

ADMINISTRATIVE REGULATION

APPROVED: September 13, 2016

REVISED:

CENTENNIAL SCHOOL DISTRICT

140-AR-0. CHARTER SCHOOL REVIEW PROCESS

The review process for a charter school application consists of four (4) steps:

1. First step is the initial screening of the proposal by a Review Team, using the criteria the Board has established for charter school applications.
2. Second step is an interview with the applicant by the Review Team.
3. Third step is a public hearing called by the Board within forty-five (45) days after the deadline for the receipt of the application to determine the extent to which parental and community support exists for the proposed charter school.
4. Fourth step is a decision by the Board to approve or deny an applicant's request for a charter school within seventy-five (75) days of the date of the public hearing.

Applications received by mail by November 15 of a given year will be reviewed. These applications will be for charter schools to be implemented in the following school year.

Applications should be sent to the District Superintendent.

Step One: Initial Screening

Each application will be assessed by a Review Team, using the criteria the Board has established for charter school applications contained in the District's Charter School Application Review Form. The criterion sections include:

1. Description of Applicant.
2. Mission of the Charter School.
3. Marketing Data.
4. Admissions Policy and Criteria.
5. Governance Structure.
6. Staff, Parent/Guardian and Community Involvement.

7. Educational Program.
8. Accountability, Student Assessment and Evaluation.
9. Fiscal Operations.
10. Facilities and Transportation.
11. Liability, Insurance and Risk Management.
12. Staff Conditions and Work.
13. Management.
14. Student Discipline Policy and Expulsion Criteria.
15. At-Risk Students, Bilingual Students and Students with Disabilities.
16. Legal Issues.

The Review Team will consist of five (5) to eight (8) members who have expertise in:

1. Curriculum, instruction and assessment.
2. School program administration and management.
3. Accountability systems.
4. School business operations.
5. Parent/Guardian involvement.
6. Community involvement.

The member with expertise in parent/guardian involvement will be a parent/guardian with a child enrolled in a School District public school. The member with expertise in community involvement will be an individual who is not an employee of the School District. All other members will be employees of the School District. Each Review Team will be responsible for no more than two (2) applications per review cycle.

The Review Team will be supported by staff from the Office of the Superintendent and provided with technical assistance from other District staff, including but not limited to the following areas as necessary:

1. Legal issues.
2. Special education.

3. Human resources.
4. Facilities and transportation.
5. Finance.

For each application, a member of the Review Team will be appointed to serve as chair, who will serve as the District contact person for the applicant. The responsibility of the chair is to lead the group through the process to:

1. Assess the application.
2. Conduct the interview with the applicant.
3. Write a summary report containing the Review Team's recommendations.
4. Brief the Board on the findings of the Review Team after the interview with the applicant and the public hearing is held, and before the Board votes to determine the status of the application.

Each reviewer will be responsible for:

1. Reading all the assigned applications.
2. Assessing each application, using the Board's evaluation criterion.
3. Attending Review Team sessions to assess the application, the interview with the applicant, and the public hearing.
4. Providing written comments on the strength of the application.
5. Recommending whether or not the application should be approved or denied.

Step Two: Applicant Interview

Following the initial screening of the application, the Review Team will schedule an interview with the applicant. The meeting shall take place at a site named by the applicant, which, if at all possible, shall be at the physical plant identified for the applicant's school. The interview will provide the Review Team members an opportunity to:

1. Ask questions they have about information in the application.
2. Raise questions about information missing from the application.
3. Probe for understanding of the vision, mission, program and operations of the proposed school.

The applicant should have the members of their planning team who will be responsible for operating the proposed school as well as others who are able to answer questions about the school attend the interview. Review Team members will factor the information they acquire during the interview into their evaluation of the application.

Step Three: Public Hearing

The Board will hold at least one (1) public hearing on each application within forty-five (45) days of the deadline for the receipt of the application. The public hearing will be announced seven (7) days prior to the date of the proposed hearing.

The announcement of the public hearing will be made in print and electronic media. At the hearing, every person desiring to give testimony will be provided an opportunity to do so. Each individual presenting testimony will be given a three (3) minute period to state his/her case. Board members may ask questions of the presenters after each testimony.

The hearing will be conducted to determine the extent to which parent/guardian, student and community support exists for the proposed charter school. It will be attended by the members of the Review Team, as well as Board members. Both the Review Team and the Board will use information from the public hearing to assess the quality of the application.

Step Four: Board Review And Action

The Board will review applicant information obtained from these sources:

1. Application.
2. Public hearing.
3. Written comments of individual reviewers.
4. Review Team's summary reports.
5. Oral briefings by the Review Team chair.
6. Memoranda from technical assistance staff pertaining to aspects of the application.

The Board will vote on the application at a legislative meeting to be held no more than seventy-five (75) days following the date on which the public hearing for the application took place. Applications receiving at least five (5) Board member votes in favor will be approved; those receiving no less than five (5) Board member votes opposed will be denied.

