

State Charter School Application

For Replication and/or Expansion

By

**The State Charter Schools Commission
of Georgia**



Applicant School Name:

Applicant Contact Address:

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A. **The State Charter Schools Commission of Georgia (SCSC)**

The State Charter Schools Commission (SCSC) was established by O.C.G.A. § 20-2-2082 as a state-level charter school authorizer under the authority of the State Board of Education. The SCSC reviews petitions for state charter schools and authorizes charter schools in a manner to ensure that all charters for state charter schools are consistent with state education goals. The SCSC will vote on SCSC staff recommendations to approve, deny, renew, or nonrenew charter schools at a public meeting. SCSC staff will formulate recommendations based on all available information regarding a charter school applicant, including, but not limited to, the petition, the interview with the petitioner, any previous school performance and achievement data, and any supplemental information received from the petitioner or other interested party.

B. **Applicants**

This application is only for existing charter schools that are seeking to replicate and/or expand. Existing charter schools should consult the SCSC guidance on Replication and Expansion [here](#) before completing and submitting this application.

The purpose of this application is for the charter school to present data and information regarding its success as a current charter school, including its ability to meet its academic and organizational goals in a financially sustainable manner.

Please note, interviews will only be granted to those applicants that demonstrate a positive performance track record that is consistent with the SCSC's guidance on Replication and Expansion.

C. **Concurrent Submissions**

(1) A **charter school that has a statewide attendance zone** that is petitioning for authorization by the SCSC must submit its petition to the local board of education in which the school is proposed to be located concurrently with its submission of its petition to the SCSC. The submission of the charter petition to the local board of education is for informational purposes only. In other words, a charter school that has a statewide attendance zone does not need to be denied by a local board of education prior to authorization by the SCSC.

(2) A **charter school that has a statewide attendance zone that only provides virtual instruction** that is petitioning for authorization by the SCSC does not need to submit a charter petition to a local board of education.

(3) A **charter school that has a defined attendance zone** must submit its petition to the local board of education in which the school is proposed to be located and to each local school system from which the proposed school plans to enroll students. The charter school must submit the petition to the local boards of education in accordance with the deadlines established by those local boards of education. It is incumbent on the charter petitioner to identify the appropriate deadlines. It is not the responsibility of the local school district to inform prospective charter schools of deadlines. A charter school that has a defined attendance zone that does not submit its petition to the local board of education in which the school is proposed to be located by the deadline established by that local board of education **will not be considered** by the SCSC. The SCSC will not act on the charter school's petition for approval until the local board of education in which the school is proposed to be located denies the petition or fails to approve or deny the petition within the time allotted by O.C.G.A. § 20-2-2064.

D. Application Contents

A charter school that is applying for replication and/or expansion must submit **ONE original and ONE copy** in paper format of all the materials listed below. Applicants must also submit electronic copies of **ALL** documents in .pdf format. Additionally, documents followed by an asterisk (*) must be also submitted in Microsoft Word format and documents followed by a caret (^) must be also submitted in Microsoft Excel format. All electronic materials must be submitted on one single USB drive or CD/DVD and accompany the paper submissions. Email submissions will not be accepted.

- Completed Charter Application Cover Page (see Section G – Required Forms).***
- Charter School Executive Summary (see Section G – Required Forms).***
- Charter School Performance Track Record (see Section G – Required Forms).***
- Two (2) Petition Budget Templates utilizing ONLY state funding for state charter schools.^ One Petition Budget Template must reflect full enrollment, and the other Petition Budget Template must reflect 65% enrollment. Please refer to the SCSC website for Microsoft Excel versions of the Petition Budget Template.**
- If the same governing board will oversee both (or multiple) schools, a Conflicts of Interest policy that demonstrates the governing board will fulfill its fiduciary duties for two separate schools while avoiding conflicts of interests.**

Applicants should also submit **electronic copies ONLY** of the following documents:

- Original Charter Petition submitted that resulted in the school's current charter**

❑ **An audit report for the last three fiscal years**

Failure of an applicant to include all required documents may result in a recommendation to not renew or approve the charter school before the SCSC. Only the application and requested documents will be considered.

Applications will not be returned. Please keep a copy for your records. Additionally, please note that all applications submitted to the SCSC are subject to the Georgia Open Records Act.

E. Application Technical Requirements

Applications submitted to the SCSC must adhere to all of the following form requirements:

- All pages, including appendices, are consecutively numbered in the document footer;
- All pages, including appendices, include the charter school name in the document header;
- All appendices are tabbed and clearly labeled;
- The electronic document submitted as the original petition that resulted in the school's current charter does not reflect changes the charter school seeks under this application for replication and/or expansion;
- Electronic documents are clearly identified in the document title; and
- All documents, when signatures are required, are signed in **blue ink**. Stamped signatures will not be accepted.

