

EDMOND SCHOOL DISTRICT
REQUIREMENTS FOR CHARTER SCHOOL PROPOSALS

INTRODUCTION

Charter Schools were authorized by the Oklahoma Charter Schools Act (the “Act”) as a part of House Bill 1759 of the 1998-1999 Legislative Session, effective July 1, 1999. Under the Act, Charter Schools must be sponsored by certain authorized school districts or vo-tech school districts (the “Sponsor”). In order to attain Charter School status, persons or entities desiring to organize a Charter School must file a written proposal (“Proposal”) with a Sponsor. If the Proposal is accepted, the applicant must enter into and execute a mutually agreeable contract (“Charter School Contract”) with the Sponsor within ten (10) business days of the date of Board acceptance of the Proposal.

The information required herein MUST be included in the Proposal which the Act requires to be submitted to the District as the proposed Sponsor of a Charter School.

Because the Board of Education is concerned about the quality of education students in this District receive and recognizes the need to inform applicants for Charter Schools of the responsibilities placed upon those granted a Charter, a Proposal to organize a Charter School must be in writing (typed, not hand-written) and must contain the following information in the following order and according to the relevant numbers and letters. Failure to fully and truthfully provide all information required herein will be cause for rejection of the Proposal.

All applicants are required to review and familiarize themselves with the provisions of the Act.

GENERAL INFORMATION

1. Identify the applicant(s), including the names, addresses, facsimile numbers, E-mail addresses, and telephone numbers of each individual applicant. If the applicant is a corporation, state the names, addresses, facsimile numbers, E-mail addresses and telephone numbers, of all directors and officers, and attach a copy of the Articles of Incorporation and current By-laws of the corporation. If the applicant is a limited liability company (LLC), attach a copy of the current Articles of Organization, current Operating Agreement, and names, addresses, telephone numbers, facsimile numbers and E-mail addresses of each Member or Manager. If the applicant is a limited or general partnership, attach a copy of the Partnership Agreement/Articles, the filed Certificate of Limited Partnership with the Oklahoma Secretary of State, and the names, addresses, telephone numbers, facsimile numbers and E-mail addresses of each partner.
2. If the applicant has or is seeking IRS 501(c)(3) status, submit a copy of the applicant’s application for tax exempt status to the Internal Revenue Service; a copy of the response from the IRS, if received; and a copy of the applicant’s latest tax return, if applicable.

3. Disclose any litigation, whether civil or criminal, in which the applicant is or has been a party, and state whether such litigation could have an adverse impact upon the financial ability of the applicant to operate a Charter School.
4. Provide the name of the proposed Charter School.
5. State the date of the proposed opening of the Charter School.
6. State if the Charter School will be associated in any manner with a sectarian school or religious institution.
7. Provide a copy of any previous or currently pending Charter School Proposals and specify the result, if any, of such Proposals.

MISSION STATEMENT

The Oklahoma Legislature has stated that the purposes of the Act are to: (1) improve student learning (2) increase learning opportunities for students (3) encourage the use of different and innovative teaching methods (4) provide additional academic choices for parents and students (5) require the measurement of student learning and create different and innovative forms of measuring student learning (6) establish new forms of accountability for schools; and (7) create new professional opportunities for teachers and administrators, including the opportunity to be responsible for the learning program at the school site.

The Proposal must include the Mission Statement for the proposed Charter School, including a copy of the action of the governing body of the applicant approving and adopting the Mission Statement for the proposed Charter School.

The Mission Statement must contain the long-range vision of the Charter School. The Mission Statement must specify the manner in which the proposed Charter School will fulfill the above Legislative goals.

EDUCATIONAL INFORMATION

1. What are the specific educational goals of the Charter School?
2. The number of students estimated to be enrolled at the start of Charter School operations;
3. The admissions policy of the Charter School. Specify any type of enrollment criteria to be used, and attach a draft of a proposed policy providing for admission of students;
4. The Charter School calendar and school day schedule;

5. The grade(s) and/or courses to be offered;
6. The methods that would be used in assessing whether students are meeting academic goals, including the identification of any specific norm-referenced, criteria-referenced, or achievement tests to be administered to students, and the approximate dates for completing any relevant tests required by state law, such as the Oklahoma School Testing Program;
7. An outline of the criteria to be used to measure the effectiveness of the Charter School;
8. The maximum number of total students to be served by the Charter School or any maximum class sizes that will be maintained;
9. The textbooks, workbooks, and other written curriculum materials to be used during the first year of operations;
10. The learning resources/technology to be provided during the first year of operations, such as computers, lab equipment, etc.;
11. The library resources that will be available to students. Describe the location of the library facilities;
12. Whether the Charter School will offer extracurricular activities for students. If so, describe the activities, and, if athletic courses will be provided, describe the equipment, facilities, and other resources to be provided for any athletic courses;
13. The transportation to and from the charter school to be provided to regular students and children with disabilities;
14. How the Charter School intends to comply with requirements placed upon schools by the Individuals With Disabilities Education Act, including child find, and the identification, evaluation, and placement of such students;
15. How the Charter School will comply with all federal regulations and state and local rules and statutes relating to health, safety, civil rights, insurance, students, and faculty;
16. The disciplinary code to be required of students;
17. Whether the Charter School will have a gifted and talented program, and a detailed description of what that program will offer;
18. Whether the Charter School will offer guidance and counseling services, and a detailed description of what those services will offer;

19. How the Charter School will address the specific needs of students who may be at risk of dropping out of school;
20. How the Charter School will educate students with limited English proficiency, and
21. A detailed description of the teaching philosophy of the Charter School.

