

FREDERICK COUNTY PUBLIC SCHOOLS		Reg. No. 400-84
Subject:	CHARTER SCHOOL APPLICATION PROCESS	Date of Issue: 3/14/07
Preparing Office:	Office of the Superintendent	Amended: 12/7/10

I. Policy 440

II. Procedures

A charter school applicant may submit an application in accordance with provisions outlined in Board Policy 440 and the following procedures:

A. Submittal of Concept Proposal

1. The purpose of providing a concept proposal is to provide the applicant the opportunity to informally share information and receive feedback from the board.
2. A concept proposal may be submitted by May 1 of the year preceding the proposed starting date in order for the board to provide initial feedback prior to the application process.
3. The attached exhibit entitled, "Concept Proposal for a Charter School" is provided as a resource if the applicant seeks to submit a proposal.

B. Application Process

Those interested in applying to operate a public charter school must submit an application to the superintendent by August 1 of the year prior to the proposed starting date. The applicant shall submit eight (8) copies of the application for distribution to the superintendent and board members with appropriate permissions acknowledged for photocopying any material that is copyright protected. Each application shall include but not be limited to, the following components:

1. Vision and Mission Statement - The applicant's vision for the public charter school and a mission statement as to how the vision will be achieved.
2. Action Plan - Specific action plans and strategies for developing and delivering educational programs and services including the provision for special populations.
 - a. Philosophy and goals of the program
 - b. Education levels to be offered (preschool, elementary, middle, secondary)
 - c. Student to teacher ratio
 - d. Unique focus of the school program as appropriate (i.e., reclaiming dropouts, utilizing specific instructional programs)
 - e. Fully developed curriculum showing alignment with Maryland voluntary state curriculum
 - f. Instructional methods to implement the curriculum
 - g. Appropriate technology, equipment, libraries and other media available
 - h. Length of student instructional day
 - i. Extracurricular offerings
 - j. Extended day program/supplemental programs - both free and fee-based
 - k. Provision for transportation, if appropriate
 - l. Building security and safety plan

3. Desired Educational Results - including student academic outcomes and how they will be measured.
4. Student Admission Procedures
5. Staffing Plan
6. Management Plan
 - a. Applicants must clearly define the governance structure that will be in place for the public charter school. Staff, parents and the community must be represented in the governance structure.
 - b. Applicants must specify the methods by which they expect to achieve legal, fiscal, and programmatic accountability for the operation of the public charter school and must be accountable to the local board for performance results and for fiduciary responsibility.
7. Facilities Plan - Unless otherwise agreed, a public charter school applicant shall be responsible for providing and maintaining a facility. A facilities plan for the charter school must be provided that specifies cost, location, available space as well as the use, terms, and conditions of the facility acquisition and necessary utilities.
8. Financial Plan - An applicant must submit a financial plan for the charter school, which includes a proposed budget outline, proposed student enrollment, and revenue sources. The plan will include assurances of financial solvency for the duration of the charter and accountability for the use of funds and resources.
9. Community Support - A description of the type and extent to which there is sufficient community support for the proposed public charter school must be submitted.
10. Conflict of Interest - Each founding member and individuals serving on the proposed charter school's board of directors will be required to complete a conflict of interest form. (See Exhibit 3).
11. Waivers - An applicant must identify waivers it intends to request from either the local or state board that it deems necessary to execute the mission of the proposed charter school.

C. Resources to Aid Applicants in Developing an Application

The following documents are offered as resources in assisting the applicant in developing an application to meet expectations as outlined in Board policy and regulation:

- Exhibit 1 - Criteria for Charter School Application Submittal
- Exhibit 2 - Maryland Model Charter School Application Guidelines @ http://www.mdcharternetwork.org/res_publications.html
- Exhibit 3 - Conflict of Interest Form
- Exhibit 4 - Concept Proposal for a Charter School – Key Components
- Exhibit 5 - Charter School Application Evaluation Form
- Exhibit 6 - Charter School Waiver Application

Approved:

Original signed by

Linda D. Burgee
Superintendent

EXHIBIT 1

**BOARD OF EDUCATION OF FREDERICK COUNTY
Frederick, Maryland**

Criteria for Charter School Application Submittal
(Reference Board of Education Policy 440 when completing application.)

