment public charter school and state the school district in which the charter school would be located;
7. Identify the grade levels of students intended to be served by the open-enrollment public charter school;
8. Identify the number of students intended to be served by the open-enrollment public charter school; and
9. Provide a one-paragraph description of the purpose or special emphasis of the proposed school.

The designated contact person must sign the letter of intent to apply.

A copy of the letter of intent must be sent, via the same email transmission that the letter is sent to the Arkansas Department of Education, to the superintendent of the public school district where the proposed public charter school will be located.

Superintendent email addresses can be found here:
<https://adedatabeta.arkansas.gov/spd/Home/districts>



ARKANSAS DEPARTMENT OF EDUCATION

~~2016~~

2017 Application

Open-Enrollment Public Charter School

Deadline for Receipt of Submission: Thursday, April ~~28, 2016~~ 27, 2017,
4:00 p.m.

Applications will not be accepted after this time.



Name of Proposed Charter School:

Any application that is substantially incomplete will not be forwarded to the authorizer for consideration. An application will be considered substantially incomplete if it does not provide enough information to enable staff at the Arkansas Department of Education to provide a meaningful review.

**Arkansas Department of Education
Charter School Office
Four Capitol Mall
Little Rock, AR 72201
501.683.5313**

The applicant is an "eligible entity" under the following category (check one):

- ☐ a public institution of higher education;
- ☐ a private nonsectarian institution of higher education;
- ☐ a governmental entity; or
- ☐ an organization that is nonsectarian in its programs and operations, and is, or will be, exempt from taxation under Section 501(c)(3) of the Internal Revenue Code. (A copy of the entity's letter from the IRS reflecting tax exempt status or a copy of the entity's application for 501(c)(3) status must be included with the application. Articles of incorporation or a letter acknowledging non-profit status from the Secretary of State will not suffice.) To be eligible, an entity must hold or have applied for 501(c)(3) status at the time this charter application is filed. The entity must receive formal tax exempt status under §501(c)(3) of the Internal Revenue Code of 1986 prior to the first day of its operation with students.

Non-profit entities without the required Internal Revenue Service documentation are not eligible to be awarded charters; therefore, any applications submitted without documentation showing that 501(c)(3) status has been applied for or received will not be reviewed.

Name of Primary Point of Contact ~~Person~~: _____

Address _____ City: _____

ZIP: _____ Daytime Phone Number: (____) _____ FAX: (____) _____

Email: _____

Charter Site

Address: _____ City: _____

ZIP: _____ Date of Proposed Opening: _____

Chief Operating Officer

of Proposed Charter (if known): _____ Title: _____

Address: _____ City: _____

ZIP: _____ Daytime Phone Number: (____) _____

The proposed charter will be located in the _____ School District.

Provide a comprehensive list of all individuals, including but not limited to entity board members and charter school board members, involved in the organization and design of the proposed school as well as the proposed application process. Please note that Ark. Code Ann. §6-24-105 prohibits charter school board members from contracting with or being employed by the charter school except in certain limited circumstances.

Name: _____ Position: _____ State of Residence: _____

Name: _____ Position: _____ State of Residence: _____

Name: _____ Position: _____ State of Residence: _____

Name: _____ Position: _____ State of Residence: _____

Name: _____ Position: _____ State of Residence: _____

Name: _____ Position: _____ State of Residence: _____

Name: _____ Position: _____ State of Residence: _____

List the current K-12 student enrollment of the district where the proposed public charter school would be located.

_____ (Total District Enrollment)

List the school districts from which the charter school expects to draw students and
-describe the geographical area to be served by the charter.

_____	_____	_____
_____	_____	_____
_____	_____	_____

Describe the geographical area to be served by the charter.

Applicant Response:

Applicant response is limited to the area provided on this page.

B. EXECUTIVE SUMMARY

Provide the mission statement of the proposed school.

Applicant Response:

Applicant response is limited to the area provided on this page.

Explain how the mission statement was developed.

Applicant Response:

Applicant response is limited to the area provided on this page.

Briefly describe the key programmatic features that the school will implement in order to accomplish the mission.

Applicant Response:

Applicant response is limited to the area provided on this page.

Describe how the parents or guardians of the enrolled students and other members of the community will be involved with the school to positively impact the charter school's educational programs.

Applicant Response:

Applicant response is limited to 5,000 characters/spaces.
The text box will expand once you have clicked out of it.

C. NARRATIVE DESCRIPTION OF THE PROPOSED CHARTER SCHOOL

The applicant for the proposed charter school, if approved by the authorizer, agrees to operate the educational program described below in accordance with the provisions described within this document, Arkansas Code Annotated §6-23-101 et seq., the State Board of Education Rules Governing Public Charter Schools, and the attached assurances.

Provide a narrative description of the various components of the proposed charter school by responding to the following prompts:

1. Describe the results of the public hearing, which was held for the purpose of assessing support for the establishment of this public charter school. Provide copies of supporting evidence.

Applicant Response:

Applicant response is limited to 7,000 characters/spaces.
The text box will expand once you have clicked out of it.

Attach documentation to demonstrate that each of the following requirements of Arkansas Code Annotated §6-23-302 was met:

- A. The notice of the public hearing was published on a weekly basis for at least three (3) consecutive weeks prior to the date of the hearing in a newspaper having general circulation in the school district in which the school will likely be located.
- B. The notice of the public hearing was not published in the classified or legal notice section of the newspaper.
- C. ***The last publication date of the notice was no less than seven days prior to the public meeting.***
- D. Within seven calendar days following the first publication of the notice of the public hearing, emails announcing the public hearing were sent to the superintendent of each of the school districts from which the open- enrollment public charter school is likely to draw students for the purpose of enrollment and the superintendent of any district that is contiguous to the district in which the open-enrollment public charter school will be located.

2. Describe the governing structure of the open-enrollment charter school, including board composition, selection process, and responsibilities. Also describe the role of the administrators, faculty, parents, students, and community members in the leadership and decision-making of the school. As part of your response, answer the following specific questions:
- A. Identify what individual, job position(s), or entity(s) will have final decision-making authority for the school in the areas of (1) finance and purchasing; (2) student discipline; (3) hiring and firing of staff; and (4) hiring and firing of the school director or superintendent.
 - B. Specify how the final decision-maker(s) identified in response to (A)(3) will be selected or elected, including (1) length of term, (2) method of selection or election, and (3) who will have the authority to participate in the selection or election process.
 - C. Explain how and to what extent the school's leadership will be accountable to parents.
 - E.D. Describe the plan for providing school board members with continuous professional development.

Applicant Response:

Applicant response is limited to 22,000 characters/spaces.
The text box will expand once you have clicked out of it.

3. ~~Give the mission statement for the proposed charter school.~~

~~Applicant Response:~~

~~Response generated from Section B.~~

4.3. Describe the educational need for the school by responding to the following prompts.

Explain the educational need for the charter in the geographical area to be served by the charter. Be certain to include quantitative data related to academic achievement and the source(s) for information presented.

Applicant Response:

Applicant response is limited to 8,500 characters/spaces.
The text box will expand once you have clicked out of it.

DRAFT

Complete the following charts to include the most recent literacy and mathematics performance assessment data and graduation rates available for the district in which the charter would be located and the schools closest to the proposed charter.

DISTRICT DATA—DISTRICT IN WHICH THE CHARTER WOULD BE LOCATED			
District Name			
District Status			
	LITERACY ESEA Report- Percentage Achieving or Advanced	MATH ESEA Report- Percentage Achieving or Advanced	Graduation Rate- Report Card- Percent Graduated
All Students (Combined)			
Targeted Achievement Gap Group			
African American			
Hispanic			
White/Caucasian			
Economically Disadvantaged			
English Language Learners/ Limited English Proficient			
Students with Disabilities			

CAMPUS DATA—ELEMENTARY SCHOOL CLOSEST TO THE PROPOSED CHARTER LOCATION		
District Name		
Campus Name		
Grade Levels		
Campus Status		
	LITERACY ESEA Report- Percentage Achieving or Advanced	MATH ESEA Report- Percentage Achieving or Advanced
All Students (Combined)		
Targeted Achievement Gap Group		
African American		
Hispanic		
White/Caucasian		
Economically Disadvantaged		
English Language Learners/ Limited English Proficient		
Students with Disabilities		

CAMPUS DATA—MIDDLE SCHOOL CLOSEST TO THE PROPOSED CHARTER LOCATION		
District Name		
Campus Name		
Grade Levels		
Campus Status		
	LITERACY ESEA Report- Percentage Achieving or Advanced	MATH ESEA Report- Percentage Achieving or Advanced
All Students (Combined)		
Targeted Achievement Gap Group		
African American		
Hispanic		
White/Caucasian		
Economically Disadvantaged		
English Language Learners/ Limited English Proficient		
Students with Disabilities		

CAMPUS DATA – HIGH SCHOOL CLOSEST TO THE PROPOSED CHARTER LOCATION			
District Name			
Campus Name			
Grade Levels			
Campus Status			
	LITERACY ESEA Report- Percentage Achieving or Advanced	MATH ESEA Report- Percentage Achieving or Advanced	Graduation Rate- Report Card- Percent Graduated
All Students (Combined)			
Targeted Achievement Gap Group			
African American			
Hispanic			
White/Caucasian			
Economically Disadvantaged			
English Language Learners/ Limited English Proficient			
Students with Disabilities			

Describe the innovations that will distinguish the charter from other schools in the geographical area to be served by the charter. ~~The term "innovation" should be interpreted to mean "innovative teaching methods."~~ Consider noting if the innovations described are considered research-based best practices and/or if these innovations have been successful in other educational programs. The applicant may list as few or as many innovative teaching methods/innovations as they deem appropriate for their proposed charter.

Applicant Response:

Applicant response is limited to 8,500 characters/spaces.
The text box will expand once you have clicked out of it.

5. On the following table, list the specific measurable goals in reading, English, writing, ~~and~~ mathematics, and science, based on the state mandated assessments, and
4. any other assessment tools if used, for improving student academic achievement for each year of the public charter school's initial five-year period. For each goal, include the following:

- The tool to be used to measure the academic performance;
- The level of performance that will demonstrate success; and
- The timeframe for the achievement of the goal.

Add/ Delete Rows	GOAL	Assessment Instrument for Measuring Performance	Performance Level that Demonstrates Achievement	When Attainment of the Goal Will Be Assessed

Explain how the attainment of the goals will demonstrate that the charter is meeting the identified educational need for the school and fulfilling its mission.

Applicant Response:

Applicant response is limited to 18,000 characters/spaces.
The text box will expand once you have clicked out of it.

6.5. For elementary charter schools, provide a proposed daily schedule for all grade levels indicating the classes that will be provided for a one week time period. For secondary schools, provide required and elective courses for every grade level. If the school plans to phase in grade levels, include expansion grade levels by year with courses to be offered.

Please note that depending on how the school is structured, middle grades could be considered part of an elementary school, a middle school, or a high school.

☐ Check the box to add elementary daily schedule.

☐ Check the box to add middle gradeschool courses.

☐ Check the box to add high school courses.

7.6. Provide a description of curriculum, programs, and instructional methods used to support core classes. ***Include all associated costs in the proposed budget.***

Applicant Response:

Applicant response is limited to 18,000 characters/spaces.
The text box will expand once you have clicked out of it.

8.7. Describe the process that will be used to ensure all curriculum materials used in the educational program are aligned with the Arkansas Curriculum Frameworks and the state standards as adopted, and periodically revised, by the State Board of Education.

Applicant Response:

Applicant response is limited to 5,000 characters/spaces.
The text box will expand once you have clicked out of it.

9-8. Describe the manner in which the school will make provisions for the following student services, even in each area for which a waiver is requested:

A. Guidance program;

Applicant Response:

Applicant response is limited to 4,800 characters/spaces.
The text box will expand once you have clicked out of it.

B. Health services;

Applicant Response:

Applicant response is limited to 4,800 characters/spaces.
The text box will expand once you have clicked out of it.

C. Media center;

Applicant Response:

Applicant response is limited to 4,800 characters/spaces.
The text box will expand once you have clicked out of it.

D. Special education, including appropriate state assessments for special education students;

Applicant Response:

Applicant response is limited to 4,800 characters/spaces.
The text box will expand once you have clicked out of it.

E. Transportation;

Applicant Response:

Applicant response is limited to 4,800 characters/spaces.
The text box will expand once you have clicked out of it.

F. Alternative education, including Alternative Learning Environments;

Applicant Response:

Applicant response is limited to 4,800 characters/spaces.
The text box will expand once you have clicked out of it.

G. English Language Learner (ELL) instruction; and

Applicant Response:

Applicant response is limited to 4,800 characters/spaces.
The text box will expand once you have clicked out of it.

H. Gifted and Talented Program.

Applicant Response:

Applicant response is limited to 4,800 characters/spaces.
The text box will expand once you have clicked out of it.

~~10. Describe the geographical area to be served by the charter. List all school districts within the geographical area likely to be affected by the open-enrollment public charter school.~~

~~Applicant Response:~~

Applicant response is limited to 5,000 characters/spaces.
The text box will expand once you have clicked out of it.

11.9. Describe the plan for the school officials to provide an annual report to parents, the community, and the authorizer that demonstrates the progress made by the charter school during any previous academic year in meeting its academic performance objectives. (See *ADE Rules Governing Standards for Accreditation of Arkansas Public Schools and School Districts*.)

Applicant Response:

Applicant response is limited to 5,000 characters/spaces.
The text box will expand once you have clicked out of it.

DRAFT

12. Complete the following table with data about the district in which the charter proposes to locate and projections for the charter school.

Applicant Response:

School District in Which the Charter is to be Located			Percentage of Students Projected at the Charter				
2015-2016			2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
	Number	%	%	%	%	%	%
All							
Two or More Races							
Asian							
Black							
Hispanic							
Native American/ Native Alaskan							
Native Hawaiian/ Pacific Islander							
White							
Free and Reduced Lunch							
Data Below from- 2014-2015 Cycle 4 Report							
Migrant							
LEP							
Gifted & Talented							
Special Education							
Title I							
			2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
Grades to be Offered at the Charter							
Enrollment Cap at the Charter							

10. Describe the enrollment criteria and recruitment ~~processes, that~~ processes that will provide an equal opportunity for all parents and students to learn about and apply for admission to the proposed public charter school.