Failure of an applicant to adhere to these requirements may result in a recommendation to not approve the charter school before the SCSC.

F. Deadline

There is not a set deadline for existing schools applying for replication and/or expansion. However, an applicant should allot approximately three months to complete the application and review process. Additionally, applicants should plan for a minimum planning period of no less than nine months. Therefore, applicants are encouraged to apply at least one year before they seek to open the school. *The SCSC reserves the right to require a school to delay opening to allow for adequate time to begin operations.* Electronic and faxed applications packages will not be considered.

All application packages must be mailed or hand-delivered to the following address:

State Charter Schools Commission
1470B Twin Towers East
205 Jesse Hill Jr., Drive, SE
Atlanta, Georgia 30334

It is the responsibility of the sender to ensure and verify that the application package, in its entirety, is **received** by the SCSC. Due to periodic disruptions in normal mail delivery, the use of an alternative method (e.g., a commercial carrier such as Federal Express or UPS, U.S. Postal Service Express mail, a courier service or personal delivery) to deliver application packages is **strongly** encouraged.

G Required Forms

The following forms must be included in any application package submitted to the SCSC. Any attempt to change or alter the required forms may result in a recommendation to not approve the charter school before the SCSC.

(Application continued on following page.)

STATE CHARTER SCHOOL PETITION COVER PAGE

Part I. Existing Charter School Information

Name of Existing Charter School: _____

Name of the Georgia nonprofit corporation that holds the existing charter: _____

Check ONLY one:

- The existing charter school has a state-wide attendance zone.
- The existing charter school has a state-wide attendance zone but offers only virtual instruction.
- The existing charter school has a defined attendance zone that is not state-wide.

LEA in which the school is located: _____

If not statewide, LEA(s) included in the existing attendance zone: _____

Part II. Proposed Charter School Information

Name of Proposed Charter School: _____

Name of the Georgia nonprofit corporation that will hold the charter if granted: _____

Check ONLY one:

- The governing board of the proposed school will be identical to the governing board of the existing school.
- The governing board of the proposed school will have some members in common with the governing board of the existing school.
- The governing board of the proposed school will have no members in common with the governing board of the existing school.

Check ONLY one:

- The proposed charter school has a state-wide attendance zone.
- The proposed charter school has a state-wide attendance zone but offers only virtual instruction.
- The proposed charter school has a defined attendance zone that is not state-wide.

LEA in which the School will be Located: _____

LEA(s) that will be Included in the Proposed Attendance Zone: _____

Prospective Address for School Location: _____

Part III. Petition Contact Information

Applicants must designate one individual to serve as the contact for official communications. Please note that this information is often requested and provided pursuant to the Georgia Open Records Act. Petitioners should avoid listing personal numbers and email addresses whenever possible.

Name: _____ Title: _____
Physical Address: _____ Phone Number: _____
_____ Fax Number: _____
Email Address: _____

Part IV. Assurances and Signatures

All assurances must be initialed in blue ink by the chairperson of the proposed charter school's governing board. The charter petitioner (or school leader) and chairperson must sign below the final assurance in blue ink to further indicate understanding and agreement to the requirements of governing a state charter school.

- _____ 1. This petition was submitted to appropriate the local board of education(s) as required by O.C.G.A. § 20-2-2084(c) on the following date: _____.
- _____ 2. This petition was approved by the governing board of the proposed charter school on the following date: _____.
- _____ 3. If a charter is granted the proposed charter school programs, services, and activities will operate in accordance with the terms of the charter and all applicable federal, state, and local laws, rules, and regulations.

These assurances are agreed to by:

_____	_____
Charter Petitioner or School Leader	Date
_____	_____
Governing Board Chairperson	Date

STATE CHARTER SCHOOL EXECUTIVE SUMMARY

Name of Proposed Charter School: _____

Proposed Opening Date: _____ Proposed Charter Term: _____

Student Enrollment

Grade Range: _____ Will the School Enroll All Grades the First Year? (Yes/No): _____

Expected Initial Enrollment: _____ Proposed Full Enrollment: _____

For each year of the proposed charter term, indicate the number of students the charter school plans to serve.

	K	1	2	3	4	5	6	7	8	9	10	11	12	Total
Yr 1														
Yr 2														
Yr 3														
Yr 4														
Yr 5														

Research shows that charter schools are more academically, financially and organizationally stable if they grow by only one grade each year. If the charter school plans to grow more than 1 grade each year, please provide a brief rationale for this growth model in 350 words or less in the box below.