SCHOOL GOVERNANCE AND ORGANIZATIONAL STRUCTURE

State the proposed organizational structure and the governing body of the Charter School, including:

1. A list of the proposed members of the initial governing board of the Charter School, including their names, addresses, telephone numbers, facsimile numbers and E-mail addresses;
2. A description of the qualifications and method for the appointment or election of the initial and replacement members of the governing board;
3. A description of what experience each individual on the board has in working with the student population to be served by the proposed Charter School;
4. A statement of any felony criminal conviction and misdemeanor criminal conviction involving moral turpitude within the past 15 years of any member of the governing body, and within the past 10 years of the proposed chief operating officer/administrator and any employee of the applicant;
5. The individuals who will appoint or elect the members of the governing board
6. The length of the terms of office of the governing board members
7. The individual to be in charge of complying with the Oklahoma Open Meeting Act and the Oklahoma Open Records Act
8. The individual who will be in charge of keeping educational records, maintaining their confidentiality, and complying with the Family Educational Rights and Privacy Act
9. The individual who will assure compliance with the Individuals with Disabilities Education Act, Section 504, and the Policies and Procedures For Special Education In Oklahoma of the State Department of Education governing the education of children with disabilities

10. The proposed times, dates, and places of the meetings of the governing board, if known; and,
11. The responsibilities of the individuals on the governing board.

FINANCIAL OPERATIONS

1. A description of how the financial plan of the Charter School will be funded during the first three (3) years. Provide the anticipated budget and anticipated revenues (with sources) of the Charter School for the first fiscal year of operations, including the anticipated cost of:
 - a. acquiring or leasing facilities;
 - b. maintaining and cleaning the facilities;
 - c. insuring the facilities;
 - d. providing utility and telephone services;
 - e. providing students with school textbooks, workbooks, other curriculum needs, and supplies;
 - f. obtaining insurance protection for property, transportation, and general liability;
 - g. providing workers' compensation insurance for employees;
 - h. paying for auditor and legal services;
 - i. paying personnel salary and fringe benefits, including the payment of employer contributions to Social Security and the Oklahoma Teachers Retirement System, and any payments toward health insurance premiums in which school employees participate through this sponsoring district's health insurance plan;
 - j. paying for contracted professional services other than audit and legal services;
 - k. complying with employer responsibilities for unemployment compensation; and state whether the Charter School will be a

taxing or reimbursing employer for unemployment compensation benefits purposes;

- l. providing student food service;
 - m. transporting regular education students; describe such equipment, and the arrangements made for such transportation and compliance with state and federal regulations governing the transportation of students; describe the financial resources available, or commitments made, to transport students to and from school who have disabilities and need special transportation to obtain benefits from their Individualized Education Programs; and
 - n. providing extra-curricular activities, if applicable.
2. Describe the process by which the Charter School will adopt an annual budget.
3. Explain how the Charter School will operate its business office, and what personnel will be used.
4. State whether the applicant will agree to an annual audit of the financial operations of the Charter School in accordance with the provisions of the Oklahoma Public School Audit Law.
5. Describe the equipment (computers, software) available and process to be used to comply with the reporting requirements of the Oklahoma Cost Accounting System.
6. Provide the name of the individual who will serve as the Charter School Treasurer or other person having primary responsibility for managing the finances of the Charter School and:
 - a. describe the demonstrated experience or equivalent experience such individual has had in being responsible for the financial management of a school;
 - b. list the name, address and telephone number of every school district in which the individual had such experience, the years of service, and the financial duties performed; and
 - c. if equivalent service in school finance is the basis for the appointment of such individual, describe all such experience, the years in which it was obtained, and the employment position in which it was obtained.
7. Provide the name and address of the Charter School's depository bank.
8. Describe the source of any anticipated funding other than the receipt of State Aid.

FACILITIES

Describe the facility and location of the proposed Charter School, including:

1. The address of the facility, and a description of the type of structure in which the Charter school would be located;
2. Whether the facility is owned or leased by the applicant;
3. If owned, attach a copy of the deed. If leased, provide the term of the lease, and attach a copy of any agreement, or pending agreement, signed by the applicant or the proposed governing body of the Charter School;
4. A floor plan showing the space to be provided for classrooms, labs, and bathrooms;
5. If the facility complies with accessibility requirements for individuals with disabilities and if not, what remediation is proposed; and
6. What provisions have been made to keep facilities maintained, clean and in compliance with regulations governing asbestos control and hazardous chemicals.

EMPLOYMENT POLICY

Describe the hiring policy of the Charter School, including:

1. If appropriate certification issued by the Oklahoma State Board of Education will be required of teachers and any administrators and if so, the exact certification requirements;
2. The qualifications to be met by professional employees, such as administrators, teachers, and counselors;
3. How the Charter School will seek to find employee applicants;
4. If the Charter School will conduct a felony search of employment applicants; and
5. Describe all background and reference checks that will be made of employment applicants.

COMMUNITY SUPPORT

Describe the commitments received from school district residents for the establishment of the Charter School, including parental statements of intent to enroll students in the Charter School if approved, petitions asking for approval of the Charter School, and a survey of the school district residents.

GENERAL

The Board of Education of this District, or its designees, may require additional information or documentation to support the Proposal.