**APPLICATION AND DECISION MAKING**

The Board of Education recognizes that it may sponsor additional community schools. This policy establishes a process for determining whether it will accept additional community schools and establish a documented, systematic application.

Each school year, the Board may decide to accept applications for additional schools through a resolution. The Board’s decision to accept applications shall be based on the District’s strategic plan for sponsoring schools and the Board’s capacity to sponsor additional community schools.

Application Process

The District shall develop an application process. As a part of this process, applicants shall have a defined timeline that includes a planning stage. The planning stage shall be at least nine (9) months. The District recognizes that, in extenuating circumstances, a planning stage may be impractical. Any application that is unable to meet this timeline is required to explain in writing, to the District, why such a planning stage is not necessary. Applications and their guidance shall be available on the District’s website.

Application criteria shall be based on the type of school applying.

1. New School Application Criteria

The District recognizes that some entities may propose new schools (“Proposed Schools”). Proposed Schools pose unique challenges, as the District cannot evaluate the school’s past performance. The Board, therefore, directs the District’s sponsorship staff to create an application that that will enable it to determine whether the proposed school has the capacity to execute its plan.

The application for Proposed Schools shall require the Proposed School to provide, at a minimum:

a. a mission statement,

b. a vision statement,

c. an education plan,

d. a staffing plan,

e. a business plan,

f. market research regarding the demand for the school,

g. the school’s proposed governance, and

h. the school’s proposed management company (if any).

No Proposed School may be approved without interviewing the Proposed School.

2. Replicating School Application

The District recognizes that some schools may seek sponsorship by replicating an existing model (“Replicating Schools”). Replicating Schools shall apply through a written application to be developed by the District.

The application for Replicating Schools shall require the Replicating Schools to provide, at a minimum: (1) a business or growth plan, (2) market research, and (3) an explanation of the particular model. The Replicating School shall also provide the District with the following evidence to review from the other schools upon which the Replicating School is being modeled:

a. academic data,

b. sponsors’ compliance reports,

c. governing authority meeting minutes, and

d. financial records (including recent audits).

No Replicating School shall be approved without interviewing the applicant and the Replicating School’s other sponsors.

3. Existing School Application

The District also recognizes that existing schools may seek to change from their existing sponsor to be sponsored by the District (“Transferring Schools”). Transferring Schools shall apply through a written application to be developed by the District.

The Transferring School application shall require the Transferring School to provide, at a minimum, the following:

a. academic data,

b. sponsor’s compliance reports,

c. governing authority meeting minutes,

d. financial records (including recent audits), and

e. information about how the school has remedied any deficiency cited by the current sponsor.

No Transferring School shall be approved without interviewing the applicant and the applicant’s existing sponsors.

Quality Practices Rubric: B.01 – Application Process, Timeline and Directions; B.02 – Rigorous Criteria for New Schools; B.03 Rigorous Criteria for Replicators and Schools Seeking a Change in Sponsor

Adopted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_