

Richmond Public Schools Charter Schools Accountability Measures Plan

AYP Goal

{School} students will meet the requirements of AYP under the No Child Left Behind Act as established by federal and state law. Failure to meet AYP for three consecutive years will automatically result in the school being placed on intervention with Richmond Public Schools.

Goal Series

{School} students will illustrate their progress while at {school} through the academic performance. These goals assure that students are making progress toward or maintaining high levels of proficiency of the state's academic standards as evidenced through the state's Standard of Learning exam and other academic measures.

Indicator	3	2	1
SOL – Reading Percent of students that meet or exceed expectations compared to the average: <ul style="list-style-type: none"> • Statewide • In the resident district • In comparable school(s) 	Exceeds expectation	Meets expectation	Does not meet expectation
SOL – Math Percent of students that meet or exceed expectations compared to the average: <ul style="list-style-type: none"> • Statewide • In the resident district • In comparable school(s) 	Exceeds expectation	Meets expectation	Does not meet expectation

Indicator	3	2	1
PALS – Reading Percent of students that meet or exceed expectations compared to the average: <ul style="list-style-type: none"> • Statewide • In the resident district • In comparable school(s) 	Exceeds expectation	Meets expectation	Does not meet expectation

Indicator	3	2	1
Benchmark – Reading Percent of students that meet or exceed expectations compared to the average: <ul style="list-style-type: none"> • Statewide • In the resident district • In comparable school(s) 	Exceeds expectation	Meets expectation	Does not meet expectation
Benchmark – Math Percent of students that meet or exceed expectations compared to the average: <ul style="list-style-type: none"> • Statewide • In the resident district • In comparable school(s) 	Exceeds expectation	Meets expectation	Does not meet expectation

School Specific Goals

Based on the charter school's mission, {school} should propose school-specific goals to be considered and approved by Richmond Public Schools.

Indicator	3	2	1
Other accountability measures	Exceeds expectation	Meets expectation	Does not meet expectation

Non-Academic Goals

The charter school's significance and indicators of success are related to areas of its school report card. The indicators are paramount as factors in improving the charter school's retention of students and parents.

Indicator	3	2	1
Attendance The level to which students are in regular attendance at or above 95%.	Exceeds expectation	Meets expectation	Does not meet expectation

Indicator	3	2	1
Parent Satisfaction and Involvement The ratings of indication by parents regarding the satisfaction of the charter school related to a parent satisfaction survey.	Exceeds expectation	Meets expectation	Does not meet expectation

Indicator	3	2	1
Discipline Students disciplinary issues are a distraction to the operation of the school.	Exceeds expectation	Meets expectation	Does not meet expectation

Indicator	3	2	1
Parent / Student Retention The student's level of self-confidence, academic and social support leads to parent / student retention.	Exceeds expectation	Meets expectation	Does not meet expectation

Indicator	3	2	1
Enrollment The level of student enrollment meets the mission and goals.	Exceeds expectation	Meets expectation	Does not meet expectation

Financial Viability

To insure a successful operation of the charter school the accepted standards of fiscal management are paramount. The listed expectations will assist in allowing proper use of funds.

Indicator	2	1
The school maintains a balanced budget.	Meets expectation	Does not meet expectation

Indicator	2	1
The school's financial audit is submitted to the School Board according to the schedule agreed to by the parties.	Meets expectation	Does not meet expectation

Indicator	2	1
The school has a clean financial audit with no major findings (i.e. "clean" opinion, no material weaknesses on internal controls, and no findings on compliance with state or federal laws.)	Meets expectation	Does not meet expectation

Indicator	2	1
The school is current on all financial obligations.	Meets expectation	Does not meet expectation

Indicator	2	1
The school provides the School Board with monthly financial reports on a schedule agreed to by the parties. Financial reports include at least the following: (1) detailed income/expense report, (2) cash flow sheet, and (3) check register.	Meets expectation	Does not meet expectation

Indicator	2	1
The school develops and maintains a targeted fund balance determined by the charter school board for a projected period of years.	Meets expectation	Does not meet expectation

Indicator	2	1
The charter school board has a finance committee that meets monthly to review financials.	Meets expectation	Does not meet expectation

Indicator	2	1
All charter school board members are properly trained in financial management.	Meets expectation	Does not meet expectation

Indicator	2	1
All charter school board members exhibit working knowledge of financial oversight.	Meets expectation	Does not meet expectation

Governance

The Management Committee should report on the listed governance expectations when presented in the annual evaluation or as required by the Review Committee.