Applicant Response:

Applicant response is limited to 5,000 characters/spaces.
The text box will expand once you have clicked out of it.

Check which of the following enrollment preferences, as permissible in Arkansas Code Annotated §6-23-306(14)(C), would be allowed at the charter school.

- ☐ 1. Children of founding members of the charter
- ☐ 2. Siblings of enrolled students
- ☐ 3. No enrollment preferences (No other boxes may be checked in order to select this option.)

If box 1 and/or 2 are checked, explain the policy.

Applicant Response:

Applicant response is limited to the area provided.

If it is believed that the use of a weighted lottery is required by federal court or administrative order, explain and furnish a copy of the order.

Applicant Response:

Applicant response is limited to 8,500 characters/spaces.
The text box will expand once you have clicked out of it.

It is affirmed that a random, anonymous student selection method will be utilized in the event that more students apply for admission to the open-enrollment public charter school than can be accommodated under the terms of the charter, except as allowed for in Arkansas Code Annotated §6-23-306(14)(C).

☐ Yes

☐ No

Describe procedures for conducting the ~~an~~ annual single lottery enrollment process, including the timeline for enrolling, the date of the lottery, and the way in which students will be placed on waiting lists, and the process for notifying parents about each child's selection or order on the waiting list. Explain how the charter will ensure that the lottery process is transparent to the public.

Applicant Response:

Applicant response is limited to 5,000 characters/spaces.
The text box will expand once you have clicked out of it.

~~If it is believed that the use of a weighted lottery is required by federal court or administrative order, explain and furnish a copy of the order.~~

~~Applicant Response:~~

Applicant response is limited to 8,500 characters/spaces.
The text box will expand once you have clicked out of it.

Explain how students leaving the charter during the school year will impact students on the waiting list. Please note that student enrollment must be continuous.

Applicant Response:

Applicant response is limited to 5,000 characters/spaces.
The text box will expand once you have clicked out of it.

13.11. Name any founders or board members of the proposed charter's sponsoring entity, management company staff, and/or leaders of the proposed charter who have any prior involvement in the operation of one or more other charter schools and complete a Prior Charter Involvement **template** for each individual listed.

Applicant Response:

Applicant response is limited to 5,000 characters/spaces.
The text box will expand once you have clicked out of it.

14.12. Summarize the job descriptions of the school director and other key personnel by completing the information fields below for each position. Specify the salary range, qualifications, and job duties to be met by professional employees (administrators, teachers, and support staff) of the program.

Applicant Response:

ADMINISTRATORS

(Superintendent/Director, CEO/CFO/COO, Principal, etc.)

Administrator Position:

Reports to:

Salary Range:

Minimum Qualifications Required

REMOVE
POSITION

Education Required:

Experience Required:

Certification Required:

ADD OR
DELETE
ROWS

Job Duties: List up to 5 key duties this individual will perform.



•

Add Another Admin Position

TEACHERS

(Classroom, Special Education, Gifted and Talented, Instructional Facilitator, Technology Specialist, etc.)

Teacher Position: _____

Reports to: _____

Salary Range: _____

Minimum Qualifications Required

REMOVE
POSITION

Education Required:

Experience Required:

Certification Required:

ADD OR
DELETE
ROWS

Job Duties: List up to 5 key duties this individual will perform.



•

Add Another Teacher Position

SUPPORT STAFF

(Secretary, Nurse, Bus Driver, etc.)

Support Staff Position: _____

Reports to: _____

Salary Range: _____

Minimum Qualifications Required

REMOVE
POSITION

Education Required:

Experience Required:

Certification Required:

ADD OR
DELETE
ROWS

Job Duties: List up to 5 key duties this individual will perform.



•

Add Another Staff Position

~~15-13.~~ Explain how the school will conduct its business office. Tell about business office personnel and describe the plan for managing procurement activities, ~~and the process by which the school governance will adopt an annual budget.~~ Be sure to specify the types of financial decisions and/or actions to be made at the local level, the board level, and, if applicable, the charter management organization level.

Applicant Response:

Applicant response is limited to ~~8,000~~ 4,000 characters/spaces. The text box will expand once you have clicked out of it.

Describe the process by which the school governance will adopt an annual budget.

Applicant Response:

Applicant response is limited to 4,000 characters/spaces. The text box will expand once you have clicked out of it.

Complete the budget template showing a balanced budget with realistic expectations of revenue and expenditures. Please note that all revenue must be formally committed.

Provide the minimum number of students who must attend the charter in order for the school to be financially viable. Describe the method used to calculate this number. Tell who made the calculations and describe the financial expertise of the individuals who assisted in this assessment.

Describe the contingency plan if fewer students than necessary for financial viability enroll before the first day of school. Provide a detailed explanation of the ways in which the charter leaders will provide the education program outlined in the application to fewer students than determined necessary for financial viability or a date by which charter leaders will notify the parents, leaders of surrounding districts and open-enrollment charters, and staff at the Arkansas Department of Education that the school will not open as anticipated.

Explain how charter leaders will provide the education program outlined in the application if enough students for financial viability enroll and are admitted but fail to arrive when school begins.

Describe preparations to pay for any unexpected, but necessary and possibly urgent expenses.

Explain how the amounts of federal funds included in the budget were calculated.

Applicant Response:

Applicant response is limited to 9,000 characters/spaces.
The text box will expand once you have clicked out of it.

16.14. Describe the manner in which an annual audit of the financial and programmatic operations of the school will be conducted. If the school wishes to request that the authorizer allow a licensed accountant or licensed certified public accountant, rather than the Legislative Auditor, to perform the first-year audit, identify the accountant by name, firm, address, and phone number. The named accountant must meet the requirements of ADE Rules Governing Publicly Funded Educational Institution Audit Requirements, including the prohibition on auditors providing non-audit services (such as accounting or consulting services) to auditees. A school's preference as stated in this application may not be changed without prior approval of the authorizer.

Applicant Response:

Applicant response is limited to 8,500 characters/spaces.
The text box will expand once you have clicked out of it.

17.15. It is affirmed that the public charter school will participate in the Arkansas Public School Computer Network, as required by state statute and by State Board of Education rule, for reporting **both education data and financial data, including grant funds or private donations received directly by the charter school.**

☐ Yes

☐ No

18.16. Describe the facilities to be used. Give the present use of the facility. If the facility to be used for the school is a facility of a school district, describe the terms established by the local school board of the district stipulating the relationship between the proposed public charter school and the district pertaining to the use of the facility. Attach a copy of the agreement, signed by the president of the local school board, the chair or president of the governing body of the proposed open-enrollment public charter school, and the chief operating officer of the proposed charter. If the facility is not operated by a school district, attach a copy of the Facilities Utilization Agreement, signed by the entity owning or operating the facility and the chief operating officer of the proposed charter. A proposed lease may also be submitted but is not required. Please note that any lease or other debt must be approved by the Commissioner of Education.

Applicant Response:

Applicant response is limited to 8,500 characters/spaces.
The text box will expand once you have clicked out of it.

Identify the owner(s) of the proposed facility and describe their relationship, if any, with:

- (1) Members of the local board of the public school district where the proposed open-enrollment public charter school will be located,
- (2) Employees of the public school district where the proposed open-enrollment public charter school will be located,
- (3) The eligible entity sponsoring the open-enrollment public charter school, or
- (4) Employees/directors/administrators of the sponsoring entity or proposed open-enrollment public charter school.

Applicant Response:

Applicant response is limited to 8,500 characters/spaces.
The text box will expand once you have clicked out of it.

The facility will be in compliance with all requirements for accessibility in accordance with the Americans with Disabilities Act (ADA) and Individuals with Disabilities Education Act (IDEA) and all other state and federal laws and local zoning ordinances.

☐ Yes

☐ No

If the facility does not currently meet these requirements, provide a list of items that will need to be addressed to bring the facility into compliance. Also include a statement of permissible uses for the facility from the local zoning authority, and whether there are any alcohol sales within 1,000 feet of the facility.

Applicant Response:

Applicant response is limited to 8,500 characters/spaces.
The text box will expand once you have clicked out of it.

17. Describe the manner in which the school will make provisions for food services. State whether the proposed charter school will apply to participate in the federal National School Lunch program or other federal nutrition programs.

Applicant Response:

Applicant response is limited to 5,000 characters/spaces.
The text box will expand once you have clicked out of it.

49.18. For each and every individual specifically identified by name in Section A of the application (the contact person, chief operating officer, board members, and other individuals), identify any family or financial relationship which may exist between that individual and:

- (A) Any other individual specifically identified by name in Section A of the application;
- (B) Any individual or entity with whom the sponsoring entity or charter school has contracted, or intends to contract, to provide any services or products for the proposed charter school; and/or
- (C) The owner(s) of the facilities to be used.

For the purpose of this prompt, an individual has a financial relationship with another individual or entity if he or she:

- (1) Receives compensation or benefits directly or indirectly from the entity or individual;
- (2) Is an officer, director, partner, employee, or owner of more than 5% of the shares of an entity that is a corporation, partnership, sole proprietorship, or LLC; and/or
- (3) Has a family member (spouse, sibling, parent or child, or the spouse employee, or owner of more than 5% of the shares of an entity that is a corporation, partnership, sole proprietorship, or LLC.

Applicant Response:

Applicant response is limited to 8,500 characters/spaces.
The text box will expand once you have clicked out of it.

Explain the procedures to be followed if a conflict of interest is identified. The procedures must ensure that all actions are in the best interest of the school and the students at the school.

Applicant Response:

Applicant response is limited to 11,000 characters/spaces.
The text box will expand once you have clicked out of it.

~~20. Describe the manner in which the school will make provisions for food services. State whether the proposed charter school will apply to participate in the federal National School Lunch program or other federal nutrition programs.~~

~~Applicant Response:~~

Applicant response is limited to 5,000 characters/spaces.
The text box will expand once you have clicked out of it.

~~21.19. Explain what the charter founders and other leaders are doing or will do to ensure how the success of the charter school, in perpetuity, will be ensured.~~

Applicant Response:

Applicant response is limited to 8,500 characters/spaces.
The text box will expand once you have clicked out of it.

~~22-20.~~ Describe the potential impact of the proposed public charter school on the efforts of affected public school district(s) to comply with court orders and statutory obligations to create and maintain a unitary system of desegregated public schools.

Applicant Response:

Applicant response is limited to 5,000 characters/spaces.
The text box will expand once you have clicked out of it.

DRAFT

23.21. Complete the following table showing all sections of Title 6 of the Arkansas Code Annotated (Education Code) and State Board of Education rules, including the *Standards for Accreditation of Arkansas Public Schools and School Districts*, from which the public charter school seeks to be exempted in order to meet the goals of the school. Identify the specific statute, rule, or standard requested to be waived by title and number if applicable. **Provide a rationale for each waiver requested that explains how the waiver will ~~increase student achievement and how the increase in achievement will be measured~~ assist the charter in achieving the previously stated goals (see prompt #4), and explain how those goals will be achieved if the waiver is not granted.**

Applicant Response:

Waiver Topic:

Delete This Topic

Statute/Standard/Rule to be Waived

Click this button to remove all Ark. Code Ann. laws for this topic.

Arkansas Code Annotated

Use the +/- buttons to add/remove laws for this topic.

Code Number

Code Title



•

Click to remove all Standards for this topic.

Standards for Accreditation

Use the +/- buttons to add/remove standards for this topic.

Section Number

Section Title



•

Click to remove all ADE Rules for this topic.

ADE Rules

Use the +/- buttons to add/remove rules for this topic.

Section Number
(if applicable)

Rule Title



•

Rationale for Waiver

Please note: Every waiver request must be accompanied by a rationale.
The desire for flexibility alone is not a sufficient rationale.

Add Another Waiver Topic



ARKANSAS DEPARTMENT OF EDUCATION

**Arkansas Department of Education
Instructions for Completing the
~~2016~~ 2017 Open-Enrollment Public Charter School
Application**



**Arkansas Department of Education
Charter School Office
Four Capitol Mall
Little Rock, AR 72201
501.683.5313**

2016-2017 Open-Enrollment Public Charter School Application Timeline

Tuesday, ~~March 1, 2016~~ March 7, 2017

A letter of intent to apply for an open-enrollment charter must be received at the Arkansas Department of Education by 4:00 p.m.

Thursday, ~~March 3, 2016~~ March 9, 2017

An open-enrollment charter applicant workshop will be hosted by the Charter School Office in Little Rock, Arkansas.

APPLICANT ATTENDANCE IS MANDATORY.

Dates to Be Determined by the Applicant

The applicant publishes notice of a public hearing about the proposed charter once a week for three consecutive weeks in a newspaper having general circulation in the public school district in which the school will be located. The notice must not be in the classified or legal section of the newspaper.

The notice of the public hearing about the proposed charter is emailed to the superintendent of each district from which the open-enrollment public charter school is likely to draw students and the superintendent of any district that is contiguous to the district in which the school will be located within seven calendar days of the first publication.

Thursday, ~~April 28, 2016~~ April 27, 2017

Open-enrollment applications must be received by the Arkansas Department of Education and the superintendent of each public school district likely to be affected by proposed charter school by 4:00 p.m.

May/June/July

The Arkansas Department of Education Charter Internal Review Committee reviews each application and documents questions and concerns.

The applicant responds to Charter Internal Review Committee comments.

The Charter Internal Review Committee reviews the responses and notes remaining concerns, if any.

~~August 17-18, 2016~~ August 16-17, 2017

Open-enrollment charter applicant hearings are conducted by the Charter Authorizing Panel.

Thursday, ~~September 8, 2016~~ September 14, 2017

The State Board of Education decides whether to review the panel's decisions.

Date to Be Determined by the State Board of Education

If the State Board of Education decides to review a charter applicant decision made by the Charter Authorizing Panel, the State Board conducts an applicant hearing.

*Note - All information must be received in the Charter School Office of the Arkansas Department of Education no later than 4:00 p.m. on the date of the deadline. Information received in the Charter School Office after 4:00 p.m. on the established date will not be processed. It is the responsibility of the applicant to adhere to all charter application deadlines. **It is the applicant's responsibility to consider the length of the time that may be required for electronic submissions to reach the Charter School Office.**

GENERAL INSTRUCTIONS ON COMPLETING THE APPLICATION

If acronyms are used throughout the application, please provide an acronym key as an attachment.

The application must be completed using the fillable form and the templates provided.