****Please note that the SCSC reserves the right to condition expansion and increased enrollment on the charter school's ability to meet performance goals and compliance requirements.***

To be completed only if seeking a statewide attendance zone: In fewer than 350 words, please provide a comprehensive justification and rationale for a statewide attendance zone. Indicators of the need for a statewide attendance zone include, but are not limited to: pre-enrollment of students from a large geographic area with multiple districts; multiple, widespread, documented marketing efforts, governing board representation from a large geographic area, a proposed facility well situated to serve a large geographic area or a comprehensive transportation plan.

Enrollment Priorities – if the proposed school will use any enrollment priorities as authorized by Georgia law, please rank them in order of application below.

Rank	Priority
	A sibling of a student enrolled in the start-up charter school
	A sibling of a student enrolled in another local school designated in the charter
	A student whose parent or guardian is a member of the governing board of the charter school or is a full-time teacher, professional, or other employee at the charter school
	Student matriculating from a local school designated in the charter
	Children who matriculate from a pre-kindergarten program which is associated with the school, including, but not limited to, programs which share common facilities or campuses with the school or programs which have established a partnership or cooperative efforts with the school

Mission and Academic Program

In the box below, use fewer than 350 words to state the proposed charter school's mission and describe why this initiative is meaningful or important to your group. Also provide a brief description of any defining features of the proposed school.

Blank box for mission statement.

In the box below, use fewer than 350 words to describe the proposed charter school's academic program, specifically focusing on its innovation and need for flexibility and any special characteristics, such as a special population, a special curriculum, or some other feature or features which enhance educational opportunities.

Blank box for academic program description.

Operations

In the box below, use fewer than 350 words to describe the proposed charter school's organizational structure, specifically focusing on its relationship with the existing charter school, its general partnership structure with an educational management organization (ESP) if any, and the school's community interest and need.

A large, empty rectangular box with a thin black border, intended for the applicant to describe the proposed charter school's organizational structure. A large, faint, diagonal watermark reading "DRAFT" is overlaid across the center of the box.

In fewer than 350 words, describe the school facility that the charter school will use and its location as well as contingency plans should the school's primary facility plans prove unsuccessful. State whether the school facility and contingencies are new or existing. If the facility plans for the charter school have not been finalized, the narrative should describe prospective facilities and the steps the charter school is taking to attain a permanent facility.

A large, empty rectangular box with a thin black border, intended for the applicant to describe the school facility and contingency plans. A large, faint, diagonal watermark reading "DRAFT" is overlaid across the center of the box.

Community Engagement

Prior to opening a new school, there must be evidence of need as demonstrated by the local community that the school hopes to serve. Applicants must complete the chart below to demonstrate that they have secured the requisite community support.

Type of Engagement/Support	Frequency	Notes
Community Meetings	# of meetings held: # of total attendees:	
Community Surveys	# of surveys completed: # of surveys indicating support:	
Pre-Registration	# of students pre-registered:	
Waitlists at Existing School	# of grades served: # of grades with waitlists:	
Other – (describe)		
Other – (describe)		
Other – (describe)		

Responsibilities of an LEA

To be completed by Locally-Approved Schools ONLY: In fewer than 350 words, describe how the charter school intends to fulfill all responsibilities of acting as its own LEA, including but not limited to data collection and reporting and serving special populations.

State Charter School

Replication and/or Expansion

Performance Track Record

The SCSC comprehensive performance framework (CPF) is incorporated into all charter contracts for state charter schools approved by the SCSC for the 2016-2017 school year and beyond. State charter schools are evaluated based on the indicators and measures of the CPF, and expansion and replication decisions are tied to a school’s CPF performance. You can find additional information on the performance framework [here](#). Complete the following table to illustrate the performance track record of the EXISTING SCHOOL the board is seeking to replicate or expand. Performance will be evaluated in the areas of student achievement, operational compliance, financial viability, and legal performance. *Our CPF is not aligned to the operational obligations of locally-approved charter schools; therefore, the SCSC will evaluate operational performance on a holistic basis using the school’s track record of operational compliance.

PERFORMANCE FRAMEWORK	Y1	Y2	Y3	Y4	COMPLIANT?
GOAL CATEGORY	Met = M Did Not Meet = DNM Exceeded = E	Met = M Did Not Meet = DNM Exceeded = E	Met = M Did Not Meet = DNM Exceeded = E	Met = M Did Not Meet = DNM Exceeded = E	Did the school meet standards in at least 3 of 4 years?
Academic					
Financial					
Operational					

State Charter School Conflict of Interest Form

Instructions: This form must be completed by each governing board member of the nonprofit organization that will hold the charter of the proposed state charter school as well as any individual holding administrative oversight over any aspect of school operations. If the answer to any question is “Yes,” the individual completing the form must submit a written explanation of the answer that will not exceed one typed page for each “Yes.” For the purpose of this form, the term “immediate family member” means a spouse, child, sibling, or parent or the spouse of a child, sibling, or parent.