Indicator	2	1
The Management Committee will institute a review process, including timelines and written criteria, for the school leader.	Meets expectation	Does not meet expectation

Indicator	2	1
The Management Committee will maintain a quorum for all board meetings.	Meets expectation	Does not meet expectation

Indicator	2	1
A board packet, containing the agenda, previous month's minutes, director's report, related documents, and monthly financials is distributed to all members of the Management Committee, the school leadership and the Authorizer at least three days prior to each board meeting.	Meets expectation	Does not meet expectation

Indicator	2	1
The Management Committee will comply with Virginia Open Meeting Law, Virginia Statute: § 2.2-3707	Meets expectation	Does not meet expectation

Indicator	2	1
The Management Committee will institute an orientation process for bringing on new members, which will include specific training on financial management.	Meets expectation	Does not meet expectation

Indicator	2	1
The Management Committee will complete an annual self-evaluation.	Meets expectation	Does not meet expectation

Indicator	2	1
The Management Committee will maintain a balance of skills and expertise among members at all times (i.e. business, marketing, legal, accounting, fundraising, human resources, education, etc.).	Meets expectation	Does not meet expectation

Indicator	2	1
The Management Committee will maintain a "Board Binder" which includes meeting minutes, board documents (bylaws, articles of incorporation, policies, etc.) and financial statements.	Meets expectation	Does not meet expectation

Indicator	2	1
The Management Committee will engage in strategic planning at least every five years.	Meets expectation	Does not meet expectation

Indicator	2	1
The Management Committee understands its roles and responsibilities as a charter school board.	Meets expectation	Does not meet expectation

Indicator	2	1
The Management Committee will operate its meetings using principles of the School Board Procedures and Standards of Conduct handbook.	Meets expectation	Does not meet expectation

DRAFT

Operations

The operations of the charter school are paramount in continuing its mission and goals. The report of the operations will be presented in the annual evaluation or as required by the Review Committee.

Indicator	2	1
The school maintains a high level of parent, teacher and student satisfaction.	Meets expectation	Does not meet expectation

Indicator	2	1
The school exhibits strong academic and organizational leadership.	Meets expectation	Does not meet expectation

Indicator	2	1
The school maintains a safe facility that is conducive to learning.	Meets expectation	Does not meet expectation

Indicator	2	1
The school institutes a fair enrollment process.	Meets expectation	Does not meet expectation

Indicator	2	1
Transportation	Meets expectation	Does not meet expectation

Indicator	2	1
Food Services	Meets expectation	Does not meet expectation

Indicator	2	1
Facilities / Maintenance	Meets expectation	Does not meet expectation

Indicator	2	1
School Health Services <ul style="list-style-type: none"> • Wellness Plan 	Meets expectation	Does not meet expectation

Indicator	2	1
Code of Conduct <ul style="list-style-type: none"> • Employee Handbook • Student Handbook • Parent Handbook 	Meets expectation	Does not meet expectation

Compliance

Each school's Annual Report shall specifically state the school's performance in relation to legal and contractual compliance. Additionally, the school shall maintain a compliance folder on site that includes evidence of compliance for the following:

Indicator	2	1
Chapter 13, Article 1.2 of Title 22.1 of the Code of Virginia, 1950 as amended Virginia Freedom of Information Act (§ 2.2-3700, et seq. Code of Virginia, 1950 as amended)	Meets expectation	Does not meet expectation

Indicator	2	1
Virginia Public Procurement Act (§ 2.2-4300, et seq. Code of Virginia, 1950 as amended)	Meets expectation	Does not meet expectation

Indicator	2	1
Family Educational Rights and Privacy Act (20 U.S.C. § 1232g)	Meets expectation	Does not meet expectation