- There are a limited number of characters allowed for each response.
It is advisable to ensure that each response fits into the space allowed. Text that does not fit in the text boxes cannot be reviewed.
- Use the font and font size that are set for responses. If you type responses in another program, make certain that Arial font, size 10 is used and copied into the text boxes.
- Include a response in every section.
- A complete application includes the fillable form with all other required documents attached at the end.
- When the fillable form is complete, create a flattened PDF by using a 'print to PDF' function, or by printing the completed fillable form and scanning it as a new PDF.
- The following documents must be scanned; signed as required; and attached, **in the order listed**, to the PDF after the completed application form:

REQUIRED ATTACHMENTS

APPLICANTS MUST USE ALL TEMPLATES THAT ARE PROVIDED.

- Evidence that the sponsoring entity is eligible to apply for a charter (non-profit entities must provide the determination letter from the Internal Revenue Service showing that that sponsoring entity is exempt from taxation under 501(c)(3) of the Internal Revenue Code or the sponsoring entity's application to the Internal Revenue Service for exemption from taxation under 501(c)(3) of the Internal Revenue Code);
- Documentation showing that all requirements pertaining to the public hearing were met;
- Evidence of parental and community support (five-page limit);
- The proposed school's ~~2017-2018~~2018-2019 calendar;
- The ~~2017-2018~~2018-2019 and ~~2018-2019~~2019-2020 Salary Schedule and Budget template;
- The signed Facilities Utilization Agreement template; and
- The signed Statement of Assurances template.

ATTACHMENTS TO BE INCLUDED ONLY IF APPROPRIATE

- A Prior Charter Involvement template for each individual associated with the proposed charter who has prior charter experience;
- A facility lease;
- If an applicant believes that a weighted admissions lottery is required by federal court or administrative order, a copy of the order; and
- Documentation demonstrating that funds listed on the budget template as "Other Sources of Revenue" have already been awarded for the operation of the proposed school.
- Documentation demonstrating formal agreements between the entity and other organizations as described in the application, especially as it relates to providing student services, in Prompt 8.

Save the PDF as "Proposed Charter School's Name ~~2016-2017~~ Application."

In order for the application to be considered by the authorizer during the ~~2016-2017~~ application cycle, submit the named PDF, via email, to the Arkansas Department of Education at the following email address so that it is received no later than **4:00 p.m., Thursday, ~~April 28,~~ 2016April 27, 2017**:

ade.charterschools@arkansas.gov.

It is imperative that the email transmission time is considered as the application must be received at the Arkansas Department of Education by the deadline.

An application must be sent, via the same email transmission that the application is sent to the Arkansas Department of Education, to the superintendent of the public school district where the proposed public charter school will be located and the superintendents of other districts from which the charter is likely to draw students. Superintendent email addresses can be found here: <https://adedatabeta.arkansas.gov/spd/Home/districts>

Any application that is substantially incomplete will not be reviewed by Arkansas Department of Education staff or forwarded to the authorizer for consideration. An application will be considered substantially incomplete if it does not provide enough information to enable staff at the Arkansas Department of Education to provide a meaningful review.

APPLICATION NOTES ON SELECTED SECTIONS OF THE APPLICATION

Cover Page

Include the name of the proposed charter school in the text box.

Section A - General Information

If the sponsoring entity is a non-profit organization, the name of the sponsoring entity in this section of the application must match the name on the determination letter from the Internal Revenue Service or the application to the Internal Revenue Service.

The determination letter from the Internal Revenue Service showing that the sponsoring entity is exempt from taxation under 501(c)(3) of the Internal Revenue Code or the sponsoring entity's application to the Internal Revenue Service for exemption from taxation under 501(c)(3) of the Internal Revenue Code must be included as part of the application.

NO ARKANSAS STATE DOCUMENTS SUBSTITUTE FOR THIS REQUIREMENT.

Non-profit entities without the required Internal Revenue Service documentation are not eligible to be awarded charters; therefore, any applications submitted without documentation showing that 501(c)(3) status has been applied for or received will not be reviewed.

Applicants who have applied to the Internal Revenue Service for exemption from taxation under 501(c)(3) of the Internal Revenue Code should note that it can be a lengthy process to obtain a determination letter from the Internal Revenue Service. If awarded a charter, students may not be served and a local education agency (LEA) number will not be issued until a copy of the determination letter from the Internal Revenue Service is received at the Arkansas Department of Education.

Section B - Executive Summary

~~The mission statement will populate the response for Prompt #3.~~ Include the key programmatic features that are considered the most important for anyone to know about the charter school and make certain that the features listed in the executive summary are discussed in other sections of the application.

Section C - Narrative Description

When responding to the prompts, refer to the Arkansas Department of Education [2015-2017](#) Open-Enrollment Public Charter School Application Scoring Rubric found at the end of this document. This is a valuable tool as it includes the criteria for each section of the application.

Prompt 3

~~The mission statement from the executive summary will populate as the response to this prompt.~~

~~Prompt 4~~Prompt 3

ESEA reports and Report Cards are located at the following:

<https://adedata.arkansas.gov/arc/>.

~~Prompt 9 D~~Prompt 8 D

In accordance with federal guidelines, students with disabilities shall be provided specific services and all aspects of IDEA apply. The public charter school cannot waive the responsibility of providing services for students with disabilities.

~~Prompt 13~~Prompt 11

Be certain that a Prior Charter Involvement template is completed for each individual listed.

~~Prompt 14 and Prompt 15~~Prompt 12 and Prompt 13

The personnel discussed in these sections of the application must be included with the personnel listed in the Salary Schedule and Budget template unless it is clearly explained that the position will not be filled until after the second year of operation.

~~Prompt 18~~Prompt 16

Complete the Facilities Utilization Agreement template that is provided.
A lease may be included, but is not required.

An open-enrollment public charter school shall not commence operations with students in any facility unless the school has obtained a certificate of occupancy issued by a local code official approved by the state fire marshal, a certificate of occupancy or other approval of the state fire marshal, or a certificate of substantial completion issued by a licensed architect. The occupancy limits of any facility are determined by the local code official or state fire marshal.

**NOTES ON SELECTED ATTACHMENTS REQUIRED TO BE ADDED
TO THE END OF THE FILLABLE FORM**

Evidence of parental and community support

Limit the response to five pages.

If petitions in support of the proposed charter school have been signed and or letters in support of the proposed charter school have been received, include documents, but do not exceed the five-page limit. If the support documents received by the applicant exceed five pages, include no more than four pages and include a fifth page that includes the following:

- The number of individuals who signed petitions supporting the proposed school; and/or
- The name, title, and affiliation of others who wrote letters of support for the proposed school.

Copies of these documents will be requested at a later date.

The Salary Schedule and Budget Template

See pages 8-10 for specific guidance in completing this template.

Facilities Utilization Agreement Template

This form must be completed, signed, and included as part of the application.

Statement of Assurances Template

This form must be completed, signed, and included as part of the application.

COMPLETING THE SALARY SCHEDULE AND BUDGET TEMPLATE

Personnel Salary Schedule

- As requested, list positions.
- In the cell immediately to the right of each position, state the number of full time equivalents (FTEs) to be employed by the charter school in ~~2017-2018~~2018-2019.

NOTES

The number of positions must be stated as the full time equivalent (FTE) of each position. A full time position is 1.00; a half time position is .50. For example, if the charter will have 5 full time positions at 1.00 FTE each and 3 half time positions at .50 FTE each, the 5 positions equal a total of 5.00 FTEs, and the 3 positions equal a total of 1.50 FTEs, for a grand total of 6.50 positions.

The salary schedule must include the positions included in response to Prompts #12 ~~#14~~ and ~~#13~~ ~~#15~~ unless it is clearly explained in the responses to the prompts that a position will not be filled until after the second year of operation.

- In the cell to the right of the number of FTE positions for ~~2017-2018~~2018-2019, list the ~~2017-2018~~2019-2020 salary to be budgeted for **1.00 FTE** in that position.
- In the cell to the right of the salary for ~~2017-2018~~2018-2019, state the number of FTEs to be employed by the charter school in that position in ~~2018-2019~~2019-2020.
- In the cell to the right of the number of FTE positions for ~~2018-2019~~2019-2020, list the ~~2018-2019~~2019-2020 salary to be budgeted for **1.00 FTE** in that position.

NOTES

The salary for 1 FTE will show in the template, and the template will automatically multiply the salary by the number of positions and include all of these calculations, by year, in the subtotal lines of each section of the salary schedule.

- Include the percentage of the salaries to be used to calculate fringe benefits.

At a minimum, fringe benefits should include amounts required by the Federal Insurance Contributions Act (FICA), teacher retirement, health insurance, and unemployment obligations.

- The budget totals, by year, are automatically calculated in each section.
- Each section total, by year, is automatically added so that the TOTAL EXPENDITURES FOR SALARIES are calculated and included at the end of the salary schedule.

The Budget

The budget template is intended to require the applicant to consider the many expenses likely to be incurred in the operation of a school and should be completed as an estimate of the revenues and expenditures associated with the operation of the public charter school.

Two columns in the budget template must be completed, one for the school's first year of operation and one for the school's second year of operation.

REVENUES

All public schools in Arkansas receive state foundation funding in a set amount of money per student based upon average daily membership.

- The number of students for Line #1 and Line #2 is the number of students expected to be enrolled in the public charter school in ~~2017-2018~~2018-2019.

NOTES

The number must match the ~~2017-2018~~2018-2019 enrollment number provided in other sections of the application.

After the number of students is entered in Line #1 and Line #2, the template will automatically calculate the state foundation funding in Line #1 and the professional development funding in Line #2.

Be conservative with estimates for state revenue. A charter that overestimates its number of students will have to return funds after the "truing up" process occurs. A charter that underestimates the number of students will receive additional funds after the "truing up" process occurs.

The per pupil amounts included in the budget template for foundation funding and professional development may change, but these are reasonable estimates to be used for planning purposes.

- The number of students in Line #3 is the number of national school lunch students expected to be enrolled in the public charter school in ~~2017-2018~~2018-2019.

NOTE

National school lunch students are those students who qualify for free or reduced-priced lunches.

- Use the dropdown menu to select the following amount that corresponds to the estimated percentage of NSL students:

90% or greater NSL students	\$1,576
70-89% NSL students	\$1,051
Less than 70% NSL students	\$ 526

After the number of NSL students and the rate are entered in Line #3, the template will automatically calculate the NSL funding.

The per pupil rates for NSL funding may change, but these are reasonable estimates to be used for planning purposes.

- If the charter will serve another student population for which there is state categorical funding, contact the Arkansas Department of Education Charter School Office for the funding amount to include.
- Provide the enrollment projections for the second year of operation in the 2018-2019 section.

NOTE

The number of students must match the ~~2018-2019~~2019-2020 enrollment number provided in other sections of the application.

- Other Sources of Revenue must include only those funds that are guaranteed at the time that the application is submitted.

NOTES

If an applicant has a guaranteed revenue source, it can be included in the budget, but documentation of the revenue must be included as the last attachment behind the application form in the PDF file. The documentation must show that the funds have already been awarded for the operation of the proposed charter school.

- Totals from the two revenue sections, by year, are automatically added and populate as total revenues.

EXPENDITURES

- Totals for the salaries and benefits, as calculated on the salary schedule, will populate the appropriate expenditure lines in the budget.
- List specific vendors by name and include the amount to be paid, by year, to each vendor.
- If expenditures include a charter management organization fee, itemize the services included in that fee. If a draft contract outlining the management agreement exists, submit that draft contract as an attachment.
- If the applicant anticipates no expenditures in an area, type a brief explanation where vendors and/or items would be listed. If no expenditures are included for a particular program, the applicant should state the reason.
- Expenses are automatically added and totaled, by year, in each section.
- Each section total, by year, is automatically added so that the TOTAL EXPENDITURES are calculated and included.

THE BOTTOM LINE

- By year, the expenditure totals are subtracted from the revenue totals and included as the NET REVENUE OVER EXPENDITURES at the end of the template.

NOTES

Revenue must exceed expenditures.

It is important to maintain a positive balance so that funds are always available for unexpected expenses.

Upon the approval of a public charter school, staff in the Arkansas Department of Education Public School Fiscal and Administrative Services Division will provide technical assistance to

assist in developing a detailed budget, specific to the terms of the charter, that also meet the data reporting requirements of the Arkansas Public School Computer Network.

Open-Enrollment Public Charter School Application Checklist

- ☐ Email the one-page letter of intent to apply for an open-enrollment charter to the Arkansas Department of Education Charter School Office and the superintendent of the district where the charter would be located so that it is **received by the Charter School Office no later than 4:00 p.m., on ~~March~~ 4March 7.**

Be certain that the superintendent's email address is visible as a recipient of the email, as this will serve as evidence that the letter was sent to superintendent. Superintendent email addresses can be found here: <https://adedatabeta.arkansas.gov/spd/Home/districts>

- ☐ Publish the notice of public hearing following all requirements.
 - A. The notice of the public hearing was published on a weekly basis in a newspaper having general circulation in the school district in which the school will likely be located for at least three (3) consecutive weeks prior to the date of the hearing.
 - B. The notice of public hearing is not published in the classified or legal notice section of the newspaper.
 - C. The last publication of notice is no less than seven (7) days prior to the public meeting.
 - D. Within seven (7) calendar days following the first publication of the notice of the public hearing, emails announcing the public hearing are sent to the superintendents of each of the school districts from which the open-enrollment public charter school is likely to draw students for the purpose of enrollment and the superintendents of any district that is contiguous to the district in which the open-enrollment public charter school will be located. **Be sure to cc the Charter School Office to these emails: ade.charterschools@arkansas.gov**

Documentation that these requirements have been met is included in the charter school application.

- ☐ Results of the public hearing are included in the charter school application.

Additional check points for the charter application

- ☐ All sections of the fillable form are complete.
- ☐ Each complete response is visible in the text box.
- ☐ Each response has been prepared considering the evaluation criteria of the corresponding section of the rubric.
- ☐ Evidence that the sponsoring entity is eligible to apply for a charter is included.
- ☐ Documentation that all requirements pertaining to the public hearing were met is included.
- ☐ Evidence of parental and community support is included.
- ☐ A copy of the proposed school's year 1 calendar is included.
- ☐ The Salary Schedule and Budget template is complete and included.
- ☐ The signed Facilities Utilization Agreement is included.
- ☐ The signed Statement of Assurances Form is included.
- ☐ A Prior Charter Involvement template is included for each individual with prior charter experience.
- ☐ If an applicant believes that a weighted admissions lottery is required by federal court or administrative order, a copy of the order is included.
- ☐ If acronyms are used throughout the application, an acronym key is attachment.

