



## **CHARTER SCHOOL AUTHORIZER APPLICATION (NEW AND RENEWING)**

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### ***Contact Information***

District Name:		
New or Renewing Application:	New	Renewing
District Contact Name and Title:		
Mailing Address:		
Telephone:		
E-mail:		

### ***Application Instructions***

A complete application must be submitted to the State Board of Education (SBE) at least 30 days prior to the [next Board meeting](#). Renewal applications must also be submitted at least 90 days prior to expiration of the current authorization (WAC [180-19-030](#)). Submit applications to: [sbe@k12.wa.us](mailto:sbe@k12.wa.us).

Complete all six sections of this application as required by RCW [28A.710.090](#) and WAC [18-19-035](#), which require applicants to submit:

- The applicant's strategic vision for chartering;
- A plan to support the vision presented, including explanation and evidence of the applicant's budget and personnel capacity and commitment to execute the responsibilities of quality charter authorizing;
- A draft or preliminary outline of the annual charter school application process that the applicant would, if approved as an authorizer, issue to solicit charter school applicants;

- A draft of the performance framework that the applicant would, if approved as an authorizer, use to guide the establishment of a charter contract and use for ongoing oversight and evaluation of charter schools;
- A draft of the applicant's proposed renewal, revocation, nonrenewal processes, and transfer processes, consistent with RCW [28A.710.190](#), [28A.710.200](#), and [28A.710.210](#);
- A statement of assurance that the applicant seeks to serve as an authorizer in fulfillment of the expectations, spirit, and intent of this chapter, and that, if approved as an authorizer, the applicant will fully participate in any authorizer training provided or required by the state; and
- A statement of assurance that the applicant will provide public accountability and transparency in all matters concerning charter authorizing practices, decisions, and expenditures.

## ***Application Sections***

### **Section 1: STRATEGIC VISION FOR CHARTERING**

#### *Guiding Question*

Does the applicant school district present a clear and compelling vision for chartering?

#### *Instructions*

In a separate attachment, please state:

- The purposes that the district expects to fulfill in being an authorizer of charter schools, with reference to any district-specific purposes that are a priority for the district,
- The specific educational goals the district wishes to achieve by being an authorizer of charter schools,
- The characteristics of the schools the district is most interested in authorizing,
- How the district will give priority to serving at-risk students, as defined in RCW [28A.710.010\(2\)](#), or students from low-performing schools,
- How the district will respect the autonomy of any charter schools it may authorize,
- How the district will ensure the accountability of any charter schools it oversees.

#### *Criteria for Evaluation: Strategic Vision for Chartering*

- The district clearly articulates its purposes for being a charter authorizer. The stated purposes address clearly identified educational needs of the district and are supported by specific evidence and examples that illustrate the identified needs.
- The district articulates in specific terms how it will give priority to proposals to serve at-risk students as defined in Washington's charter school law.
- The district describes with specificity the desired characteristics of the schools it will charter, such as types of schools, curricula and instructional strategies and the student populations and geographic areas to be served, along with the data it will use to identify needs and set priorities for chartering.
- The response reflects a commitment to flexibility for charter schools in day-to-day operations, including understanding of and respect for the autonomy of the charter school board.
- The response demonstrates understanding of and a commitment to performance-based accountability for any charter schools it oversees.

## Section 2: CAPACITY AND COMMITMENT

### *Guiding Question*

Does the district have a plan to support the vision presented that demonstrates the capacity and commitment to carry out the duties of a quality charter authorizer as set forth in RCW [28A.710.100](#)?

### *Instructions*

In a separate attachment, please:

- Provide a detailed description of the staff resources to be devoted to charter authorizing and oversight, at a level sufficient to fulfill its authorizing responsibilities in accordance with [National Association of Charter School Authorizers \(NACSA\) Principles and Standards for Quality Charter Authorizing](#) and Chapter [28A.710 RCW](#).
- Define the roles and responsibilities of authorizing staff or staff positions. Provide an organizational chart showing where primary authorizing responsibilities will lay within the district.
- Provide job titles, job descriptions and brief bios or resumes of district personnel with anticipated responsibilities for charter authorizing, demonstrating the district's access to expertise in all areas essential to charter school oversight.
- Describe any external resources on which the district intends to rely in the execution of its authorizing responsibilities, including any contractual relationships with other public entities or private entities.
- Provide an estimate of the district's financial needs, supported by verifiable data, and, to the extent feasible, projected sufficient financial resources, supported by the authorizer oversight fee under RCW [28A.710.110](#) and any other anticipated resources, for carrying out the responsibilities of a charter authorizer in accordance with the [NACSA Principles and Standards](#) and the provisions of chapter [28A.710](#) RCW.