A. Executive Summary

1. Vision for the public charter school and a mission statement as to how the vision will be achieved
2. Overview of the needs to be addressed by the public charter school
3. Brief description of the program to be implemented including any specific focus of the program
4. Proposed start date and duration of the charter
5. Contact name, address, phone, e-mail information

B. Educational Programs and Services

1. Philosophy and goals of the program
2. Education levels to be offered (preschool, elementary, middle, secondary)
3. Student to teacher ratio
4. Unique focus of the school program as appropriate (i.e., reclaiming dropouts or utilizing specific instructional programs)
5. Fully developed curriculum showing alignment with Maryland voluntary state curriculum
6. Instructional methods to implement the curriculum
7. Appropriate technology, equipment, libraries and other media available
8. Length of student instructional day
9. Extracurricular offerings
10. Extended day program/supplemental programs - both free and fee-based
11. Provision for transportation, if appropriate
12. Building security and safety plan

C. Special Populations

1. Provision for students with disabilities (IDEA and Section 504) to be included in the educational program
2. Provision for English Language Learners to be included in the educational program

D. Student Outcomes

In addition to the standards used by the Board of Education of Frederick County and the Maryland State Board of Education (HSA, MSA) and how they will be addressed, describe any additional:

1. Educational outcomes to be achieved
2. Measurement and reporting of student performance and progress
3. Non-academic goals to be achieved

E. Student Admission Procedures

1. Projected student enrollment
2. Procedures for recruitment of students
3. Description of random-selection process if the number of qualified applicants exceeds the predetermined student capacity
4. Public and parent information plans

F. Staffing Plan

1. Job descriptions for all staff
2. Projected staffing needs
3. Detail of any additional contracts needed to provide staff services
4. Access to and knowledge of FCTA and FASSE negotiated agreements

G. Management Plan

1. Legal entity/corporate structure
2. Resumes of founding group members
3. Governing boards - membership, roles, responsibilities, functions
4. Administrative practices
5. Administrative staffing plan
6. School management
7. Organizational chart for the charter school
8. Conflict of Interest form

H. Facilities Plan

1. Identification and location of site if known at time of application
2. Identification and location of site pending approval of application, include architectural drawings/floor plans if available
3. Planning and zoning
4. Building site plan and floor plan
5. Building gross and net square footages
6. Building current and proposed space use
7. Building inspection report(s)
8. Building systems and materials condition
9. Facility acquisition/lease - terms and conditions
10. Proposed site redevelopment, new construction or renovation, and estimated costs
11. Schedule for occupancy
12. Plans for building security and safety, maintenance and custodial services

I. Financial Plan

1. Annual operating budget for duration of the charter agreement (includes start-up costs and conditions for providing operating support such as custodial, mail service, curriculum support, legal counsel, professional development)
2. Annual capital budget for the duration of the charter agreement
3. Appropriate property and casualty insurance
4. Plan for utilization of FCPS financial management/accounting/procurement procedures
5. Provision for financial audits by school system
6. Supervision of and inventory control of material, equipment, and supplies
7. Planned fundraising efforts

J. Community Support

1. Description of the type and extent to which there is sufficient community support for the proposed public charter school
2. Orientation plans for parents, staff, community

K. Assurance - Applicant(s)' signed assurance statement

L. Conflict of Interest

M. Waivers - If the applicant is planning to request any waivers of local and/or state regulations/policies, those requests must be included with the submitted application packet.

**BOARD OF EDUCATION OF FREDERICK COUNTY
Frederick, Maryland**

ASSURANCE STATEMENT FOR CHARTER SCHOOL APPLICANT(S)

I understand that in operating a public charter school I am bound to comply with appropriate state and federal statutes; Maryland State Board of Education regulations and decisions; and, local board of education policies, regulations, and negotiated agreements, unless I have requested and acquired an approved waiver to any of the above.

Applicant(s) Signature

Date

Maryland Model Charter School Application Guidelines

The complete set of guidelines may be accessed at the following email address:
http://www.mdcharternetwork.org/res_publications.html

EXHIBIT 3

**Charter School
Conflict of Interest Form**

(This form must be completed by all members of the Founding Board and the Board of Directors.)

The intent of this form is to identify any potential conflicts of interest that may be created in the event the charter school application is approved. Members of the Founding Board and the Board of Directors are asked to complete this form based on knowledge of affiliations at the time of submittal of the application. If a conflict of interest concern is identified, the Board reserves the right to refer the matter to its Ethics Panel for resolution prior to the opening of the school.

Instructions: If you answer "yes" to any of the following questions, please provide an explanation on a separate sheet of paper. Please label explanations with the number of the corresponding question.