Submit the application, via email, to the Arkansas Department of Education, to the superintendent of the public school district where the proposed public charter school will be located and the superintendents of other districts from which the charter is likely to draw students so that it is received no later than **4:00 p.m. on Thursday, April 28, 2016**~~April 27, 2017~~. Be certain that the superintendents' email addresses are visible as recipients of the email, as this will serve as evidence that the application was sent to superintendents. Superintendent email addresses can be found here: <https://adedatabeta.arkansas.gov/spd/Home/districts>

It is the applicant's responsibility to comply with all aspects of Arkansas Code Annotated § 6-23-101 et seq., the Arkansas Department of Education Rules Governing Charter Schools, and the requirements outlined in the application for an open-enrollment public charter school. Contact the Arkansas Department of Education Charter School Office with questions and for assistance in developing the application.

Arkansas Department of Education Charter School Office 501.683.5313

Arkansas Department of Education

2016-2017 Open-Enrollment Public Charter School Application Review

The charter application should reflect a thorough understanding of key issues and demonstrate capacity to open and operate a quality charter school. Each response should address the topic with specific and accurate information that shows thorough preparation and presents a clear, realistic picture of the ways in which the school will operate.

With that in mind the initial review of open-enrollment charter applications will be conducted by Arkansas Department of Education staff from various divisions that routinely interact with charter school personnel. This group, known as the Charter Internal Review Committee, will assess the application for complete and clear responses and provide technical assistance to the applicants. While the committee will request additional information or clarification, identify concerns with the applications, and review the applicant revisions based on this technical assistance, the goal of the committee is to determine if each response is fully responsive, partially responsive; or not responsive. The Charter Authorizing Panel is tasked with judging the quality of each application and determining what applicants are likely to open and operate high quality charter schools.

A rubric that identifies the criteria for each section of the application follows. These criteria should be carefully considered when writing the application and each applicant should self-assess the draft application based on the criteria and revise the application based on the self-assessment prior to submitting it.

Arkansas Department of Education
Open-Enrollment Public Charter School
2016-2017 Application

SCORING RUBRIC

PART A GENERAL INFORMATION

Name of Proposed Charter School:

Eligible Entity Status:

- ☐ Public institution of higher education
- ☐ Private nonsectarian institution of higher education governmental entity
- ☐ Nonsectarian organization exempt from taxes under Section 501(c)(3) of the Internal Revenue Code
- ☐ Nonsectarian organization that has applied for exemption from taxes under Section 501(c)(3) of the Internal Revenue Code
- ☐ No evidence of eligibility

IF EVIDENCE OF ELIGIBILITY TO APPLY IS NOT INCLUDED, NO FURTHER REVIEW OF THE APPLICATION WILL OCCUR.

The general information section of the application provides the authorizer with summary information related to the applicant and the application submitted.

Evaluation Criteria:

- General information fields are completed, as applicable;
- The specific geographical area that would be served by the charter school; and
- Information on the school districts likely to be affected by the charter school

Fully Responsive

Partially Responsive

Not Responsive

Concerns and Additional Questions

PRE-APPLICATION MATERIALS

The Arkansas Department of Education requires that all applicants submit a Letter of Intent, outlining a general description of the proposed charter school.

Evaluation Criteria:

- A Letter of Intent filed with Arkansas Department of Education on time and including all the necessary information

Fully Responsive

Partially Responsive

Not Responsive

Concerns and Additional Questions

DRAFT

PART B EXECUTIVE SUMMARY

The Arkansas Department of Education requires all applicants to include an executive summary.

Evaluation Criteria:

- A succinct mission statement that indicates what the school intends to do, for whom, and to what degree (with content to be evaluated for Prompt #3 of Part C);
- An explanation of how the mission statement was developed; and
- The key programmatic features of the proposed charter school;
- A plan for involving parents and guardians in the school's education programs; and
- A proposal that involves the parents of students, employees and the broader community in carrying out the terms of the charter

Fully Responsive

Partially Responsive

Not Responsive

Concerns and Additional Questions

PART C NARRATIVE DESCRIPTION OF THE PROPOSED CHARTER

C1: PUBLIC HEARING RESULTS

All proposed school design teams must conduct a public hearing before applying for an open-enrollment charter school, to assess support for the school's establishment. Applicants are asked both to document the logistics of the hearing and to include a narrative of the hearing results.

Evaluation Criteria:

- A thorough description of the results of the public hearing;
- Evidence of public support exhibited at the hearing;
- Documentation of required notices published to garner public attention to the hearing; and
- Documentation of required notices of the public hearing to superintendents of districts from which the proposed school is likely to draw students and to superintendents of districts that are contiguous to the district in which the charter school would be located

Fully Responsive

Partially Responsive

Not Responsive

Concerns and Additional Questions

C2: GOVERNING STRUCTURE

The Governing Structure section should explain how the school will be governed. It should present a clear picture of the school's governance processes and composition, what responsibilities various groups and people will have and the relationships among the groups.

Evaluation Criteria:

- Documentation of proper legal structure of the governing board and sponsoring entity;
- A comprehensive description of the planned relationship between the governing board of the school and governing board of the sponsoring entity;
- A clear description of the governing board's roles and responsibilities;
- Adequate policies and procedures for board operation, including board composition, member term length, ~~and~~ member selection, and plan for continuous professional development;
- A clear, sensible delineation of roles and responsibilities in relation to governance and school management; and
- A reasonable plan for involving parents, staff, students and community in the decision-making of the school

Fully Responsive

Partially Responsive

Not Responsive

Concerns and Additional Questions

~~C3: MISSION STATEMENT~~

~~The Mission Statement should be meaningful and indicate what the school intends to do, for whom, and to what degree.~~

~~Evaluation Criteria:~~

~~A mission statement that is clear and succinct~~

~~**Fully Responsive**~~

~~**Partially Responsive**~~

~~**Not Responsive**~~

~~Concerns and Additional Question~~

C4: EDUCATIONAL NEED

C3: EDUCATIONAL NEED

The Educational Need section should explain the need for a charter school in the proposed location and the innovative educational option offered by the charter school in the geographical area to be served.

Evaluation Criteria:

- Valid, reliable, and verifiable quantitative data substantiate an educational need for the charter; and
- Innovations that would distinguish the charter from other schools in the geographical area to be served by the charter

Fully Responsive

Partially Responsive

Not Responsive

Concerns and Additional Questions

C5: ACADEMIC ACHIEVEMENT GOALS

C4: ACADEMIC ACHIEVEMENT GOALS

The Academic Achievement Goals section should define the performance expectations for students and the school as whole and support the charter's mission.

Evaluation Criteria:

- Specific goals in reading, English, writing, -and mathematics, and science that are clear, measurable, and attainable;
- Valid and reliable assessment tools to be used to measure the goals; and
- Attainment of the goals demonstrate that the charter is meeting the identified educational need for the school and fulfilling its mission

Fully Responsive

Partially Responsive

Not Responsive

Concerns and Additional Questions

~~C6: SCHEDULE OF COURSES OFFERED~~
C5: SCHEDULE OF COURSES OFFERED

The Schedule of Courses Offered section should describe the schedules for a week at the elementary level and courses offered at each grade at the secondary level.

Evaluation Criteria:

- Evidence that the charter school meets minimum state requirements of courses offered at appropriate grade levels

Fully Responsive

Partially Responsive

Not Responsive

Concerns and Additional Questions

~~C7: EDUCATIONAL PROGRAM~~
C6: EDUCATIONAL PROGRAM

The Educational Program section should describe the educational foundation of the school and the teaching and learning strategies that will be employed.

Evaluation Criteria:

- A clear description of the proposed educational program, including but not limited to the foundational educational philosophy and curricular and instructional strategies to be employed;
- An educational program with ample resources to ensure that students achieve academic goals and excel;
- Revenue to pay for all curriculum expenses as outlined in the budget; and
- A description of the grade levels and maximum enrollment, by year, if the charter plans to grow over time

Fully Responsive

Partially Responsive

Not Responsive

Concerns and Additional Questions

C8: CURRICULUM ALIGNMENT

C7: CURRICULUM ALIGNMENT

The Curriculum Alignment section should define the process by which the charter will ensure that the curriculum aligns with Arkansas Curriculum Frameworks and state standards.

Evaluation Criteria:

- Evidence that the applicant has a process to ensure all curriculum materials, used in the educational program, align with the Arkansas Department of Education's curriculum frameworks and the state standards

Fully Responsive

Partially Responsive

Not Responsive

Concerns and Additional Questions

C9: STUDENT SERVICES

C8: STUDENT SERVICES

The Student Services section should describe how the school will address specific services for its student body.

Evaluation Criteria:

A description of the ways in which the following services will be provided to students **even in each area for which a waiver is requested:**

- A guidance program that will serve all students;
- A health services program that will serve all students;
- A plan for a media center for use by all students;
- Sound plans for educating special education students that reflect the full range of programs and services required to provide such students with a high quality education;
- A transportation plan that will serve all **eligible** students;
- An alternative education plan for eligible students, including those determined to be at-risk and to offer access to one or more approved Alternative Learning Environments;
- A plan to serve students who are English language learners; and
- Plans for a gifted and talented program for eligible students

Fully Responsive

Partially Responsive

Not Responsive

Concerns and Additional Questions

C10: GEOGRAPHICAL SERVICE AREA

The Geographical Service Area section must outline the impact of a new school opening within the current public education system.

Evaluation Criteria:

- The specific geographical area that would be served by the charter school; and
- Information on the school districts likely to be affected by the charter school, including data on the expected number of students to transfer to the charter school

Fully Responsive ————— **Partially Responsive** ————— **Not Responsive**

Concerns and Additional Questions

C11: ANNUAL PROGRESS REPORTS **C9: ANNUAL PROGRESS REPORTS**

The Annual Progress Reports section should define how the academic progress of individual students and the school as a whole will be measured, analyzed, and reported.

Evaluation Criteria:

- A timeline for data compilation and completion of an annual report to parents, the community and the authorizer that outlines the school's progress; and
- A plan for dissemination of the annual report to appropriate stakeholders

Fully Responsive **Partially Responsive** **Not Responsive**

Concerns and Additional Questions

C12: ENROLLMENT CRITERIA AND PROCEDURES

C10: ENROLLMENT CRITERIA AND PROCEDURES

The Enrollment Criteria and Procedures section should describe how the school will attract and enroll its student body, including any criteria for admission and enrollment. Applicants must also describe the random, anonymous lottery selection process.

Evaluation Criteria:

- ~~Data included in table format that demonstrates the application is considering the demographics of the district in which the charter is to be located in developing a recruitment plan;~~
- A student recruitment plan that will provide equal opportunity for all parents and students to learn about and apply to the school;
- An enrollment and admissions process that is open, fair, and in accordance with applicable law;
- A clear and transparent to the public process for, and a guarantee of, an annual random, anonymous lottery process should there be more student applications than can be accommodated under the terms of the charter;
- The method by which parents will be notified of each child's selection for the school or placement on the waiting list; and
- The effect students leaving the charter throughout the school year will have on the students on the waiting list

Fully Responsive

Partially Responsive

Not Responsive

Concerns and Additional Questions

C13: PRIOR CHARTER INVOLVEMENT

C11: PRIOR CHARTER INVOLVEMENT

The Prior Charter Involvement section should identify all prior charter involvement, if any, for each individual connected with the proposed charter.

Evaluation Criteria:

- A complete Prior Charter Involvement Template for each individual connected with the proposed charter; and
- Accurate data in each Prior Charter Involvement Template, including active links to assessment data

Fully Responsive

Partially Responsive

Not Responsive

Concerns and Additional Questions

C14: STAFFING PLAN
C12: STAFFING PLAN

The Staffing Plan section should describe the job duties of the school director and other key personnel. This section should also describe the professional qualifications which will be required of employees.

Evaluation Criteria:

- A job description for the school director and other key personnel, including but not limited to an operations director, board members, teachers, etc.;
- An outline of the professional qualifications required for administrators, teachers, counselors, etc.;
- A staffing plan that clearly outlines both the types and numbers of positions to be filled at the school and salary scales for such positions; and
- The staffing plan presented in this section matches the staff members noted in the budget

Fully Responsive

Partially Responsive

Not Responsive

Concerns and Additional Questions

C15: BUSINESS AND BUDGETING PLAN
C13: BUSINESS AND BUDGETING PLAN

The Business and Budgeting Plan section should describe how the charter school will organize its business office and manage its fiscal responsibilities.

Evaluation Criteria:

- An appropriate plan for managing procurement activities;
- A description of the personnel who will perform business duties, including the requisite qualifications of any proposed personnel;
- A realistic timeline and process by which the governance structure will review and adopt an annual budget;
- A balanced two-year budget estimate that accurately reflects the revenue currently available to the school and expenditures for program implementation and does not rely on one-time grants or other funds that are not presently guaranteed;
- A budget that includes costs for all personnel, programs, and expenses described in other sections of the application;
- An understanding of the minimum number of students required for financial viability and a contingency plan to provide the education program outlined in the program if fewer students than necessary for viability enroll and/or attend;
- Plans to pay for unexpected but necessary expenses; and
- An explanation of the calculations used to project the amounts of federal funding included in the budget

Fully Responsive

Partially Responsive

Not Responsive

Concerns and Additional Questions

C16: FINANCIAL AND PROGRAMMATIC AUDIT PLAN
C14: FINANCIAL AND PROGRAMMATIC AUDIT PLAN

The Financial and Programmatic Audit Plan section should provide the procedure and timeline by which an annual audit will be conducted. This section should also include an outline for the information that will need to be reported to Arkansas Department of Education and the community.

Evaluation Criteria:

- A sound plan for annually auditing school's financial and programmatic operations;
- If the application names an accountant other than the Division of Legislative Audit to perform the first-year audit, the named accountant meets the requirements of Arkansas Department of Education Rules Governing Publicly Funded Educational Institution Audit Requirements and is not listed on any ineligibility list maintained by Arkansas Department of Education or the Division of Legislative Audit.

