

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 establishes a documented, systematic application.

Application Process

The District shall maintain a documented, systematic application process. As a part of this process, the District shall develop a defined timeline that includes a planning stage of at least nine (9) months for new schools and replicator schools. A planning stage is defined as the period between the date the District provides written notification to the School of application approval and the School's first day of instruction.

As part of this process, the District shall also adopt prescriptive requirements for the submission of the application, prescriptive criteria to evaluate the application, and sponsoring priorities.

The process, including the applications, prescriptive criteria for submission, prescriptive criteria for evaluation, guidance, and priorities, shall be available on the District's website.

Application evaluation 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 ("New School"). New Schools pose unique challenges, as the District cannot evaluate the New 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 New School has the capacity to execute its plan.

The application shall require the New School to provide and/or describe, 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;
- g. the school's proposed governance;
- h. the school's proposed management company (if any); and
- i. capacity to execute its plan.

No New School may be approved without interviewing the applicant.

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 shall be reviewed through an application review process.

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;
- d. financial records (including recent audits);
- e. business or growth plan; and
- f. market research.

No Replicating School shall be approved without interviewing the applicant and the applicant’s current sponsor(s).

3. Existing (Transferring) 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);
- e. any deficiency cited by the current sponsor; and
- f. any of the Transferring School’s remedies.

No Transferring School shall be approved without interviewing the applicant and the applicant's current sponsor.

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: March 21, 2018