CHARTER SCHOOLS:
APPLICATION PROCESS

Charter Schools

Pursuant to the provisions of the Oklahoma Charter Schools Act (the Act), the district will sponsor charter schools in the manner set forth in this policy and in the Act. Any persons or entities desiring to apply for a charter school contract with the district shall submit an application in a form prescribed by the administration of the school district. Such application shall contain all information and documentation required by the Act and by the District. In conjunction with the submission of an application, the applicant shall also submit a proposed charter for the charter school, which shall contain all provisions and documentation required by the Act and by the District.

Upon receipt of an application and charter by the District, the administration shall determine if the documents comply with applicable laws, rules, policies, and regulations. If the administration determines that they are not in compliance, the administration shall notify the applicant of the deficiencies and afford the applicant an opportunity to revise the documents before their submission to the board of education. If the application and proposed charter are determined to be in compliance with legal authority, a proposed contract shall be prepared and tentatively agreed to by the applicant and the administration. The contract shall contain all provisions required by the Act.

The application, charter, and contract shall be submitted to the board of education for consideration and a vote to accept or reject the proposed charter school shall be taken within ninety (90) days of initial receipt of the application. The administration shall also provide the board of education with its recommendation to either accept or reject the application and the basis for such recommendation. Basis for recommending rejection shall include the applicant’s failure or refusal to correct any deficiencies in the application and/or charter or to agree to the terms of a contract. If the application is rejected by the board of education, the applicant shall be entitled to the procedures provided in the Act.

Initial contracts for a sponsored charter school shall be effective for five (5) years from the first day of operation. The term of all charter school contracts shall terminate on June 30. Termination of a contract during its term shall be in accordance with the Act.

The physical location of any charter school sponsored by the district shall be within the district’s boundaries. Admission to any sponsored charter school shall be in compliance with the Act. Transportation will not be provided by the district to students attending a sponsored charter school, unless such services are provided by contract on a cost-reimbursement and availability basis. Funding shall be as provided by the Act and rules of the State Board of Education. Any teacher who is employed by a sponsored charter school, who was previously employed by the district immediately prior to such employment, and who was in good standing when such teacher’s district and charter school employments were terminated, shall not lose any right of salary status or any other benefit provided by law upon reemployment by the district due to teaching at the sponsored charter school. Such teacher’s right to reemployment shall be in accordance with the Act. A decision to not reemploy shall be for good cause.
CHARTER SCHOOLS, APPLICATION PROCESS (Cont.)

New Charter School Applicants

It is the policy of Oklahoma City Public Schools Board of Education, regarding establishing and operating charter schools, to be responsive to the enabling legislation, 70 O.S. §3-130, and to receive and accept applications to sponsor charter schools within the District.

The Board of Education of the Oklahoma City Public Schools believes that providing students and families a variety of education choices, representing a range of high quality instructional methodologies, is an important district goal. In an effort to accomplish this goal and the objectives in the district strategic aims, the district recognizes the federal initiative of charter schools and the federal definition of charter schools as: “innovative, nonsectarian public schools which provide educational choices tailored to the community needs” which provide “greater accountability for results.” The basic concept of charter schools is that, in exchange for the greater accountability, they exercise increased autonomy. They are accountable for both academic results and fiscal practices to several groups: the sponsor that grants them, the parents who choose them, and the public that funds them.

In accordance with 70 O.S. §3-130, public charter schools shall demonstrate a commitment to the mission and diversity of public education and promote the law’s purposes in accomplishment of its goals.

Charter schools sponsored by Oklahoma City Board of Education will be educationally sound, quality schools filling a program or under-served student need within the district.

Timeline Summary

<table>
<thead>
<tr>
<th>Item</th>
<th>Due Date</th>
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<tbody>
<tr>
<td>Letter of Intent</td>
<td>Due September 15, 2017 by 4:30 PM to the Office of PK-12 Schools or via email to <a href="mailto:wtstubbs@okcps.org">wtstubbs@okcps.org</a></td>
</tr>
<tr>
<td>Application</td>
<td>Due October 20, 2017 by 4:30 PM to the Office of PK-12 Schools or via email to <a href="mailto:wtstubbs@okcps.org">wtstubbs@okcps.org</a></td>
</tr>
<tr>
<td>Present Proposal to School Board</td>
<td>By the November 13, 2017 School Board Meeting</td>
</tr>
<tr>
<td>Feedback Window</td>
<td>October 20, 2017 - January 18, 2018 (or earlier depending on date of January board meeting)</td>
</tr>
<tr>
<td>Board Decision</td>
<td>No later than January 18, 2018</td>
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<tr>
<td>Anticipated School Opening Date</td>
<td>Fall of 2019</td>
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CHARTER SCHOOLS, APPLICATION PROCESS (Cont.)

Timeline

Step 1. Receipt of letter of intent by the Office of PK-12 Schools by September 15.

Step 2. Letter and/or email acknowledging receipt and scheduling in-person interview.

Step 3. Receipt of application, including eight copies, by the Office of PK-12 Schools by October 20.

Step 4. Letter from the district acknowledging receipt of the application and beginning of the 90-day review period.

Step 5. Applicants will be invited to make a brief presentation of the charter school application to the board of education at a regular or special meeting, within 30 days of submission of the application.

Step 6. A. Copies to various departments with a request to review the application and reply with comments and concerns on the issues specific to that area. Comments and concerns should be submitted within 30 days. Comments should address the substantive qualities of the application related to the perceived strengths and weaknesses in these specific areas: fiscal, facilities, curriculum (appropriate grade level), and administrative.