Fully Responsive

Partially Responsive

Not Responsive

Concerns and Additional Questions

C17: ARKANSAS PUBLIC SCHOOL COMPUTER NETWORK ASSURANCES
C15: ARKANSAS PUBLIC SCHOOL COMPUTER NETWORK ASSURANCES

The Arkansas Public School Computer Network (APSCN) Assurances section should provide documentation of the applicant's understanding of and participation in the required state finance and educational data reporting system.

Evaluation Criteria:

- Assurance that the charter school will participate in APSCN and will comply with all state statutory requirements regarding the APSCN finance and educational data reporting system

Fully Responsive

Not Responsive

Concerns and Additional Questions

C18: FACILITIES
C16: FACILITIES

The Facilities section should identify and describe the facilities to be used by the school, any changes to be made to the facilities, and the owners of the facilities.

Evaluation Criteria:

- An identified facility appropriate to meet the needs of the school over the term of its charter;
- A realistic plan for remodeling or adapting a facility, if necessary, to ensure that it is appropriate and adequate for the school's program, the school's targeted population, and the public;
- Evidence that the school understands the costs of securing and improving a facility and has access to the necessary resources to fund the facility plan; and
- A sound plan for continued operation, maintenance, and repair of the facility

For schools that will be using district-owned facilities, a response that meets the standard will present:

- Documentation that the school district and charter school officials are in agreement over the use of the facility and its equipment

For schools that will NOT be using district-owned facilities, a response that meets the standard will present:

- Documentation that the property owner and school are in agreement over the use of the facility and its equipment;
- A statement of the facilities' compliance with applicable codes; and
- A detailed outline of any relationships between the property owner and:
 - Members of the local board of the public school district where the charter school will be located;
 - The employees of the public school district where the charter school will be located;
 - The sponsor of the charter school; and
 - Employees, directors and/or administrators of the charter school

Fully Responsive

Partially Responsive

Not Responsive

Concerns and Additional Questions

C17: FOOD SERVICES

This section should describe how the school will address food services for its student body.

Evaluation Criteria:

- A food service plan that will serve all eligible students; and
- A management plan that reflects a clear understanding of federal law and requirements if the charter school plans to participate in the National School Lunch program

Fully Responsive

Partially Responsive

Not Responsive

Concerns and Additional Questions

C19: CONFLICTS OF INTEREST

C18: CONFLICTS OF INTEREST

The Conflicts of Interest section should identify any potential conflicts of interest among the individuals involved with the proposed charter school and explain how conflicts will be addressed.

Evaluation Criteria:

- Full disclosure of any potential conflicts of interest and an explanation of the ways in which conflicts, if any, will be addressed

Fully Responsive

Partially Responsive

Not Responsive

Concerns and Additional Questions

C20: FOOD SERVICES

This section should describe how the school will address food services for its student body.

Evaluation Criteria:

- A food service plan that will serve all eligible students; and
- A management plan that reflects a clear understanding of federal law and requirements if the charter school plans to participate in the National School Lunch program

Fully Responsive

Partially Responsive

Not Responsive

Concerns and Additional Questions

~~C21: PARENTAL INVOLVEMENT~~

~~The Parental Involvement section should describe how parents or guardians of enrolled students, the school employees, and other members of the community will make a positive impact on the school and its educational program.~~

~~Evaluation Criteria:~~

- ~~▪ A plan for involving parents and guardians in the school's education programs; and~~
- ~~▪ A proposal that involves the parents of students, employees and the broader community in carrying out the terms of the charter~~

~~Fully Responsive Partially Responsive Not Responsive~~

Concerns and Additional Questions

C22: SUSTAINABILITY OF THE PROGRAM **C19: SUSTAINABILITY OF THE PROGRAM**

The Sustainability section should describe the applicant's plan to ensure continued success of the charter school over time.

Evaluation Criteria:

- The plan to ensure the sustainability of the charter in the future

Fully Responsive Partially Responsive Not Responsive

Concerns and Additional Questions

C23: DESEGREGATION ASSURANCES
C20: DESEGREGATION ASSURANCES

The Desegregation Assurances section should describe the applicant's understanding of applicable statutory and regulatory obligations to create and maintain a unitary system of desegregated public schools.

Evaluation Criteria:

- Assurance that the charter school will comply with all applicable federal and state statutory and regulatory requirements regarding the creation and maintenance of desegregated public schools; and
- An outline of the potential impact of the proposed charter school on those desegregation efforts already in place in affected public school districts

Fully Responsive

Partially Responsive

Not Responsive

Concerns and Additional Questions

C24: WAIVERS
C21: WAIVERS

The Waivers section should discuss all waivers requested from local or state law.

Evaluation Criteria:

- Each law, rule, and standard by title, number, and description for which a waiver is requested;
- A rationale for each waiver requested; and
- An explanation of the way that each waiver would assist in implementing the educational program of the charter and/or fulfilling the charter's mission

Fully Responsive

Partially Responsive

Not Responsive

Concerns and Additional Questions

~~2016-2017~~ APPLICATION
OPEN-ENROLLMENT PUBLIC CHARTER
SCHOOL STATEMENT OF ASSURANCES

The signature of the president of the board of directors of the proposed public charter school's sponsoring entity certifies that the following statements are and will be addressed through policies adopted by the sponsoring entity and policies to be adopted by the public charter school; and, if the application is approved, that the sponsoring entity, governing body, administration, and staff of the open-enrollment charter shall abide by them:

1. The information submitted in this application is true to the best of my knowledge and belief, and this application has been sent to the superintendent of all the districts from which we intend to draw students.
2. The open-enrollment public charter school shall be open to all students, on a space- available basis, and shall not discriminate in its admission policy on the basis of gender, national origin, race, ethnicity, religion, disability, or academic or athletic eligibility, except as follows: the open-enrollment public charter school may adopt admissions policies that are consistent with federal law, regulations, or guidelines applicable to charter schools. The charter may provide for the exclusion of a student who has been expelled from another public school district.
3. The open-enrollment charter school shall hold an annual public lottery, followed with notifying parents of enrollment status for all applicants. The waiting list generated by the lottery will be maintained for one year.
4. In accordance with federal and state laws, the open-enrollment public charter school hiring and retention policies of administrators, teachers, and other employees shall not discriminate on the basis of race, color, national origin, creed, sex, ethnicity, sexual orientation, mental or physical disability, age, ancestry, or special need.
5. The open-enrollment public charter school shall operate in accordance with federal laws and rules governing public schools; applicable provisions of the Arkansas Constitution; and state statutes or regulations governing public schools not waived by the approved charter.
6. The open-enrollment public charter school shall not use the moneys that it receives from the state for any sectarian program or activity, or as collateral for debt.

However, open-enrollment public charter schools may enter into lease-purchase agreements for school buildings built by private entities with facilities bonds exempt from federal taxes under 26 USCS 142(a) as allowed by Arkansas Code Annotated § 6-20-402. No indebtedness of an open-enrollment public charter school shall ever become a debt of the state of Arkansas.

7. The open-enrollment public charter school shall not impose taxes or charge students tuition or fees that would not be allowable charges in the public school districts.
8. The open-enrollment public charter school shall not be religious in its operations or programmatic offerings.
9. The open-enrollment public charter school shall ensure that any of its employees who qualify for membership in the Arkansas Teacher Retirement System or the State and Public School Employee Insurance Program shall be covered under those systems to the same extent a qualified employee of a traditional school district is covered.
10. The employees and volunteers of the open-enrollment public charter school are held immune from liability to the same extent as other public school district employees and volunteers under applicable state laws.
11. The open-enrollment public charter school shall be reviewed for its potential impact on the efforts of a public school district or public school districts to comply with court orders and statutory obligations to create and maintain a unitary system of desegregated public schools.
12. The open-enrollment public charter school shall comply with all health and safety laws, rules and regulations of the federal, state, county, region, or community that may apply to the facilities and school property.
13. The applicant confirms the understanding that certain provisions of state law shall not be waived. The open-enrollment public charter school is subject to any prohibition, restriction, or requirement imposed by Title 6 of the Arkansas Code Annotated and any rule and regulation approved by the State Board of Education under this title relating to:
 - (a) Monitoring compliance with Arkansas Code Annotated § 6-23-101 *et seq.* as determined by the Commissioner of the Department of Education;
 - (b) Conducting criminal background checks for employees;
 - (c) High school graduation requirements as established by the State Board of Education;
 - (d) Special education programs as provided by this title;
 - (e) Public school accountability under this title;
 - (f) Ethical guidelines and prohibitions as established by Arkansas Code Annotated § 6-24-101 *et seq.*, and any other controlling state or federal law regarding ethics or conflicts of interest; and

14. Health and safety codes as established by the State Board of Education and local governmental entities.
15. The facilities of the public charter school shall comply with all requirements for accessibility for individuals with disabilities in accordance with the ADA and IDEA and all other state and federal laws.
16. Should the open-enrollment public charter school voluntarily or involuntarily close, the applicant confirms the understanding that any fees associated with the closing of the school including, but not limited to, removal of furniture, equipment, general expenses, etc., are the sole responsibility of the sponsoring entity. No indebtedness of any kind incurred or created by the open-enrollment public charter school shall constitute an indebtedness of the state or its political subdivisions, and no indebtedness of the open-enrollment public charter school shall involve or be secured by the faith, credit, or taxing power of the state or its political subdivisions. Upon dissolution of the open-enrollment public charter school or upon nonrenewal or revocation of the charter, all net assets of the open-enrollment public charter school, including any interest in real property, purchased with public funds shall be deemed the property of the state, unless otherwise specified in the charter of the open-enrollment public charter school. If the open-enrollment public charter school used state or federal funds to purchase or finance personal property, real property or fixtures for use by the open-enrollment public charter school, the authorizer may require that the property be sold. The state has a perfected priority security interest in the net proceeds from the sale or liquidation of the property to the extent of the public funds used in the purchase.

Signature of President of the Sponsoring Entity Board of Directors

Date

Printed Name

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PROPOSED CHARTER APPLICATION TIMELINES

Purpose:

- To allow more planning time for all newly approved charters prior to opening

Proposed Open-Enrollment Timeline

Beginning with 2017 Application Cycle for Charters to Open in 2018-2019

JANUARY	Charter Authorizing Panel reviews open-enrollment and district conversion charter applications, directs staff to make revisions as necessary, and releases for State Board of Education consideration
FEBRUARY	State Board of Education Panel adopts and sends for public comment the open-enrollment and district conversion charter applications
MARCH	
First Tuesday	Letters of intent to apply due by 4:00 p.m.
First Thursday	Mandatory applicant workshop
APRIL	
Last Thursday	Applications due by 4:00 p.m.
MAY, JUNE, JULY	Review of applications by Arkansas Department of Education staff
AUGUST	Charter Authorizing Panel conducts applicant hearings
SEPTEMBER	State Board of Education determines whether to review any applicant determinations made by the Panel

If the State Board of Education decides to review an applicant decision made by the Charter Authorizing Panel, the Board will conduct a hearing at a later meeting.

Proposed District Conversion Timeline
Beginning with 2017 Application Cycle for Charters to Open in 2018-2019

JANUARY	Charter Authorizing Panel reviews open-enrollment and district conversion charter applications, directs staff to make revisions as necessary, and releases for State Board of Education consideration
FEBRUARY	State Board of Education Panel adopts and sends for public comment the open-enrollment and district conversion charter applications
MARCH	
First Tuesday	Letters of intent to apply due by 4:00 p.m.
First Thursday	Mandatory applicant workshops
AUGUST	
First Thursday	Applications due by 4:00 p.m.
AUGUST, SEPTEMBER	Review of applications by Arkansas Department of Education staff
OCTOBER	Charter Authorizing Panel conducts applicant hearings
NOVEMBER	State Board of Education determines whether to review any applicant determinations made by the Panel

If the State Board of Education decides to review an applicant decision made by the Charter Authorizing Panel, the Board will conduct a hearing at a later meeting.

Proposed Charter Renewal Timeline
Beginning with Charter Contracts that Expire on June 30, 2018

AUGUST

First Tuesday Charters with contracts that expire the following June receive customized renewal applications

First Thursday Mandatory renewal applicant workshop

SEPTEMBER

Last Thursday Renewal applications due by 4:00 p.m.

OCTOBER, NOVEMBER Review of applications by Arkansas Department of Education staff

DECEMBER Charter Authorizing Panel conducts renewal hearings

JANUARY State Board of Education determines whether to review any applicant determinations made by the Panel

If the State Board of Education decides to review an applicant decision made by the Charter Authorizing Panel, the Board will conduct a hearing at a later meeting.

PROPOSED DISTRICT CONVERSION TIMELINE FOR CHARTERS TO OPEN IN 2018-2019

DATE	EVENT/DEADLINE
February 9, 2017**	State Board of Education approves application form
March 7, 2017	Letters of intent to apply due to ADE by 4:00 p.m.
March 9, 2017, 1:00 p.m.	Mandatory applicant workshop
August 3, 2017	Applications due to ADE by 4:00 p.m.
August – September 2017	Application review by ADE staff (Charter Internal Review Committee [CIRC])
Early October 2017	Applicants respond to ADE staff review
October 18-20, 2017 **	Charter Authorizing Panel conducts applicant hearings
November 9, 2017 **	State Board of Education determines whether to review any applicant determinations made by the Panel (If the State Board of Education decides to review an applicant decision made by the Panel, the Board will conduct a hearing at a later meeting.)
** Subject to change	

ARKANSAS DEPARTMENT OF EDUCATION

REQUIREMENTS FOR LETTER OF INTENT

To Apply for a **District Conversion** Public Charter School

Applicants for district conversion public charter schools are required to send a one-page "**Letter of Intent to Apply for a District Conversion Public Charter School**" to the Arkansas Department of Education.

Submit the signed letter of intent, via email, to the Arkansas Department of Education at the following email addresses no later than 4:00 p.m. **on Tuesday, ~~March 1, 2016~~ March 7, 2017** in order for the application to be considered by the authorizer during the ~~2016-2017~~ cycle:

ade.charterschools@arkansas.gov

Required format to be followed for the letter of intent:

1. The letter of intent is to be a one-page document;
2. Identify the school district that intends to apply for the charter;
3. Include the contact person's name, full mailing address, daytime telephone number, and email address;
4. Give the name of the school that the district wants to convert to charter status;
5. Provide the name of the proposed public charter school;
6. Describe the location of the proposed public charter school.
7. Identify the grade levels of students intended to be served by the public charter school;
8. Identify the number of students intended to be served by the public charter school; and
9. Provide a one-paragraph description of the purpose or special emphasis of the proposed school.