Indicator	2	1
American with Disabilities Act as amended (42 U.S.C. § 12101 et seq.)	Meets expectation	Does not meet expectation

Indicator	2	1
Individuals with Disabilities Education Improvement Act of 2004	Meets expectation	Does not meet expectation

Indicator	2	1
Section 504 of the Vocational Rehabilitation Act of 1973	Meets expectation	Does not meet expectation

Indicator	2	1
Title VI and Title VII of the Civil Rights Act of 1964	Meets expectation	Does not meet expectation

Indicator	2	1
Regulations Governing Special Education Programs for Children with Disabilities in Virginia (8 VAC 20-81-10 et seq.)	Meets expectation	Does not meet expectation

Indicator	2	1
Virginia Regulations Regarding School Guidance and Counseling Programs in the Public Schools of Virginia (8 VAC 20-620-10 et seq.)	Meets expectation	Does not meet expectation

Indicator	2	1
Applicable state and local health and safety requirements.	Meets expectation	Does not meet expectation

Indicator	2	1
Conformance of the schools governance structure.	Meets expectation	Does not meet expectation

Indicator	2	1
Ongoing presence of management and financial controls required by the charter agreement.	Meets expectation	Does not meet expectation

Indicator	2	1
Administration of an open enrollment process and lottery pursuant to the charter agreement.	Meets expectation	Does not meet expectation

If the School Board believes a violation has occurred, and it had not been included in the Annual Report, it shall first require the charter school to respond to the information upon which the classification would be based. A violation will be considered to be major if it indicates a deliberate act of wrongdoing, reckless conduct or causes a loss of confidence in the abilities or integrity of the school or seriously jeopardizes the continued operation of the school. Classification of a finding as material shall be at the sole discretion of the School Board.

POLICY 6-3.17 Public Charter Schools

A. Purpose

In order to (i) encourage the development of innovative programs within public education; (ii) provide opportunities for innovative instruction and student assessment; (iii) provide parents and students more options within their school divisions; (iv) provide teachers with a vehicle for establishing schools with innovative instruction and school scheduling, management and structure; (v) encourage the use of performance-based educational programs; (vi) establish and maintain high standards for both teachers and administrators; and (vii) develop models for replication in other public schools, the Richmond School Board shall receive and consider applications for the establishment of public charter schools.

B. Definitions

- (1) A "public charter school" is a public, non-sectarian alternative school located within the Richmond school division. A public charter school may be created as a new school or by converting all or part of an existing public school. No public charter school shall be established through the conversion of a private school or a nonpublic home-based educational program. A public charter school for at-risk students may be established as a residential school.
- (2) A "regional public charter school" is a public charter school operated by two (2) or more school boards and is chartered directly by the relevant school boards.
- (3) An "at-risk student" is a student having a physical, emotional, intellectual, socioeconomic, or cultural risk factor, as defined in Virginia Department of Education criteria, which research indicates may negatively influence educational success.

C. Establishment of Public Charter Schools; Requirements

(1) Public Charter Schools for At-Risk Students

In establishing public charter schools, the School Board shall give priority to public charter school applications designed to increase the educational opportunities of at-risk students, particularly those at-risk students currently served by schools that have not achieved applicable state standards.

(2) Compliance with State and Federal Law

All public charter schools shall be subject to federal and state laws, regulations and constitutional provisions prohibiting discrimination in admissions, employment or operation on the basis of disability, race, creed, color, gender, national origin, religion, ancestry or the need for special education services. Public charter schools shall also

be subject to any court-ordered desegregation plan in effect in the school division or, in the case of a regional public charter school, any court-ordered desegregation plan in effect for relevant school divisions.

(3) Enrollment

Enrollment shall be open to any child who is deemed to reside (as defined in Section 22.1-3 of the Code of Virginia) within the school division or, in the case of a regional public charter school, within any of the relevant school divisions, through a lottery process on a space-available basis. A waiting list shall be established if adequate space is not available to accommodate all students whose parents have requested to be entered in the lottery process. Such waiting list shall also be prioritized through a lottery process and parents shall be informed of their student's position on the list.

