

**Spring 2018 Charter School Application  
Threshold for Evaluation Template**

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# Eligibility Determination & Threshold for Evaluation (Part 1)

## Executive Summary

Provide a two to four page overview of your school or network, including:

1. Explain the mission and vision of your school. What will your school set out to achieve in the long term, what will success look like, and how will your school get there?
2. Include information on what success will look like for students while attending your school, and after they leave your school (The outcomes you will achieve);
3. How does your school align with the district’s charter authorizing priorities?
4. What are the elements of your educational model that will meet the needs of your target student population?
5. Explain why your school would be important to the community in which you are proposing to locate.
6. Who will your school collaborate with? What community support has the school generated? Who will your school work with to be well positioned within the city and community?

**TYPE YOUR RESPONSE IN THE BOX BELOW, IT WILL EXPAND AS NEEDED.**

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## Returning Applicant Groups

*Applicant groups that have submitted unsuccessful charter applications to OPSB previously are required to complete this section*

Describe the activities that your founding team has conducted since your last application to improve your readiness to start a charter school.

**TYPE YOUR RESPONSE IN THE BOX BELOW, IT WILL EXPAND AS NEEDED.**

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## Academic Model

1. Describe the academic needs of the student population you propose to serve. Explain how you will set, and measure progress towards, performance goals that put your students on a path towards achieving your vision. Include your plan to gather baseline data necessary to establish goals.
2. Describe the concrete structures, policies, and practices that will differentiate your school from options already available to the community you propose to serve.

**TYPE YOUR RESPONSE IN THE BOX BELOW, IT WILL EXPAND AS NEEDED.**

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## Enrollment Plans

*The student population that you describe should be consistent with the enrollment projections that you provide in your proposal overview*

1. Demonstrate through the use of data that the student population that you wish to serve exists.
2. Describe your recruitment strategy and provide your recruitment plan. Provide any evidence that you have collected that demonstrates that parents and guardians have committed to enrolling their children in your school. You may provide evidence in **Attachment 1. Attachment 1** will not count against the page limit.
3. Describe any mission specific admissions priorities, preferences or requirements, your school would seek to offer as well as any criteria used to participate in these programs. [Mission Specific Criteria must be approved through a separate application process following charter approval]

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## Student Experience

1. Describe the culture that you envision for your school and the practices that will foster and maintain that culture.
   1. Describe the steps that you will take to invest staff in the vision and to sustain their investment.
   2. Define the norms that will shape the interactions between administrators and teachers and among teachers, the reason each norm is important, and the steps that you will take to establish and reinforce these norms.
2. Similarly, describe the behavior expectations of your school as well as the practices that will foster and uphold those expectations.
   1. List and describe the values that will define your student culture. Provide your plan for instilling and maintaining student behavior expectations that correspond with these values.
   2. Describe the system of policies and practices your school will implement for setting and maintaining student behavior expectations and norms.
   3. Describe the procedures for due process when a student is subject to removal from the classroom or school, including a description of the appeal process that the school will employ and the plan for providing services to students who are out of the classroom (in-school or out-of-school suspensions) for more than 10 days
      1. This description should include a list, with definitions, of the offenses for which students in the school must (where non-discretionary) and may (where discretionary) be subject to removal from the classroom (in-school suspension) or the school (out-of-school suspension), respectively.
   4. Describe the practices the school will use to support student’s social and emotional learning, and the alignment between these practices and their impact on student achievement
3. Describe the mechanisms and structures available to elevate student voice and leadership at your school.

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## Family & Community Engagement

1. Describe any activities you have undertaken to date to assess and build parent and community support for the school. Explain the role to date of any parents and community members in developing this application or the school, as applicable.
2. How will you share information with Parents/Guardians and Community Members?
3. How will your school create meaningful opportunities for Student, Parent/Guardian, and Community voice in school decision-making?
4. Describe your plans for creating a Parent-Teacher Organization.
5. What is the process for grievances?

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## Governing Board

1. Describe the roles necessary on the board, the responsibilities that align with each role, and identify who will play that role on the board. Describe how the governing board will interact with the principal/head of school and any advisory bodies. As **Attachment 2**, provide a resume for each of your identified board members. Resumes will not count towards the page limit.
2. Describe how the board will monitor the school’s overall performance.
3. Describe the steps the board will take to evaluate the school leader and CEO/Organizational Leader. Specifically, describe: the information the board will collect; The systems by which the board will collect information; The standards - including and in addition to student performance goals- the board will use to evaluate information it collects;
4. Describe the process by which your board identifies potential conflicts of interest before making decisions.
5. Explain the procedure by which board members have been and will be selected. How often will the board meet? Discuss the plans for any committee structure. Describe the board’s processes to remaining compliant with open meeting and public records laws.
6. (if applicable) If there’s a sole member structure responsible for the appointment of governing board members, and/or if the local board (maintained in compliance with Policy HA requirements) must report to any other entity (i.e., a statewide or national board) please provide a statement explaining the nature of the relationship, and the terms/conditions under which it could be dissolved (if any).

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## Staff and Organization

1. As **Attachment 3**, provide an organizational chart. As **Attachment 4**, include job descriptions that summarize the scope of work for all staff on the school leadership team. If applicable, As **Attachment 5 and 6**, provide redacted and un-redacted resumes for any identified leadership team members.
2. Describe your administrator and teacher recruitment strategy, including legally required qualifications (LA R.S. 17:3983), as well as any school design specific qualifications. Include how you will attract a diverse applicant pool that includes candidates who share the same backgrounds with students and are from the Greater New Orleans area.

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## Mission Critical Partners

Educational Service Providers are not considered “Mission Critical Partners” for the purposes of this section. Applicant groups which will use an Educational Service provider should complete the Educational Service Provider section of this application.

1. Describe the mission-critical partnerships that your school has established and provide, as **Attachment 7**, the terms of these partnerships in form of a written commitment or MOU.
2. What is the contingency plan if these partnerships are not maintained?

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## Operational and Financial Readiness

1. Provide, as **Attachment 8**, a detailed start-up plan for the school. Specify tasks, and key milestones, timelines for completion, and the individuals or positions responsible for each. Indicate at which point key individuals will become employees of the organization, as well as contingency plans if you are unable to open in your preferred timeframe.
2. Provide as **Attachment 9**, your school’s start-up and Year 1 operating budget.
3. Do you plan to use a financial manager or a back-office service provider? If the entity that will provide your financial services has been chosen, please provide its name and attach the contract as **Attachment 10** and the resume of the person designated as your qualified business manager as **Attachment 11**. If that entity is an individual financial manager, please provide his / her one-page resume as **Attachment 11**.
4. To whom will your financial manager or back-office service provider report: the school leader, a network/CMO level staff member, or the board?
5. If your school leader or organization are considered an experienced operator include as **Attachment 12** your School/Portfolio Performance workbook.

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## Attachments

1. Attachment 1: (Optional) Student Recruitment Evidence
2. Attachment 2: Governing Board Roster & Resumes
3. Attachment 3: Organization Chart & Staffing Plan
4. Attachment 4: School leadership team job descriptions
5. Attachment 5: Redacted Leadership Team Resumes
6. Attachment 6: Un-redacted Leadership Team Resumes
7. Attachment 7: (If applicable) Mission Critical Partner MOUs/Contracts
8. Attachment 8: Detailed Start-up Plan
9. Attachment 9: Start-up and Year 1 Budget
10. Attachment 10: (If applicable) Financial Manager Contract
11. Attachment 11 Qualified Business Manager/Financial Manager resume
12. Attachment 12: (Experienced Operators) School/Portfolio Performance workbook