The superintendent of the school district applying for the charter must sign the letter of intent to apply.



ARKANSAS DEPARTMENT OF EDUCATION

~~2016~~2017 Application **District Conversion Public Charter School**

Deadline for Receipt of Submission: Thursday, ~~August 4 2016~~ August 3, 2017, 4:00 p.m.
~~Applications will not be accepted after this time.~~



Name of Proposed Charter School:

Any application that is substantially incomplete will not be forwarded to the authorizer for consideration. An application will be considered substantially incomplete if it does not provide enough information to enable staff at the Arkansas Department of Education to provide a meaningful review.

**Arkansas Department of Education
Charter School Office
Four Capitol Mall
Little Rock, AR 72201
501.683.5313**

ARKANSAS DEPARTMENT OF EDUCATION
20162017 APPLICATION
DISTRICT CONVERSION PUBLIC CHARTER SCHOOL

A. GENERAL INFORMATION

Name of Proposed Charter School: _____

Grade Level(s) for the School: _____ Student Enrollment Cap: _____

	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>2022-2023</u>
<u>Grades to be Offered at the Charter</u>					
<u>Enrollment Cap at the Charter</u>					

Name of School District: _____

Name of Primary Point of Contact ~~Person~~: _____

Address: _____ City: _____

ZIP: _____ Daytime Phone Number: () _____ FAX: () _____

Email: _____

Charter Site Address: _____

City: _____

ZIP: _____ Date of Proposed Opening: _____

Name of Superintendent: _____

Address: _____ City: _____

ZIP: _____ Daytime Phone Number: () _____

B. EXECUTIVE SUMMARY

Provide the mission statement of the proposed school.

Applicant Response:

Applicant response is limited to the area provided on this page.

Explain how the mission statement was developed.

Applicant Response:

Applicant response is limited to the area provided on this page.

Briefly describe the key programmatic features that the school will implement in order to accomplish the mission.

Applicant Response:

Applicant response is limited to the area provided on this page.

Describe how the parents or guardians of the enrolled students and other members of the community will be involved with the school to positively impact the charter school's educational programs.

Applicant Response:

Applicant response is limited to 5,000 characters/spaces.
The text box will expand once you have clicked out of it.

C. NARRATIVE DESCRIPTION OF THE PROPOSED CHARTER SCHOOL

The applicant for the proposed charter school, if approved by the authorizer, agrees to operate the educational program described below in accordance with the provisions described within this document, Arkansas Code Annotated §6-23-101 et seq., the State Board of Education Rules Governing Public Charter Schools, and the attached assurances.

Provide a narrative description of the various components of the proposed charter school by responding to the following prompts:

1. Describe the results of the public hearing, which was held for the purpose of assessing support for the establishment of this public charter school. Provide copies of supporting evidence.

Applicant Response:

Applicant response is limited to 7,000 characters/spaces.
The text box will expand once you have clicked out of it.

Attach documentation to demonstrate that each of the following requirements of Arkansas Code Annotated §6-23-201 was met:

- A. The notice of public hearing was distributed to the community, certified school personnel, and parents of all students enrolled at the public school for which the school district initiated the application.
- B. The notice of the public hearing was published in a newspaper having general circulation in the school district in which the school will be located **at least three weeks prior to the date of the meeting.**

~~2. Give the mission statement for the proposed charter school.~~

~~Applicant Response:~~

~~Response generated from Section B.~~

~~3.2. Describe the educational need for the school by responding to the following prompts. Include the innovations that will distinguish the charter from other schools.~~

~~Explain the educational need for the charter in the district and/or geographical area to be served by the charter. Be certain to include quantitative data related to academic achievement and the source(s) for information presented.~~

~~Applicant Response:~~

Applicant response is limited to 8,500 characters/spaces.
The text box will expand once you have clicked out of it.

Complete the following charts to include the most recent literacy and mathematics performance assessment data and graduation rates available for the district, the campus proposed for the charter, and the schools closest to the proposed charter.

DISTRICT DATA			
District Name			
District Status			
	LITERACY ESEA Report Percentage Achieving or Advanced	MATH ESEA Report Percentage Achieving or Advanced	Graduation Rate— Report Card Percent Graduated
All Students (Combined)			
Targeted Achievement Gap Group			
African American			
Hispanic			
White/Caucasian			
Economically Disadvantaged			
English Language Learners/ Limited English Proficient			
Students with Disabilities			

CAMPUS DATA - CAMPUS PROPOSED FOR CONVERSION TO CHARTER			
District Name			
Campus Name			
Grade Levels			
Campus Status			
	LITERACY ESEA Report Percentage Achieving or Advanced	MATH ESEA Report Percentage Achieving or Advanced	Graduation Rate-- Report Card Percent Graduated IF APPLICABLE
All Students (Combined)			
Targeted Achievement Gap Group			
African American			
Hispanic			
White/Caucasian			
Economically Disadvantaged			
English Language Learners/ Limited English Proficient			
Students with Disabilities			

CAMPUS DATA - HIGH SCHOOL CLOSEST TO THE PROPOSED CHARTER LOCATION			
District Name			
Campus Name			
Grade Levels			
Campus Status			
	LITERACY ESEA Report Percentage Achieving or Advanced	MATH ESEA Report Percentage Achieving or Advanced	Graduation Rate-- Report Card Percent Graduated
All Students (Combined)			
Targeted Achievement Gap Group			
African American			
Hispanic			
White/Caucasian			
Economically Disadvantaged			
English Language Learners/ Limited English Proficient			
Students with Disabilities			

CAMPUS DATA – OTHER CAMPUS IN FEEDER PATTERN OF PROPOSED CONVERSION CHARTER			
District Name			
Campus Name			
Grade Levels			
Campus Status			
	LITERACY ESEA Report- Percentage Achieving or Advanced	MATH ESEA Report- Percentage Achieving or Advanced	Graduation Rate- Report Card- Percent Graduated IF APPLICABLE
All Students (Combined)			
Targeted Achievement Gap Group			
African American			
Hispanic			
White/Caucasian			
Economically Disadvantaged			
English Language Learners/ Limited English Proficient			
Students with Disabilities			

Explain the educational need for the charter in light of the academic performance by the district, the campus proposed to be converted, and at the schools in the same feeder pattern as the proposed charter. Explain other significant factors. Be certain to include the source for information presented.

Applicant Response:

Applicant response is limited to 8,500 characters/spaces.
The text box will expand once you have clicked out of it.

If the performance of students at schools and or/districts not noted in the previous charts demonstrate the need for the charter, provide the student performance data and its source and explain.

Applicant Response:

Applicant response is limited to 8,500 characters/spaces.
The text box will expand once you have clicked out of it.

Describe the innovations that will distinguish the charter from other schools in the geographical area to be served by the charter. Consider noting if the innovations described are considered research-based best practices and/or if these innovations have been successful in other educational programs. The applicant may list as few or as many innovations as they deem appropriate for their proposed charter. Describe three (3) innovations that will distinguish the charter from other schools.

Applicant Response:

Applicant response is limited to 8,500 characters/spaces.
The text box will expand once you have clicked out of it.

4.3. On the following table, list the specific measurable goals in reading, English, ~~and~~ writing, mathematics, and science, based on the state mandated assessments, and any other assessment tools if used, for improving student academic achievement for each year of the public charter school's initial five-year period. For each goal, include the following:

- The tool to be used to measure the academic performance;
- The level of performance that will demonstrate success; and
- The timeframe for the achievement of the goal.

Add/ Delete Rows	GOAL	Assessment Instrument for Measuring Performance	Performance Level that Demonstrates Achievement	When Attainment of the Goal Will Be Assessed
+				
-				
+				
-				

Explain how the attainment of the goals will demonstrate that the charter is meeting the identified educational need for the school and fulfilling its mission.

Applicant Response:

Applicant response is limited to 18,000 characters/spaces.
The text box will expand once you have clicked out of it.

5.4. For elementary charter schools provide proposed a daily schedule for all grade levels indicating the classes that will be provided for a one week time period.
For secondary schools, provide required and elective courses for every grade level. If the school plans to phase in grade levels, include expansion grade levels by year with courses to be offered.

Please note that depending on how the school is structured, middle grades could be considered part of an elementary school, a middle school, or a high school.

Applicant Response:

<input type="checkbox"/>	Check the box to add elementary daily schedule.
<input type="checkbox"/>	Check the box to add middle grade courses.
<input type="checkbox"/>	Check the box to add high school courses.

6.5. Provide a description of curriculum, programs, and instructional methods used to support core classes. Explain how the district will pay for all associated costs.

Applicant Response:

Applicant response is limited to 18,000 characters/spaces.
The text box will expand once you have clicked out of it.

7.6. Describe the educational program to be offered by the charter school.

Applicant Response:

Applicant response is limited to 18,000 characters/spaces.
The text box will expand once you have clicked out of it.

Complete the following table with the grade levels and maximum enrollment by year:

School Year	Grade Levels	Maximum Enrollment
2017-2018		
2018-2019		
2019-2020		
2020-2021		
2021-2022		

Complete the chart to explain how the key features of the program will be afforded.

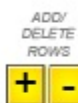
EXPENSES TO BE INCURRED BY NEW CHARTER

Specific Item/Program/Service

Estimated Cost

Description of New Funds to Pay for Item/Program/Service
If private, include an attachment to demonstrate commitment.

Amount



Prior Year Item/Program/Service Expense Reduced to Fund Charter
If applicable.

Amount of Reduction



No variance.

Explanation

Add Another Item/Program/Service

8.7. Explain why a charter school is necessary to better meet student academic needs instead of a traditional district school.

Applicant Response:

Applicant response is limited to 5,000 characters/spaces.
The text box will expand once you have clicked out of it.

DRAFT

9.8. Explain how the charter school will have more autonomy than traditional schools in the district. Discuss each of the following:

- A) Employing personnel;
- B) Developing and controlling the charter school budget;
- C) Managing day-to-day charter school operations;
- D) Developing and controlling the school calendar; and
- E) Other areas of autonomy to be afforded to the charter.

Applicant Response:

Applicant response is limited to 18,000 characters/spaces.
The text box will expand once you have clicked out of it.

10.9. Describe the school improvement plan by addressing the following:

- A) Explain how and how often the licensed employees and parents of the students to be enrolled in the charter school will be involved in developing and implementing the school improvement plan, identifying performance criteria, and evaluating the effectiveness of the improvement plan.

Applicant Response:

Applicant response is limited to 8,500 characters/spaces.
The text box will expand once you have clicked out of it.

B) Describe a plan for school improvement that addresses how the charter school will improve student learning and meet the state education goals.

Applicant Response:

Applicant response is limited to 8,500 characters/spaces.
The text box will expand once you have clicked out of it.

44.10. Describe the ongoing process that will be used to ensure curriculum alignment with the Arkansas Curriculum Frameworks and the curriculum requirements of the state standards as adopted by the State Board of Education.

Applicant Response:

Applicant response is limited to 5,000 characters/spaces.
The text box will expand once you have clicked out of it.

42.11. Describe the manner in which the school will make provisions for the following student services, even in each area for which a waiver is requested:

A) Guidance program;

Applicant Response:

Applicant response is limited to 4,800 characters/spaces.
The text box will expand once you have clicked out of it.

B) Health services;

Applicant Response:

Applicant response is limited to 4,800 characters/spaces.
The text box will expand once you have clicked out of it.

C) Media center;

Applicant Response:

Applicant response is limited to 4,800 characters/spaces.
The text box will expand once you have clicked out of it.

D) Special education, including appropriate state assessments for special education students;

Applicant Response:

Applicant response is limited to 4,800 characters/spaces.
The text box will expand once you have clicked out of it.

E) Transportation;

Applicant Response:

Applicant response is limited to 4,800 characters/spaces.
The text box will expand once you have clicked out of it.

F) Alternative education, including Alternative Learning Environments;

Applicant Response:

Applicant response is limited to 4,800 characters/spaces.
The text box will expand once you have clicked out of it.

G) English Language Learner (ELL) instruction

Applicant Response:

Applicant response is limited to 4,800 characters/spaces.
The text box will expand once you have clicked out of it.

H) Gifted and Talented Program.

Applicant Response:

Applicant response is limited to 4,800 characters/spaces.
The text box will expand once you have clicked out of it.

4.12. Describe the plan for the school officials to provide an annual report to parents, the community, and the authorizer, **separate from the district's annual report to the public**, that demonstrates the progress made by the charter school during the previous academic year in meeting its academic performance objectives. (See *Arkansas Code Annotated 6-23-202.*)

Applicant Response:

Applicant response is limited to 5,000 characters/spaces.
The text box will expand once you have clicked out of it.

13. Describe the enrollment criteria and student admission, recruitment, and selection processes for the proposed public charter school.

Applicant Response:

Applicant response is limited to 5,000 characters/spaces.
The text box will expand once you have clicked out of it.

It is affirmed that a random, anonymous student selection method will be utilized in the event that more students apply for admission to the district conversion public charter school than can be accommodated under the terms of the charter, except as allowed for in Arkansas Code Annotated §6-23-306(14)(C).

- ☐ Yes
☐ No

14. Name any district personnel, and/or leaders of the proposed charter who have any prior involvement in the operation of one or more other charter schools and complete a Prior Charter Involvement **template** for each individual listed.

Applicant Response:

Applicant response is limited to 5,000 characters/spaces.
The text box will expand once you have clicked out of it.

15. Summarize the job descriptions of the school administrator(s) and other key personnel in the below information fields. Specify the salary range, qualifications, and job duties to be met by professional employees (administrators, teachers, support staff, etc.) of the program.

ADMINISTRATORS

(Superintendent/Director, CEO/CFO/COO, Principal, etc.)

Administrator Position:

Reports to:

Salary Range:

Minimum Qualifications Required

REMOVE
POSITION

Education Required:

Experience Required:

Certification Required:

ADD OR
DELETE
ROWS



Job Duties: List up to 5 key duties this individual will perform.

•

Add Another Admin Position

TEACHERS

(Classroom, Special Education, Gifted and Talented, Instructional Facilitator, Technology Specialist, etc.)