		YES	NO
1.	Do or will you or your spouse have any contractual agreements with the proposed charter school?		
2.	Do or will you, your spouse, or any member of your immediate family have any ownership interest in any educational service provider (ESP) or any other company contracting with the proposed charter school?		
3.	Did or will you or your spouse lease or sell property to the proposed charter school?		
4.	Did or will you or your spouse sell any supplies, materials, equipment or other personal property to the proposed charter school?		
5.	Have you or your spouse guaranteed any loans for the proposed charter school or loaned it any money?		
6.	Are or will you, your spouse, or any member of your immediate family be employed by the proposed charter school, its ESP or other contractors?		
7.	Did you or your spouse provide any start up funds to the proposed charter school?		
8.	Did or do you or your spouse, or other member of your immediate family, have ownership interest, directly or indirectly, in any corporation, partnership, association, or other legal entity which would answer "yes" to any of the questions 1-7?		
9.	Does any other board, group, or corporation believe it has a right to control or have input on votes you will cast as a founding member or member of the Board of Directors?		
10.	Do you currently serve as a member of the board of any public charter school?		
11.	Do you currently serve as a public official?		
12.	Have you, your spouse, or any member of your immediate family applied to establish or participated in the establishment of a charter school?		
13.	To the best of your knowledge, are there situations not described above that may give the appearance of a conflict of interest between you and the proposed charter school, or which would make it difficult for you to discharge your duties or exercise your judgment independently on behalf of the proposed charter school?		

Signature

Date

Title

EXHIBIT 4

**Frederick County Public Schools (FCPS)
Concept Proposal for a Charter School
Key Components**

The purpose of a quality charter school in Frederick County is to establish an alternative means within the existing system for innovative learning opportunities and creative educational approaches to improve the education of students. Providing a pre-submission concept proposal gives the applicant an opportunity to informally share information and receive feedback from the Board of Education. In order for the Board to respond meaningfully, the following key components should be included in the concept proposal:

1. Information regarding founding group (members, including background and education; officers; tax status of organization, etc.
2. General vision, mission, and identified focus of the school
3. General education program goals and objectives including:
 - How the school would improve the academic performance of FCPS
 - How the school would enhance the curricular and instructional programs of FCPS
 - How the school would address improved student performance on accountability measures such as Maryland School Assessment (MSA) and High School Assessment (HSA)
4. Population to be served (geographic area; grade levels; number of students initially, when at full capacity; number of students currently FCPS students, etc.)
5. Verification of general support for such a school including:
 - Manpower
 - Fiscal support (sources, recurring or one-time)
6. General governance structure
7. General plan for the location of a facility

Board of Education of Frederick County
Concept Proposal for a Charter School
Review Checklist

The purpose of a quality charter school in Frederick County is to establish an alternative means within the existing system for innovative learning opportunities and creative educational approaches to improve the education of students. Providing a pre-submission concept proposal gives the applicant an opportunity to informally share information and receive feedback from the Board of Education. This checklist is a mechanism for the superintendent to gather information regarding the concept proposal that is attached. Please review and provide any information that you believe is important feedback regarding the proposal. Additionally, please list any questions/concerns/suggestions or impact that needs to be considered.

	Addressed	Not Addressed	Comments
1. Information regarding founding group: <ul style="list-style-type: none"> • Members, including background and education • Officers • Tax status of organization, etc. 			
2. General vision, mission, and identified focus of the school			
3. General educational program goals and objectives including: <ul style="list-style-type: none"> • How the school would improve the academic performance of FCPS. • How the school would enhance the curricular and instructional programs of FCPS • How the school would address improved student performance on accountability measures such as Maryland School Assessment (MSA) and High School Assessment (HAS) 			
4. Population to be served (geographic area; grade levels; number of students initially, when at full capacity; number of students currently FCPS students, etc.)			
5. Verification of general support for such a school including: <ul style="list-style-type: none"> • Manpower • Fiscal support (sources, recurring or one-time) 			
6. General governance structure			
7. General plan for the location of a facility			

On the back of the form, please list any questions/concerns/suggestions or impact regarding this proposal.

Submitted by: _____
(please print)

Date: _____

(signature)

**Board of Education of Frederick County
Charter School Application**

EXHIBIT 5

January, 2009

Evaluation Form

Written explanation must be provided for any area not meeting the criteria.

