



Criteria for Charter School Application Submittal

Frederick County Public Schools
191 South East Street
Frederick, Maryland 21701

FCPS Form 400-84F1
[Regulation 400-84](#)
January 2023

Clear Form

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