1. Do or will you or an immediate family member have any contractual agreements with the proposed charter school?	Yes	No
2. Do or will you or your immediate family have any ownership interest in any educational service provider or any other legal entity contracting with the proposed charter school?	Yes	No
3. Did or will you or your immediate family lease or sell any real property or facilities to the proposed charter school?	Yes	No
4. Did or will you or your immediate family sell any supplies, materials, equipment, or other personal property to the proposed charter school?	Yes	No
5. Have you or your immediate family guaranteed any loans for the proposed charter school?	Yes	No
6. Are or will you or your immediate family be employed by the proposed charter school or one of its vendors or contractors?	Yes	No
7. Did you or your immediate family have any ownership interest in any corporation, partnership, or other entity which would answer “Yes” to any of the above questions?	Yes	No
8. Are you aware of any other board, group, or other entity that believes it has a right to control or provide input on votes that you will cast as a member of the governing board of the proposed charter school?	Yes	No
9. Do you currently serve as a member on the governing board of any other charter school?	Yes	No
10. To the best of your knowledge, is there any situation not described above that may create the appearance of a conflict of interest between you and the proposed charter school or that would make it difficult for you to discharge your duties or exercise your judgment independently and in the best interest of the proposed charter school?	Yes	No

Continued on the next page.

State Charter School Conflict of Interest Form

My signature below indicates that I do solemnly swear or attest under penalty of law that the information provided herein is accurate, complete, true and correct to the best of my knowledge. I acknowledge that this information is subject to verification or auditing at any time by the State Charter Schools Commission of Georgia, the Georgia Department of Audits and Accounts, or the Governor's Office of Student Achievement. Falsifying, misrepresenting or knowingly omitting any of information in this document may result in criminal, civil, or administrative penalties, including disciplinary action under the Code of Ethics for Educators.

Name of the Proposed Charter School:

Signature

Date

DRAFT

State Charter School Applicant History

Instructions: This form must be completed by each governing board member of the nonprofit organization that will hold the charter of the proposed state charter school as well as any individual holding administrative oversight over any aspect of school operations.

- | | | |
|--|------------|-----------|
| <p>1. Have you previously served on the governing board of or held an administrative position with any other charter school(s)? <i>If you answer "yes" please complete the remainder of this form. If you answer "no", please skip to the signature portion at the bottom of the page.</i></p> | Yes | No |
| <p>2. Provide the name, location and authorizer of all charter schools you were previously affiliated with.</p> | | |

- | | | |
|---|------------|-----------|
| <p>3. Are all schools still operating as a charter school? <i>If you answer "yes", please skip to Question 7. If you answer "no", please proceed to Question 4.</i></p> | Yes | No |
| <p>4. Did the school(s) close for academic reasons? <i>If yes, please submit a written explanation of the answer that will not exceed one typed page.</i></p> | Yes | No |
| <p>5. Did the school(s) close for financial reasons? <i>If yes, please submit a written explanation of the answer that will not exceed one typed page.</i></p> | Yes | No |
| <p>6. Did the school(s) close for other reasons? <i>If yes, please submit a written explanation of the answer that will not exceed one typed page.</i></p> | Yes | No |
| <p>7. During your tenure with the charter school(s), were you aware of any fraud or other criminal activity? <i>If yes, please submit a written explanation of the answer that will not exceed one typed page.</i></p> | Yes | No |
| <p>8. During your tenure with the charter school(s), were you aware of any accusations of fraud or other criminal activity? <i>If yes, please submit a written explanation of the answer that will not exceed one typed page.</i></p> | Yes | No |
| <p>9. If any school is still operational, please attach a description of why you are no longer involved with the charter school.</p> | | |

Continued on the next page.

State Charter School Applicant History

My signature below indicates that I do solemnly swear or attest under penalty of law that the information provided herein is accurate, complete, true and correct to the best of my knowledge. I acknowledge that this information is subject to verification or auditing at any time by the State Charter Schools Commission of Georgia, the Georgia Department of Audits and Accounts, or the Governor's Office of Student Achievement. Falsifying, misrepresenting or knowingly omitting any of information in this document may result in criminal, civil, or administrative penalties, including disciplinary action under the Code of Ethics for Educators.

Name of the Proposed Charter School:

Signature

Date

Name

Title