Written notice of the Board's decision will be sent to the applicant within one (1) week of the Board's decision on the application. In cases where the Board has voted to deny the application, the notice will set forth the reasons why approval was not granted.

Staff from charter schools approved by the Board will work with District staff and others designated by the Board as necessary to develop a written charter containing the provisions of the agreement between the Board and the school. The written charter will be signed by the Board of Trustees of the charter school, and the members of the School Board. The document will serve as legal authorization for a period of between three (3) to five (5) years, and could be renewed for five-year periods, upon reauthorization by the Board.

Organizations whose applications have been denied by the Board may resubmit a revised application the following year. The applicant will submit the application within thirty (30) days of the denial directly to the State Charter Appeal Board.

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CENTENNIAL SCHOOL DISTRICT

140-AR-1. CHARTER SCHOOL APPLICATION REVIEW FORM

Reviewer Name: _____

Date: _____

Reviewer Signature: _____

Applicant Name: _____

Applicant Signature: _____

This review sheet contains the criteria used to review and assess the merit of proposals for charter schools.

Rating system: 1 = poor 2 = fair 3 = good 4 = excellent 5 = superior

APPLICATION CRITERIA BY SECTION	RATING	COMMENTS
Section 1 Description of Applicant		
1. Who is seeking to submit a charter school application, and what is the name of the proposed charter school?		
Section 2 Mission of the Charter School		
1. What is the vision, mission and purpose of the charter school?		
2. Is the charter school nonsectarian? Nonprofit?		
3. Does the charter school provide expanded educational opportunities within the school system?		
Section 3 Marketing Data		
1. Is there demonstrated, sustainable support for the charter school plan by teachers, parents/guardians, other community members and students as evidenced by the public hearing?		

<p>2. Are there signatures of parents/guardians attesting to a commitment to enroll their children in the proposed charter school, and is there evidence of enrollment by race?</p>		
<p>Section 4 Admissions Policy and Criteria</p>		
<p>1. Do the admissions policy and criteria comply with the admissions requirements listed in the charter school legislation for Pennsylvania?</p>		
<p>2. What grade and age levels will be served by the school?</p>		
<p>Section 5 Governance Structure</p>		
<p>1. How will the charter school be governed?</p>		
<p>2. How will members of the Board of Trustees be appointed or elected?</p>		
<p>3. How will parents/guardians and community members be involved with the governance of the school?</p>		
<p>Section 6 Staff, Parent/Guardian and Community Involvement</p>		
<p>1. Is there demonstrated, sustainable support for the charter school plan by teachers, parents/guardians, other community members and students?</p>		
<p>2. How will the charter school ensure ongoing parental involvement?</p>		
<p>3. Are procedures established for the review of complaints of parents/guardians regarding the operation of the charter school?</p>		
<p>4. Is there evidence that parents/guardians and community organizations have been involved in the planning process of the charter school?</p>		
<p>Section 7 The Educational Program</p>		
<p>1. What are the education goals of the charter school? For each benchmark level (grade 3, 5, 8, and 12)?</p>		
<p>2. Does the curriculum for the educational program of the charter school demonstrate the ability to improve student learning? Increase learning opportunities for all students?</p>		

Encourage the use of innovative and different teaching methods? Provide bias-free instruction?		
3. Does the educational program, through support and planning, provide comprehensive learning experiences to students?		
4. What curriculum will be offered to students, and how will curricular materials be selected?		
5. Does the educational program create new professional opportunities for teachers, including the opportunity to be responsible for the learning program at the school site?		
6. Does the charter school provide parents/guardians and students with expanded choices in the types of educational opportunities that are available within the public school system?		
7. What is the proposed school calendar? Length of the school day and the school year?		
8. What is the proposed faculty and paraprofessional development plan for the staff of the charter school?		
9. What is the extent to which the proposed charter school will serve as a model for other public schools in the District?		
10. Are there extracurricular activities for students provided by the charter school?		
11. Are there agreements with the District for student participation in extracurricular activities within the District for activities which the charter school does not provide?		
12. Is there evidence of the number of certified and noncertified staff and the qualifications of any noncertified staff?		
Section 8 Accountability, Student Assessment and Evaluation		
1. Does the charter school demonstrate the ability to hold accountability for meeting measurable academic standards?		
2. Does the charter school agree to use the accountability system of the District (District standards of learning, benchmark performance standards, expectations for student learning, school improvement planning and employee performance appraisal system)?		