Teacher Position:

Reports to:

Salary Range:

Minimum Qualifications Required

REMOVE
POSITION

Education Required:

Experience Required:

Certification Required:

ADD OR
DELETE
ROWS



Job Duties: List up to 5 key duties this individual will perform.

•

Add Another Teacher Position

SUPPORT STAFF

(Secretary, Nurse, Bus Driver, etc.)

Support Staff Position:

Reports to:

Salary Range:

Minimum Qualifications Required

REMOVE
POSITION

Education Required:

Experience Required:

Certification Required:

ADD OR
DELETE
ROWS

Job Duties: List up to 5 key duties this individual will perform.



•

Add Another Staff Position

16. It is affirmed that the public charter school will participate in the Arkansas Public School Computer Network, as required by state statute and by State Board of Education rule, for reporting **both education data and financial data, including grant funds or private donations received directly by the charter school.**

☐ Yes

☐ No

17. Describe the facilities to be used. Give the present use of the facility and its use for the past three years.

Applicant Response:

Applicant response is limited to 6,000 characters/spaces.
The text box will expand once you have clicked out of it.

The facility will be in compliance with all requirements for accessibility in accordance with the Americans with Disabilities Act (ADA) and Individuals with Disabilities Education Act (IDEA) and all other state and federal laws and local zoning ordinances.

☐ Yes

☐ No

If the facility does not currently meet these requirements, provide a list of items that will need to be addressed to bring the facility into compliance. Also include a statement of permissible uses for the facility from the local zoning authority, and whether there are any alcohol sales within 1,000 feet of the facility.

Applicant Response:

Applicant response is limited to 8,500 characters/spaces.
The text box will expand once you have clicked out of it.

18. Describe the manner in which the school will make provisions for food services. State whether the proposed charter school will apply to participate in the federal National School Lunch program or other federal nutrition programs.

Applicant Response:

Applicant response is limited to 5,000 characters/spaces.
The text box will expand once you have clicked out of it.

19. Describe how the parents or guardians of the enrolled students and other members of the community will be involved with the school to positively impact the charter school's educational programs.

Applicant Response:

Applicant response is limited to 5,000 characters/spaces.
The text box will expand once you have clicked out of it.

20.19. Explain what the charter founders and other leaders are doing or will do to ensure how the success of the charter school, in perpetuity, will be ensured.

Applicant Response:

Applicant response is limited to 8,500 characters/spaces.
The text box will expand once you have clicked out of it.

2-20. Describe the potential impact of the proposed public charter school on the efforts of affected public school district(s) to comply with court orders and statutory obligations to create and maintain a unitary system of desegregated public schools.

Applicant Response:

Applicant response is limited to 5,000 characters/spaces.
The text box will expand once you have clicked out of it.

21. Complete the following table showing all sections of Title 6 of the Arkansas Code Annotated (Education Code) and State Board of Education rules, including the *Standards for Accreditation of Arkansas Public Schools and School Districts*, from which the public charter school seeks to be exempted in order to meet the goals of the school. Identify the specific statute, rule, or standard requested to be waived by title and number if applicable. **Provide a rationale for each waiver requested that explains how the waiver will ~~increase student achievement and how the increase in achievement will be measured~~ assist the charter in achieving the previously stated goals (see prompt #3), and explain how those goals will be achieved if the waiver is not granted.**

Applicant Response:

Waiver Topic:

Statute/Standard/Rule to be Waived

Delete This Topic

Click this button to remove all Ark. Code Ann. laws for this topic.

Arkansas Code Annotated

Use the +/- buttons to add/remove laws for this topic.

Code Number

Code Title



•

Click to remove all Standards for this topic.

Standards for Accreditation

Use the +/- buttons to add/remove standards for this topic.

Section Number

Section Title



•

Click to remove all ADE Rules for this topic.

ADE Rules

Use the +/- buttons to add/remove rules for this topic.

Section Number
(if applicable)

Rule Title



•

Rationale for Waiver

Please note: Every waiver request must be accompanied by a rationale.
The desire for flexibility alone is not a sufficient rationale.

Add Another Waiver Topic



ARKANSAS DEPARTMENT OF EDUCATION

**Arkansas Department of Education
Instructions for Completing the
2016-2017 District Conversion Public Charter School
Application**



**Arkansas Department of Education
Charter School Office
Four Capitol Mall
Little Rock, AR 72201
501.683.5313**

Timeline

Tuesday, ~~March 1, 2016~~ March 7, 2017

District conversion public charter school letters of intent must be filed with the Arkansas Department of Education by 4:00 p.m.

Thursday, ~~March 3, 2016~~ March 9, 2017

A district conversion public charter school applicant technical assistance conference call will be held.

APPLICANT PARTICIPATION IS MANDATORY.

Dates to Be Determined by the Applicant

The applicant publishes notice of a public hearing about the proposed district conversion charter in a newspaper having general circulation district at least three weeks before the hearing.

The notice of the public hearing must be distributed to the community, certified school personnel, and parents of all students enrolled at the public school for which the school district is initiating the application.

Thursday, ~~August 4, 2016~~ August 3, 2017

District conversion public charter school applications must be filed with the Arkansas Department of Education by 4:00 p.m.

August/September ~~2016~~ 2017

The Arkansas Department of Education Charter Internal Review Committee reviews each application and documents questions and concerns.

The applicant responds to Charter Internal Review Committee comments.

The Charter Internal Review Committee reviews the responses and notes remaining concerns, if any.

~~October 19-20, 2016~~ October 18-20, 2017

District conversion charter applicant hearings are conducted by the Charter Authorizing Panel.

November ~~2016~~ 2017

The State Board of Education decides whether to review the panel's decisions.

Date to Be Determined by the State Board of Education

If the State Board of Education decides to review a charter applicant decision made by the Charter Authorizing Panel, the State Board conducts an applicant hearing.

*Note - All information must be received in the Charter School Office of the Arkansas Department of Education no later than 4:00 p.m. on the date of the deadline. Information received in the Charter School Office after 4:00 p.m. on the established date will not be processed. It is the responsibility of the applicant to adhere to all charter application deadlines. **Please take under consideration the length of the time that may be required for electronic submissions to reach the Charter School Office**

GENERAL INSTRUCTIONS ON COMPLETING THE APPLICATION

If acronyms are used throughout the application, please provide an acronym key as an attachment.

The application must be completed using the fillable form and the templates provided.

- There are a limited number of characters allowed for each response. It is advisable to ensure that each response fits into the space allowed. Text that does not fit in the text boxes cannot be reviewed.
- Use the font and font size that are set for responses. If you type responses in another program, make certain that Arial font, size 10 is used and copied into the text boxes.
- Include a response in every text section.
- A complete application includes the fillable form with all other required documents attached at the end.
- When the fillable form is complete, create a flattened PDF by using a 'print to PDF' function, or by printing the completed fillable form and scanning it as a new PDF.
- The following documents must be scanned; signed as required; and attached, **in the order listed**, to the PDF after the completed application form:

REQUIRED ATTACHMENTS

APPLICANTS MUST USE ALL TEMPLATES THAT ARE PROVIDED.

- Documentation showing that all requirements pertaining to the public hearing were met;
- Evidence of parental and community support (five-page limit);
- The proposed school's ~~2017-2018~~2018-2019 calendar; and
- The signed Statement of Assurances template.

ATTACHMENTS TO BE INCLUDED ONLY IF APPROPRIATE

- If an applicant believes that a weighted admissions lottery is required by federal court or administrative order, a copy of the order; and
- A Prior Charter Involvement template for each individual associated with the charter who has prior charter experience.
- Documentation demonstrating formal agreements between the district and other organizations as described in the application, especially as it relates to providing student services, in Prompt 6.

Save the PDF as "**Proposed Charter School's Name (District Name) ~~2016-2017~~**
Application."

In order for the application to be considered by the authorizer during the 2016 application cycle, submit the named PDF, via email, to the Arkansas Department of Education at the following email address so that it is received no later than **4:00 p.m. on Thursday, ~~August 4,~~**
~~2016~~August 3, 2017:

ade.charterschools@arkansas.gov

It is imperative that the email transmission time is considered as the application must be received at the Arkansas Department of Education by the deadline.

Any application that is substantially incomplete will not be reviewed by Arkansas Department of Education staff or forwarded to the authorizer for consideration. An

application will be considered substantially incomplete if it does not provide enough information to enable staff at the Arkansas Department of Education to provide a meaningful review.

NOTES ON SELECTED SECTIONS OF THE APPLICATION

Cover Page

Include the name of the proposed charter school in the text box.

Section B - Executive Summary

~~The mission statement will populate the response for Prompt #2.~~ Include the key programmatic features that are considered the most important for anyone to know about the charter school and make certain that the features listed in the executive summary are discussed in other sections of the application.

Section C - Narrative Description

When responding to the prompts, refer to the Arkansas Department of Education District Conversion Public Charter School Application 2015-2017 Scoring Rubric found at the end of this document. This is a valuable tool as it includes criteria for each section of the application.

Prompt 2

~~The mission statement from the executive summary will populate as the response to this prompt.~~

Prompt 3**Prompt 2**

ESEA reports and Report Cards are located at the following:

<https://adedata.arkansas.gov/arc/>.

Prompt 7**Prompt 6**

Use the chart provided to demonstrate and explain how the key features of the educational program will be afforded. Provide explanations as to how funds will be reallocated when appropriate. Variances should be avoided.

Prompt 8**Prompt 7**

Explain why it is critical for the district to have a charter school rather than implementing the plan outlined in the application on an existing traditional campus.

~~Prompt 12 D~~ Prompt 11 D

In accordance with federal guidelines, students with disabilities shall be provided specific services and all aspects of IDEA apply. The public charter school cannot waive the responsibility of providing services for students with disabilities.

~~Prompt 15~~ Prompt 14

Be certain that a Prior Charter Involvement template is completed for each individual listed.

**NOTES ON SELECTED ATTACHMENTS REQUIRED TO BE ADDED
TO THE END OF THE FILLABLE FORM**

Evidence of parental and community support

Limit the response to five pages.

If petitions in support of the proposed charter school have been signed and or letters in support of the proposed charter school have been received, include documents, but do not exceed the five-page limit. If the support documents received by the applicant exceed five pages, include no more than four pages and include a fifth page that includes the following:

- The number of individuals who signed petitions supporting the proposed school; and/or
- The name, title, and affiliation of others who wrote letters of support for the proposed school.

Copies of these documents will be requested at a later date.

Statement of Assurances Template

This form must be completed, signed, and included as part of the application.

Check points for the charter application

- ☐ All sections of the fillable form are complete.
- ☐ Each complete response is visible in the text box.
- ☐ Each response has been prepared considering the evaluation criteria of the corresponding section of the rubric.
- ☐ Documentation that all requirements pertaining to the public hearing were met is included.
- ☐ Evidence of parental and community support is included.
- ☐ A copy of the proposed school's year 1 calendar is included.
- ☐ The signed Statement of Assurances Form is included.
- ☐ A Prior Charter Involvement template is included for each individual with prior charter experience.
- ☐ If an applicant believes that a weighted admissions lottery is required by federal court or administrative order, a copy of the order is included.
- ☐ If acronyms are used throughout the application, an acronym key is attachment.

Submit the application, via email, to the Arkansas Department of Education so that it is received no later than **4:00 p.m. on Thursday, ~~August 4, 2016~~ August 3, 2017.**

It is the applicant's responsibility to comply with all aspects of Arkansas Code Annotated § 6-23-101 et seq., the Arkansas Department of Education Rules Governing Charter Schools, and the requirements outlined in the application for a district conversion public charter school. Contact the Arkansas Department of Education Charter School Office with questions and for assistance in developing the application.

Arkansas Department of Education Charter School Office 501.683.5313

Arkansas Department of Education

2016-2017 District Conversion Public Charter School Application Review

The charter application should reflect a thorough understanding of key issues and demonstrate capacity to open and operate a quality charter school. Each response should address the topic with specific and accurate information that shows thorough preparation and presents a clear, realistic picture of the ways in which the school will operate.

With that in mind the initial review of district conversion charter applications will be conducted by Arkansas Department of Education staff from various divisions that routinely interact with charter school personnel. This group, known as the Internal Charter Review Committee, will assess the application for complete and clear responses and provide technical assistance to the applicants. While the committee will request additional information or clarification, identify concerns with the applications, and review the applicant revisions based on this technical assistance, the goal of the committee is to determine if each response is fully responsive, partially responsive; or not responsive. It is the Charter Authorizing Panel tasked with judging the quality of each application and determining what applicants are likely to open and operate high quality charter schools.

A rubric that identifies the criteria for each section of the application follows. These criteria should be carefully considered when writing the application and each applicant should self-assess the draft application based on the criteria and revise the application based on the self-assessment prior to submitting it.

Arkansas Department of Education
District Conversion Charter School
2016-2017 Application
SCORING RUBRIC

Name of Proposed Charter School:

PRE-APPLICATION MATERIALS

The Arkansas Department of Education requires that all applicants submit a Letter of Intent, outlining a general description of the proposed charter school.

Evaluation Criteria:

- A Letter of Intent was filed with Arkansas Department of Education on time and included all the necessary information

Fully Responsive

Partially Responsive

Not Responsive

Concerns and Additional Questions

PART A GENERAL INFORMATION

The general information section of the application provides the authorizer with summary information related to the applicant and the application submitted.

Evaluation Criteria:

- General information fields are completed, as applicable

Fully Responsive

Partially Responsive

Not Responsive

Concerns and Additional Questions

PART B EXECUTIVE SUMMARY

The Arkansas Department of Education requires all applicants to include an executive summary.

Evaluation Criteria:

- A succinct mission statement that indicates what the school intends to do, for whom, and to what degree~~(with content to be evaluated for Prompt #2 of Part C); -and~~
- An explanation of how the mission statement was developed;
- The key programmatic features of the proposed charter school;
- A plan for involving parents and guardians in the school’s education programs; and
- A proposal that involves the parents of students, employees and the broader community in carrying out the terms of the charter

Fully Responsive	Partially Responsive	Not Responsive
Concerns and Additional Questions		

PART C NARRATIVE DESCRIPTION OF THE PROPOSED CHARTER

C1: PUBLIC HEARING RESULTS

All districts must conduct a public hearing before applying for a district conversion or limited charter school to assess support for the school’s establishment. Applicants are asked both to document the logistics of the hearing and to include a narrative of the hearing results.