Reference Board of Education Policy 440

	Meets Criteria	Does Not Meet Criteria
A. Executive Summary		
1. Vision for the public charter school and a mission statement as to how the vision will be achieved		
2. Overview of the needs to be addressed by the public charter school		
3. Brief description of the program to be implemented including any specific focus of the program		
4. Proposed start date and duration of the charter		
5. Contact name, address, phone, e-mail information		
B. Educational Programs and Services		
1. Philosophy and goals of the program		
2. Education levels to be offered (preschool, elementary, middle, secondary)		
3. Student to teacher ratio		
4. Unique focus of the school program as appropriate (such as reclaiming dropouts or utilizing specific instructional programs)		
5. Fully developed curriculum showing alignment with Maryland voluntary State curriculum		
6. Instructional methods to implement the curriculum		
7. Appropriate technology, equipment, libraries and other media available		
8. Length of student instructional day		
9. Extracurricular offerings		
10. Extended day program/supplemental programs - both free and fee-based		

	Meets Criteria	Does Not Meet Criteria
11. Provision for transportation, if appropriate		
12. Building security and safety plan		
C. Special Populations		
1. Provision for students with disabilities (IDEA and Section 504) to be included in the educational program		
2. Provision for English Language Learners to be included in the educational program		
D. Student Outcomes		
In addition to the standards used by the Board of Education of Frederick County and the Maryland State Board of Education (HSA, MSA) and how they will be addressed, describe any additional:		
1. Educational outcomes to be achieved		
2. Measurement and reporting of student performance and progress		
3. Non-academic goals to be achieved		
E. Student Admission Procedures		
1. Projected student enrollment		
2. Procedures for recruitment of students		
3. Description of random-selection process if the number of qualified applicants exceeds the predetermined student capacity		
4. Public and parent information plans		
F. Staffing Plan		
1. Job descriptions for all staff		
2. Projected staffing needs		
3. Detail of any additional contracts needed to provide staff services		
4. Access to and knowledge of FCTA and FASSE negotiated agreements		

	Meets Criteria	Does Not Meet Criteria
G. Management Plan		
1. Legal entity/corporate structure		
2. Resumes of founding group members		
3. Governance structure including governing boards - membership, roles, responsibilities, functions		
4. Administrative practices		
5. Administrative staffing plan		
6. School management		
7. Organizational chart for the charter school		
8. Methods by which to achieve legal, fiscal and programmatic accountability for the operation of the school		
9. Accountability to the local board for performance results		
H. Facilities Plan		
1. Identification and location of site if known at time of application		
2. Identification and location of site pending approval of application		
3. Planning and zoning		
4. Building site plan and floor plan		
5. Building gross and net square footages		
6. Building current and proposed space use		
7. Building inspection report(s)		
8. Building systems and materials condition		

	Meets Criteria	Does Not Meet Criteria
9. Facility acquisition/lease - terms and conditions		
10. Proposed site redevelopment, new construction or renovation, and estimated costs		
11. Schedule for occupancy		
12. Plans for building security, maintenance and custodial services		
I. Financial Plan		
1. Annual operating budget for duration of the charter agreement (includes start-up costs and conditions for providing operating support such as custodial, mail service, curriculum support, legal counsel, prof. development)		
2. Annual capital budget for the duration of the charter agreement		
3. Appropriate property and casualty insurance		
4. Knowledge of and provision for utilization of FCPS financial management/accounting/procurement procedures		
5. Provision for financial audits by school system		
6. Supervision of and inventory control of material, equipment, and supplies		
7. Planned fundraising efforts		
8. Accountability to the local board for fiduciary responsibility		
J. Community Support		
1. Description of the type and extent to which there is sufficient community support for the proposed public charter school		
2. Orientation plans for parents, staff, community		
K. Conflict of Interest Forms – (For each founding member and board of director)		

	Meets Criteria	Does Not Meet Criteria
L. Assurance – (Applicant(s)' signed assurance statement)		
M. Waivers *		

* If the applicant is planning to request any waivers of local and/or state regulations/policies, these requests must be part of the submitted application packet.

Evaluation Form Amended: 1/7/09

**Charter School
WAIVER APPLICATION**

EXHIBIT 6

Date: _____

I. APPLICANT INFORMATION

A. Applicant: _____

B. Request Waiver for:

Maryland State Board of Education Bylaw: _____

Frederick County Board Policy: _____

FCPS Regulation: _____

C. Time period for which waiver is requested: _____

D. Proposed change:

E. Information/data that supports the need for this proposal:

F. Describe the desired outcome and how the requested waiver will facilitate its attainment:

G. Determine stakeholders who will be affected by this proposal and the impact (both pro and con) for each of these stakeholders.

H. Describe how the above stakeholders will be involved in the decision making process.