B. A copy of the application will be sent to the district’s legal counsel for review of compliance with the Act, other laws, and the district policy relating to charter schools. A review report will be due within 30 days.

C. A copy of the application will be reviewed by a committee of the Oklahoma Charter School Association, which will submit a written report of the review to the superintendent within 30 days of receipt.

Step 7. In-person interview with Office of PK-12 Schools

Step 8. Accompanied by the reviews from the various parties, a written recommendation to approve or not approve the application shall be submitted to the superintendent or designee, in which the following shall be discussed: overall strengths, weaknesses, and satisfaction of the purpose(s) stated in the Act and this policy.

Step 9. Copies of the department reviews will be included with the application for board review. Opportunity for questions to the applicant will be provided at a school board meeting.

Step 10. Board action and written notification to applicant.

Application Process

Applications submitted for charter school status should be submitted to the office of the Office of PK-12 Schools. Applications will be reviewed by district staff and legal counsel to determine compliance with the law, fulfillment of the purpose of the Act, and fulfillment of the district goals by adding quality education options not otherwise
adequately provided. District staff will review the applications based on the soundness and quality of the charter school proposed, and will communicate their findings to the superintendent for presentation and consideration by the board.

The board’s role in the charter school application process will include reviewing reported findings by district staff, as well as reviewing applications, to determine appropriateness for approval based on the stated goals and purposes for charter schools within the state and district. A decision by the board is expected within 90 days of the submission of the application.

The board of education will accept written, materially complete applications from any legally authorized entity wishing to establish a charter school. At a minimum, the application must contain the following:

1. A mission statement for the charter school;
2. A description including, but not limited to, background information of the organizational structure and the governing body of the charter school;
3. A financial plan for the first five (5) years of operation of the charter school and a description of the treasurer or other officers or persons who shall have primary responsibility for the finances of the charter school. Such person shall have demonstrated experience in school finance or the equivalent thereof;
4. A description of the hiring policy of the charter school;
5. The name of the applicant or applicants and requested sponsor;
6. A description of the facility and location of the charter school;
7. A description of the grades being served;
8. An outline of criteria designed to measure the effectiveness of the charter school;
9. A demonstration of support for the charter school from residents of the school district which may include but is not limited to a survey of the school district residents or a petition signed by residents of the school district;
10. Documentation that the applicants completed charter school training as set forth in subsection A of this section;
11. A description of the minimum and maximum enrollment planned per year for each term of the charter contract;
12. The proposed calendar for the charter school and sample daily schedule;
13. Unless otherwise authorized by law or regulation, a description of the academic program aligned with state standards;
14. A description of the instructional design of the charter school, including the type of learning environment, class size and structure, curriculum overview and teaching methods;
15. The plan for using internal and external assessments to measure and report student progress on the performance framework developed by the applicant in accordance with subsection C of Section 3-135 of this title;
16. The plans for identifying and successfully serving students with disabilities, students who are English language learners and students who are academically behind;

17. A description of cocurricular or extracurricular programs and how they will be funded and delivered;

18. Plans and time lines for student recruitment and enrollment, including lottery procedures;

19. The student discipline policies for the charter school, including those for special education students;

20. An organizational chart that clearly presents the organizational structure of the charter school, including lines of authority and reporting between the governing board, staff, any related bodies such as advisory bodies or parent and teacher councils and any external organizations that will play a role in managing the school;

21. A clear description of the roles and responsibilities for the governing board, the leadership and management team for the charter school and any other entities shown in the organizational chart;

22. The leadership and teacher employment policies for the charter school;

23. Proposed governing bylaws;

24. Explanations of any partnerships or contractual partnerships central to the operations or mission of the charter school;

25. The plans for providing transportation, food service and all other significant operational or ancillary services;

26. Opportunities and expectations for parental involvement;

27. A detailed school start-up plan that identifies tasks, time lines and responsible individuals;

28. A description of the financial plan and policies for the charter school, including financial controls and audit requirements;

29. A description of the insurance coverage the charter school will obtain;

30. Start-up and five-year budgets with clearly stated assumptions;

31. Start-up and first-year cash-flow projections with clearly stated assumptions;

32. Evidence of anticipated fundraising contributions, if claimed in the application;

33. A sound facilities plan, including backup or contingency plans if appropriate;

34. A requirement that the charter school governing board meet at a minimum quarterly in the state and that for those charter schools outside of counties with a population of five hundred thousand (500,000) or more, that a majority of members are residents within the geographic boundary of the sponsoring entity; and

35. A requirement that the charter school follow the requirements of the Oklahoma Open Meeting Act and Oklahoma Open Records Act.

The applicant should submit an original and eight copies of the charter application.
The board will accept or reject the application within ninety (90) days of receipt of the application at a lawfully convened meeting of the board of education. Notification of the acceptance or rejection and the reasons therefore, will be provided to the applicant in writing. If the proposal is accepted, the board shall notify the State Board of Education of the sponsorship. If the proposal is rejected, the applicants may resubmit a revised application for reconsideration within thirty (30) days after receiving notification of the rejection. The board will respond to the revised application within thirty (30) days. If rejected again, the applicant may appeal the decision to the State Board of Education in accordance with the Act.

If the proposal is accepted, the charter school will fall under the district’s insurance programs, unless otherwise stated in the charter contract.

Once a charter application has been approved, the District shall contract with the charter school based on the charter’s unique mission and/or the student population that the charter serves as indicated in the charter’s application.

REFERENCE: 70 O.S. §3-134

OSSBA Policy EGAAA-P