Evaluation Criteria:

- A thorough description of the results of the public hearing;
- Evidence of public support exhibited at the hearing;
- Documentation of required notice published to garner public attention to the hearing; and
- Documentation of required notices about the hearing being sent to the community, certified school personnel, and parents of all students enrolled at the public school for which the school district initiated the application

Fully Responsive	Partially Responsive	Not Responsive
Concerns and Additional Questions		

C2: MISSION STATEMENT

The Mission Statement should be meaningful and indicate what the school intends to do, for whom, and to what degree.

Evaluation Criteria:

- A mission statement that is clear and succinct

Fully Responsive Partially Responsive Not Responsive

Concerns and Additional Questions

C3: EDUCATIONAL NEED

C2: EDUCATIONAL NEED

The Educational Need section should explain the need for a charter school in the proposed location and the innovative educational option offered by the charter school in the geographical area to be served.

Evaluation Criteria:

- Valid, reliable, and verifiable quantitative data substantiate an educational need for the charter; and
- Innovations that would distinguish the charter from other schools in the geographical area to be served by the charter

Fully Responsive

Partially Responsive

Not Responsive

Concerns and Additional Questions

C4: ACADEMIC ACHIEVEMENT GOALS
C3: ACADEMIC ACHIEVEMENT GOALS

The Academic Achievement Goals section should define the performance expectations for students and the school as whole and support the charter’s mission.

Evaluation Criteria:

- Specific goals in reading, English, writing, and mathematics, and science that are clear, measurable, and attainable;
- Valid and reliable assessment tools to be used to measure the goals; and
- Attainment of the goals demonstrate that the charter is meeting the identified educational need for the school and fulfilling its mission

Fully Responsive

Partially Responsive

Not Responsive

Concerns and Additional Questions

C5: SCHEDULE OF COURSES OFFERED
C4: SCHEDULE OF COURSES OFFERED

The Schedule of Courses Offered section should describe the schedules for a week at the elementary level and courses offered at each grade at the secondary level.

Evaluation Criteria:

- Evidence that the charter school meets minimum state requirements of courses offered at appropriate grade levels

Fully Responsive

Partially Responsive

Not Responsive

Concerns and Additional Questions

~~C6: PROGRAMS AND METHODS TO SUPPORT CORE CLASSES~~ C5: PROGRAMS AND METHODS TO SUPPORT CORE CLASSES

The Programs and Methods to Support Core Classes section should describe the curriculum for core classes.

Evaluation Criteria:

- A clear description of curriculum, including programs and instructional methods to be used in core classes; and
- An explanation of how the district will pay for all costs associated with the curriculum

Fully Responsive

Partially Responsive

Not Responsive

Concerns and Additional Questions

~~C7: EDUCATIONAL PROGRAM~~ C6: EDUCATIONAL PROGRAM

The Educational Program section should describe the educational foundation of the school and the teaching and learning strategies that will be employed.

Evaluation Criteria:

- A clear description of the proposed educational program, including but not limited to the foundational educational philosophy and curricular and instructional strategies to be employed;
- An educational program with ample resources to ensure that students achieve academic goals and excel;
- A description of the grade levels and maximum enrollment, by year, if the charter plans to grow over time; and
- A clear explanation of how the key program features will be afforded

Fully Responsive

Partially Responsive

Not Responsive

Concerns and Additional Questions

~~C8: CHARTER MODEL~~

C7: CHARTER MODEL

Evaluation Criteria:

- Specific reasons why it is critical for the district to have a charter school rather than implementing the plan outlined in the application on an existing traditional campus

Fully Responsive

Partially Responsive

Not Responsive

Concerns and Additional Questions

~~C9: AUTONOMY~~

C8: AUTONOMY

Evaluation Criteria:

- A clear description of all the ways in which the charter school will have more autonomy than traditional schools in the district, specifically pertaining to personnel, budget, day-to-day operations, and the school calendar

Fully Responsive

Partially Responsive

Not Responsive

Concerns and Additional Questions

~~C10: SCHOOL IMPROVEMENT PLAN~~

C9: SCHOOL IMPROVEMENT PLAN

Evaluation Criteria:

- Meaningful and realistic ways to involve licensed employees and parents in developing and implementing the school improvement plan, identifying performance criteria, and evaluating the effectiveness of the improvement plan; and
- A plan that addresses how the charter school will improve student learning and meet the state education goals

Fully Responsive

Partially Responsive

Not Responsive

Concerns and Additional Questions

~~C11: CURRICULUM ALIGNMENT~~

C10: CURRICULUM ALIGNMENT

The Curriculum Alignment section should define the process by which the charter will ensure that the curriculum aligns with Arkansas Curriculum Frameworks and state standards.

Evaluation Criteria:

- Evidence that the applicant has a process to ensure all curriculum materials, used in the educational program, align with the Arkansas Department of Education's curriculum frameworks and the Common Core State Standards

Fully Responsive

Partially Responsive

Not Responsive

Concerns and Additional Questions

~~C12: STUDENT SERVICES~~

C11: STUDENT SERVICES

The Student Services section should describe how the school will address specific services for its student body.

Evaluation Criteria:

A description of the ways in which the following services will be provided to students **even in each area for which a waiver is requested:**

- A guidance program that will serve all students;
- A health services program that will serve all students;
- A plan for a media center for use by all students;
- Sound plans for educating special education students that reflect the full range of programs and services required to provide such students with a high quality education;
- A transportation plan that will serve all **eligible** students;
- An alternative education plan for eligible students, including those determined to be at-risk and to offer access to one or more approved Alternative Learning Environments;
- A plan to serve students who are English language learners; and
- Plans for a gifted and talented program for eligible students

Fully Responsive

Partially Responsive

Not Responsive

Concerns and Additional Questions

~~C13: ANNUAL PROGRESS REPORTS~~

C12: ANNUAL PROGRESS REPORTS

The Annual Progress Reports section should define how the academic progress of individual students and the school as a whole will be measured, analyzed, and reported.

Evaluation Criteria:

- A timeline for data compilation and completion of an annual report to parents, the community and the authorizer, **separate from the district's annual report to the public**, that outlines the school's progress; and
- A plan for dissemination of the annual report to appropriate stakeholders

Fully Responsive

Partially Responsive

Not Responsive

Concerns and Additional Questions

C14: ENROLLMENT CRITERIA AND PROCEDURES
C13: ENROLLMENT CRITERIA AND PROCEDURES

The Enrollment Criteria and Procedures section should describe how the school will attract and enroll its student body, including any criteria for admission and enrollment. Applicants must also provide assurances for a random, anonymous lottery selection process.

Evaluation Criteria:

- A student recruitment plan that will provide equal opportunity for all parents and students to learn about and apply to the school;
- An enrollment and admissions process that is open, fair, and in accordance with applicable law; and
- A process for, and a guarantee of, a random, anonymous lottery process should there be more student applications than can be accommodated under the terms of the charter

Fully Responsive

Partially Responsive

Not Responsive

Concerns and Additional Questions

C15: PRIOR CHARTER INVOLVEMENT
C14: PRIOR CHARTER INVOLVEMENT

Evaluation Criteria:

- A complete Prior Charter Involvement Template for each individual connected with the proposed charter; and
- Accurate data in each Prior Charter Involvement Template, including active links to assessment data

Fully Responsive

Partially Responsive

Not Responsive

Concerns and Additional Questions

~~C16: STAFFING PLAN~~

C15: STAFFING PLAN

The Staffing Plan section should describe the job duties of the school administrator(s) and other key personnel. This section should also describe the professional qualifications which will be required of employees.

Evaluation Criteria:

- A job description for the school administrators and other key personnel, including but not limited to counselors and teachers;
- An outline of the professional qualifications required for administrators, teachers, counselors, and others; and
- A staffing plan that clearly outlines both the types and numbers of positions to be filled at the school and salary scales for such positions

Fully Responsive

Partially Responsive

Not Responsive

Concerns and Additional Questions

**~~C17: ARKANSAS PUBLIC SCHOOL COMPUTER NETWORK
— ASSURANCES~~**

**C16: ARKANSAS PUBLIC SCHOOL COMPUTER NETWORK
ASSURANCES**

The Arkansas Public School Computer Network (APSCN) Assurances section should provide documentation of the applicant's understanding of and participation in the required state finance and educational data reporting system.

Evaluation Criteria:

- Assurance that the charter school will participate in APSCN and will comply with all state statutory requirements regarding the APSCN finance and educational data reporting system

Fully Responsive

Not Responsive

Concerns and Additional Questions

~~C18: FACILITIES~~

C17: FACILITIES

The Facilities section should identify and describe the facilities to be used by the school and any changes to be made to the facilities.

Evaluation Criteria:

- An identified facility appropriate to meet the needs of the school over the term of its charter;
- A realistic plan for remodeling or adapting a facility, if necessary, to ensure that it is appropriate and adequate for the school's program, the school's targeted population, and the public;
- Evidence that the school understands the costs of securing and improving a facility and has access to the necessary resources to fund the facility plan; and
- A sound plan for continued operation, maintenance, and repair of the facility

Fully Responsive

Partially Responsive

Not Responsive

Concerns and Additional Questions

~~C19: FOOD SERVICES~~

C18: FOOD SERVICES

This section should describe how the school will address food services for its student body.

Evaluation Criteria:

- A food service plan that will serve all eligible students; and
- A management plan that reflects a clear understanding of federal law and requirements if the charter school plans to participate in the National School Lunch program

Fully Responsive

Partially Responsive

Not Responsive

Concerns and Additional Questions

C20: PARENTAL INVOLVEMENT

The Parental Involvement section should describe how parents or guardians of enrolled students, the school employees, and other members of the community will make a positive impact on the school and its educational program.

Evaluation Criteria:

- A plan for involving parents and guardians in the school's education programs; and
- A proposal that involves the parents of students, employees and the broader community in carrying out the terms of the charter

Fully Responsive ————— **Partially Responsive** ————— **Not Responsive**

Concerns and Additional Questions

C21: SUSTAINABILITY OF THE PROGRAM **C19: SUSTAINABILITY OF THE PROGRAM**

The Sustainability section should describe the applicant's plan to ensure continued success of the charter school over time.

Evaluation Criteria:

- The plan to ensure the sustainability of the charter in the future

Fully Responsive ————— **Partially Responsive** ————— **Not Responsive**

Concerns and Additional Questions

C22: DESEGREGATION ASSURANCES

C20: DESEGREGATION ASSURANCES

The Desegregation Assurances section should describe the applicant's understanding of applicable statutory and regulatory obligations to create and maintain a unitary system of desegregated public schools.

Evaluation Criteria:

- Assurance that the charter school will comply with all applicable federal and state statutory and regulatory requirements regarding the creation and maintenance of desegregated public schools; and
- An outline of the potential impact of the proposed charter school on those desegregation efforts already in place in affected public school districts

Fully Responsive

Partially Responsive

Not Responsive

Concerns and Additional Questions

C23: WAIVERS

C21: WAIVERS

The Waivers section should discuss all waivers requested from local or state law.

Evaluation Criteria:

- Each law, rule, and standard by title, number, and description for which a waiver is requested;
- A rationale for each waiver request; and
- An explanation of the way that each waiver would assist in implementing the educational program of the charter and/or fulfilling the charter's mission

Fully Responsive

Partially Responsive

Not Responsive

Concerns and Additional Questions

2016-2017 APPLICATION
DISTRICT CONVERSION PUBLIC CHARTER SCHOOL
STATEMENT OF ASSURANCES

The signature of the superintendent of the school district proposing the public charter school certifies that the following statements are and will be addressed through policies adopted by the public charter school; and, if the application is approved, the local board, administration, and staff of the district conversion public charter school shall abide by them:

1. The information submitted in this application is true to the best of my knowledge and belief.
2. The district conversion public charter school shall be open to all students, on a space-available basis, and shall not discriminate in its admission policy on the basis of gender, national origin, race, ethnicity, religion, disability, or academic or athletic eligibility.
3. In accordance with federal and state laws, the district conversion public charter school hiring and retention policies of administrators, teachers, and other employees shall not discriminate on the basis of race, color, national origin, creed, sex, ethnicity, sexual orientation, mental or physical disability, age, ancestry, or special need.
4. Any educator employed by a school district before the effective date of a charter for a district conversion public charter school operated at a school district facility shall not be transferred to or employed by the public charter school over the educator's objection.
5. The district conversion public charter school shall operate in accordance with federal laws and rules governing public schools; applicable provisions of the Arkansas Constitution; and state statutes or regulations governing public schools not waived by the approved charter.
6. The district conversion public charter school shall ensure that any of its employees who qualify for membership in the Arkansas Teacher Retirement System or the State and Public School Employee Insurance Program shall be covered under those systems to the same extent any other qualified employee of the school district is covered.
7. The district conversion public charter school shall comply with all health and safety laws, rules and regulations of the federal, state, county, region, or community that may apply to the facilities and school property.

8. The employees and volunteers of the district conversion public charter school are held immune from liability to the same extent as other school district employees and volunteers under applicable state laws.
9. The district conversion public charter school shall be reviewed for its potential impact on the efforts of a public school district to comply with court orders and statutory obligations to create and maintain a unitary system of desegregated public schools.
10. The applicant confirms the understanding that certain provisions of state law shall not be waived. The district conversion public charter school is subject to any prohibition, restriction, or requirement imposed by Title 6 of the Arkansas Code Annotated and any rule and regulation approved by the State Board of Education under this title relating to:
 - (a) Monitoring compliance with Arkansas Code Annotated § 6-23-101 et seq. as determined by the Commissioner of the Department of Education;
 - (b) Conducting criminal background checks for employees;
 - (c) High school graduation requirements as established by the State Board of Education;
 - (d) Special education programs as provided by this title;
 - (e) Public school accountability under this title;
 - (f) Ethical guidelines and prohibitions as established by Arkansas Code Annotated § 6-24-101 et seq., and any other controlling state or federal law regarding ethics or conflicts of interest; and
 - (g) Health and safety codes as established by the State Board of Education and local governmental entities.
11. The facilities of the public charter school shall comply with all requirements for accessibility for individuals with disabilities in accordance with the ADA and IDEA and all other state and federal laws.

Signature of Superintendent of School District

Date

Printed Name

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