3. If the charter school does not agree to use the District's employee performance evaluation system, is an effective, alternative system identified?		
4. Does the charter school agree to use the assessments in the assessment system of the District?		
5. Will the charter school submit an annual report to the District describing the extent to which the school is meeting its goals?		
6. Does the charter school agree to participate in the student information system of the District?		
Section 9 Fiscal Operations		
1. Is there a three-year financial plan for the charter school, and are provisions in place for auditing the school by a certified public accounting firm?		
2. Does the three-year financial plan follow the guidelines for budget development of the Commonwealth of Pennsylvania?		
3. Does the budget narrative state the minimum number of students needed for the school to remain financially viable?		
4. Does the charter school specify the length of its contract?		
Section 10 Facilities and Transportation		
1. Is there an adequate description of the facility(ies) to be used by the charter school?		
2. Are the ownership and leasing arrangements of the physical plant specified?		
3. Are best estimates (based on student enrollment projections) of transportation related to extended school day and extended school year costs specified in the application and in the budget?		
Section 11 Liability, Insurance and Risk Management		
1. Are there provisions for health, retirement, automobile liability, general liability, property, trustee and employee liability, performance surety and tort liability insurance?		

Section 12 Staff Conditions and Work		
1. Has a Pennsylvania Criminal History Report been conducted on all staff who will have contact with students?		
2. Has an official clearance statement regarding child injury or abuse from the Department of Public Welfare been secured for all staff who will have contact with students?		
3. Has a Federal Criminal History Record been submitted for all staff who will have contact with students?		
Section 13 Management		
1. Is a person designated to run the charter school?		
2. How will the administrative work of the charter school be accomplished?		
Section 14 Student Discipline Policy and Expulsion Criteria		
1. What procedures will be used for the suspension and expulsion of students?		
2. What are the discipline policies and procedures of the charter school?		
3. Does the charter school make a commitment for compulsory attendance for students for a one-year period?		
Section 15 At-Risk Students, Bilingual Students and Students with Disabilities		
1. Does the charter school demonstrate it will meet the needs of students with disabilities, bilingual and at-risk students?		
2. Does the charter school target low-achieving students and provide equal access for all students?		
Section 16 Legal Issues		
1. Does the charter school agree to comply with all federal, state and local regulations and statutes pertaining to the health, safety, civil rights, insurance and education of children?		

2. Is there an agreement not to violate the 1 st and 14 th amendments of the Constitution of the United States?		
3. Does the applicant agree to provide a free, appropriate education for all students?		
4. Does the applicant agree to comply with the human relations and sexual harassment policies of the District?		

Use the space below for any additional comments concerning the application:

Do you think this application should be approved? Yes No

If you think this application should NOT be approved, use the space provided below to state your reasons. Use additional space if necessary.

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CENTENNIAL SCHOOL DISTRICT

140-AR-2. CHARTER SCHOOL REVIEW TEAM SUMMARY STATEMENT

The Review Team for _____
Charter School Applicant's Name

_____ recommends * _____ recommends conditionally _____ does not recommend the
proposed Charter School for funding based on the following:

Review Team Chair

Date

Attachments:

Review Team Group Charter School Application Review Form.

* Based on the review and approval of the school site.

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CENTENNIAL SCHOOL DISTRICT

140-AR-3. DISTRICT PAYMENTS TO CHARTER SCHOOLS

A charter school will keep on file the following documents for inspection by the School District:

1. Property lease or deed.
2. Audit reports.
3. Employee certifications and background checks.
4. Insurance policies.
5. Health, fire and safety inspection reports.
6. Current list of employees and positions held.
7. Current list of enrolled students with School Districts of residence and information required by the state.
8. Attendance records for each student.
9. Test scores for each student.

When the School District has resident students enrolled in a charter school, the District administration will complete the required form and submit it to PDE each year by August 31.

Charter schools enrolling students resident in the District will adhere to the following guidelines:

1. Invoices sent to the District must include the following information regarding each individual resident student enrolled in the charter school:
 - a. Name.
 - b. Address.
 - c. Birth date.
 - d. Grade level.

- e. Parent(s)/Guardian(s) name and telephone number.
 - f. Enrollment date.
 - g. Withdrawal date, if applicable.
 - h. Special education and start date, if applicable.
 - i. Previous school type.
2. Included on or with the invoice must be a summary of the amount due for the entire school year through the current month, the amounts the School District has paid to the charter school to date for the current school year, and the amounts of previous PDE deductions for the current school year.
 3. Invoices must be sent to the District in sufficient time for the School District either to make payments by the 5th day of the following month or to decide that payments will not be made to the requesting charter school (e.g. invoices mailed by September 10 for payment by October 5).
 4. Payments will not be made for students whose Enrollment Notification Form has not been submitted to the School District.
 5. The School District is not required to pay a charter school the increased Selected Expenditures for a special education student until that student has been identified as a student with a disability in need of special education services and the front page of the IEP has been submitted to the School District with the start date. The front page of the IEP will serve as sufficient documentation that the student is eligible for special education services. Because of privacy laws such as FERPA, the charter school is not permitted to release special education records of students enrolled in the charter school without a parent's/guardian's consent. Therefore, to validate to a School District that a student is in need of special education services, a charter school is required to, and may only, provide the resident School District with the front page of the IEP. The School District must keep this information secure and confidential and must destroy the IEP cover sheet when it is no longer needed.