### *Criteria for Evaluation*

- The description of capacity conveys a clear and accurate understanding of the district's duties and responsibilities as a charter authorizer, in accordance with Chapter [28A.710 RCW](#) and the [NACSA Principles and Standards](#).
- Staff resources to be devoted to charter authorizing and oversight are appropriate to fulfill the district's authorizing responsibilities in accordance with Chapter [28A.710 RCW](#) and the [NACSA Principles and Standards](#).
- The district clearly defines the roles and responsibilities of its chartering staff and provides clear job descriptions. The organizational chart shows clear lines of reporting and authority for decision-making.
- The district demonstrates that it has or will secure access through staff, contractual relationships or partnerships to expertise in all areas essential to charter school authorizing and oversight, including school leadership; curriculum, instruction, and assessment; special education; transitional bilingual instruction; programs serving students with diverse other learning needs; performance management; law, finance, and facilities.
- The estimates of the financial needs of the authorizer and projected resources for authorizing are reasonable and supported, to the extent possible, by verifiable data, including such data about the district's overall financial condition as will demonstrate capacity for the new task.

## Section 3: SOLICITATION FOR PROPOSALS

### *Guiding Question*

Does the district propose decision-making standards, policies and procedures for approval or denial of charter school applications based on applicants' demonstrated preparation and capacity to operate a quality charter school?

### *Instructions*

Attach the following:

- A draft or preliminary outline of the solicitation for proposals that the district would, if approved as an authorizer, issue to solicit charter applicants.
- A statement identifying any outstanding issues the district needs to resolve with respect to the solicitation for proposals. Discuss the district's current assessment of these outstanding issues and how they will be resolved by the date established by the Board for issuance of the solicitation for proposals.

### *Criteria for Evaluation*

The draft or outline of the solicitation for proposals:

- Meets the requirements in RCW [28A.710.130](#), including the criteria that will guide the authorizer's decision to approve or deny a charter application.
- Demonstrates that the district will implement a comprehensive application process that follows fair procedures and rigorous criteria, and an evaluation and oversight process based on a performance framework meeting the requirements of RCW [28A.710.170](#).
- Has clearly articulated criteria for evaluating the charter applicant's proposed mission and vision that are aligned with the district's stated purposes for being an authorizer
- Has clearly articulated criteria for evaluating evidence of the need for the charter school and of parent and community support for the school.
- Has clear and rigorous requirements for presenting and criteria for evaluating the applicant's proposed educational program, including but not limited to:
  - The academic program aligned with state standards;
  - The proposed instructional design, including the type of learning environment, class size, curriculum, and teaching methods;
  - Plans for assessments to measure and report student achievement;
  - Plans to identify and serve students with disabilities and other special needs;
  - School calendar and sample daily schedule; and
  - Discipline policies.
- Has clear and rigorous requirements for presenting and criteria for evaluating the applicant's organizational plan, including but not limited to:
  - The legal status of the applicant as specified in [RCW 28A.710.010\(1\)](#);
  - The proposed organizational structure of the school;
  - The roles and responsibilities of the school's proposed governing board, leadership, management team, and any external organizations;
  - Staffing plan;
  - Plan for recruiting and developing school leadership and staff;
  - Employment policies, including performance evaluation plans;
  - Student enrollment and recruitment plan; and
  - Plan for parent involvement.
- Has clear and rigorous requirements for presenting and criteria for evaluating the applicant's proposed business plan, including but not limited to:

- Start-up plan, with tasks, timelines and responsible individuals;
- Financial plan and policies, including financial controls;
- Start-up and five-year cash-flow projections;
- Plan for providing transportation, food service, and other support services; and
- Facilities plan.
- Has clear and rigorous requirements for demonstrating and criteria for evaluating the applicant's capacity to implement the proposed program effectively, with particular focus on the capacity of the proposed governing board and school leadership.
- For applicants that operate one or more charter schools in any other state, provides for thorough review of evidence of the applicant's past performance.

## **Section 4: PERFORMANCE FRAMEWORK**

### *Guiding Question*

Does the district's draft performance framework provide a clear and effective guide for charter contracts and for ongoing oversight and evaluation of charter schools?

### *Instructions*

Attach a draft of the proposed performance framework that the district would, if approved as an authorizer, use to guide the execution of a charter contract and for ongoing oversight and performance evaluation of charter schools. The draft performance framework must at a minimum:

- Meet each of the requirements of RCW [28A.710.170](#).
- Include measures and metrics for each of the indicators enumerated in [RCW 28A.710.170\(2\)](#).
- Provide that student academic proficiency, student academic growth, opportunity gaps in both proficiency and growth, graduation rates, and career and college readiness are measured and reported in conformance with the [Washington School Improvement Framework \(WSIF\)](#).
- Identify any key issues that require resolution in order to finalize the performance framework. Discuss the district's current assessment of these issues and how they will be resolved.

### *Criteria for Evaluation*

- The draft performance framework meets the requirements in RCW [28A.710.170](#), including indicators, measures and metrics for each component enumerated in the law.
- The district clearly states any additional, district-selected indicators, measures and metrics of student and school performance it will include in its draft performance framework. Any district-selected indicators, measures and metrics are rigorous, valid and reliable.
- The district identifies the sources of all data supporting the indicators, measures and metrics included in its draft performance framework.
- The draft performance framework requires the disaggregation of all student performance data by major student subgroup as specified in [RCW 28A.710.170\(5\)](#).
- The draft performance framework includes clear, valid and objective criteria for evaluating the financial performance and sustainability of the charter school.
- The draft performance framework includes clear, valid and objective criteria for evaluating the organizational performance of the charter school, including governance, management and administration. The criteria should hold schools accountable for compliance with all applicable laws and the terms of the charter contract, while respecting their primary responsibility and authority to manage their day-to-day operations.

## Section 5: RENEWAL, REVOCATION, NONRENEWAL, AND TRANSFER PROCESSES

### *Guiding Question*

Does the district have proposed processes for renewal, revocation, nonrenewal, and transfer of charter contracts that base decisions on clear, measurable, and transparent standards, and that meet the requirements of RCW [28A.710.190](#), [28A.710.200](#), and [28A.710.210](#)?

### *Instructions*

Attach a draft of the district's proposed charter renewal, revocation, nonrenewal, and transfer processes. The draft must, at a minimum, provide for the implementation of transparent and rigorous processes that:

- Outline a plan to take appropriate actions, per RCW [28A.710.180](#), in response to identified deficiencies in a charter school's performance or legal compliance with applicable state and federal laws and the terms of the charter contract.
- Establish clear standards for renewal, nonrenewal and revocation of charters that meet the requirements set forth in RCW [28A.710.190](#) and RCW [28A.710.200](#).
- Describe how academic, financial and operational data will drive decisions to renew, revoke or decline to renew a charter contract.
- Outline a plan to ensure timely notification to parents, orderly transition of students and student records to new schools, as necessary, and proper disposition of public school funds, property, and assets, in accordance with RCW [28A.710.210](#).

### *Criteria for Evaluation*

- The plan clearly articulates a process for continual monitoring and oversight of school performance, consistent with the expectations set forth in the charter contract and performance framework, including collection and analysis of data to support ongoing evaluation.
- The plan identifies corrective actions short of revocation in response to identified deficiencies in a charter school's performance, based on the charter contract and the performance framework incorporated in the charter contract.
- The plan shows how academic, organizational and financial data, based on the performance framework, will drive decisions whether to renew, revoke, or decline to renew a charter contract.
- The plan sets reasonable and effective timelines for actions to renew, revoke or decline to renew a charter contract, including for notification of the charter school board of the prospect of and reasons for revocation or nonrenewal.
- There are sound plans for communicating the standards for decisions on renewal, revocation and nonrenewal of charters to the charter school board and leadership during the term of the charter contract, and for providing guidance on the criteria for renewal in the renewal application.
- The plan clearly sets forth how opportunity will be provided for the charter school board to present evidence and submit testimony challenging the stated reasons for revocation or nonrenewal of a charter contract.
- The plan considers under what exceptional circumstances a charter contract might be considered for renewal if, at the time of the renewal application, the charter school's performance falls in the bottom quartile of schools on the [WSIF](#).

**Section 6: STATEMENT OF ASSURANCES**

Please enter the school district name and sign.

\_\_\_\_\_ School District certifies that it seeks to serve as an authorizer in fulfillment of the expectations, spirit and intent of chapter [28A.710](#) RCW, and if approved as an authorizer it will:

- Seek opportunities for authorizer professional development, and assure that personnel with significant responsibilities for authorizing and oversight of charter schools will participate in any authorizer training provided or required by the state;
- Provide public accountability and transparency in all matters concerning charter authorizing practices, decisions, and expenditures;
- Ensure that any charter school it oversees shall have a fully independent governing board and exercise autonomy in all matters, to the extent authorized by chapter 28A.710 RCW, in such areas as budgeting, personnel, and instructional programming and design;
- Ensure that any contract it may execute with the governing board of an approved charter school under RCW [28A.710.160](#) provides that the school will provide educational services to students with disabilities, students who are limited English proficient, and any other special populations of students as required by state and federal laws;
- Include in any charter contract it may execute under RCW [28A.710.160](#) with the governing board of an approved charter school, in accordance with RCW [28A.710.040](#)(2)(b), that the charter school must provide a program of basic education that at a minimum meets the requirements of RCW [28A.150.200](#) and [28A.150.220](#), and meets the goals in RCW [28A.150.210](#), including instruction in the state learning standards and participation in the statewide student assessment system as developed under RCW [28A.655.070](#).

I certify that I have the authority to sign the statement of assurances and submit this application. I further certify that all information contained herein is complete and accurate. The person named as the contact person for the application is authorized to serve as the primary contact for this application on behalf of the school district.	
<i>Signature</i>	<i>Title</i>
<i>Printed Name</i>	<i>Date</i>