(4) Tuition and Fees

A public charter school shall not charge tuition. Reasonable fees may be assessed as provided by law. The management committee of an approved charter school shall ensure that a student's inability to pay a fee does not bar that student from fully participating in the educational program and activities of the school.

D. Application and Review Process

(1) Review of Application by the Virginia Board of Education

Prior to submitting its charter application to the School Board, the public charter school applicant shall submit its proposed charter application to the Virginia Board of Education for review and comment and a determination as to whether the application meets the approval criteria developed by the Board. The Board's review shall examine such applications for feasibility, curriculum, financial soundness, and other objective criteria as the Board may establish, consistent with existing state law. The Board's review and comment shall be for the purpose of ensuring that the application conforms with such criteria, and the Board shall make a determination as to whether the application meets the approval criteria developed by the Board. Nothing shall prevent the local school division from working with a public charter school applicant before the application is submitted to the Board of Education for review and recommendation.

(2) Content of Public Charter School Application

Any person, group or organization, including any institution of higher education, may submit an application for the formation of a public charter school. The applicant must complete the entire application in the format provided in Exhibit A of this policy. The

content of the public charter school application shall be in accordance with state law.

(3) Review Team

The School Board shall establish a "review team" consisting of, at a minimum, appropriate school personnel and relevant community stakeholders. The School Board shall designate the chairman of the review team as the contact person for answering questions about the application process and receiving applications. The review team shall work cooperatively with applicants for public charter schools. When an application is incomplete, the review team shall request the necessary information. If, however, the applicant does not provide the necessary information within a reasonable timeframe (as established by the review team) then the application may be denied.

The review team shall (1) work cooperatively with the applicants for public charter schools; (2) evaluate all public charter school applications based on the review criteria adopted by the School Board; (3) recommend to the School Board the approval or rejection of each application; (4) receive and evaluate petitions for reconsideration; (5) monitor public charter school progress upon approval; and (6) make recommendations for revocation, renewal or non-renewal of charter contracts.

(4) Regulations

The School Board shall require, and the Administration shall promulgate, regulations governing the process for receiving, reviewing and ruling on applications for the establishment of public charter schools. Such regulations must include a timeline for the application and review process and the means for reviewing and evaluating each application, including the criteria on which the decision to grant or deny a charter will be based. A copy of the regulations, including the review criteria, shall be available to any interested party upon request.

E. School Board Decision

(1) Notice of Decision

Written notice of the School Board's decision shall be sent to the applicant. Priority shall be granted to applications designed to increase the educational opportunities of at-risk students.

(2) Reconsideration

If the School Board denies the public charter school application or revokes or fails to renew a charter agreement, it shall provide to the

applicant or grantee its reasons in writing, for such decision, and it shall post such reasons on its website. A public charter school applicant whose application was denied, or a grantee whose charter was revoked or not renewed, shall be entitled to petition the School Board for reconsideration. The petition for reconsideration shall be filed no later than 60 calendar days from the date the public charter school application is denied, revoked, or not renewed. The petition for reconsideration shall address, in writing, the specific reasons for denial, revocation or non-renewal as detailed by the School Board. Such reconsideration shall be decided by the School Board within 60 calendar days of filing the petition. Prior to seeking reconsideration, an applicant or grantee may seek technical assistance from the Superintendent of Public Instruction to address the reasons for denial, revocation, or non-renewal.

The School Board shall establish a process for reviewing petitions of reconsideration, which shall include an opportunity for public comment. The petition of reconsideration may include an amended application based on the reasons given by the School Board for such decision.

(3) Decision of the School Board following Reconsideration

Upon reconsideration, the School Board's decision to grant or deny an application or to revoke or fail to renew a charter agreement shall be final and not subject to appeal. Following a decision to deny a public charter school application or upon revocation or failure to renew a charter agreement, the School Board shall submit documentation to the Board of Education as to the rationale for the decision. The Board of Education shall have no authority to grant or deny a public charter school application or to revoke or fail to renew a charter agreement.

(4) Subsequent Public Charter School Applications

Nothing in this policy shall prohibit an applicant whose application has been denied or a grantee whose charter has been revoked or not renewed from submitting a new charter application pursuant to this policy.

F. Charter Contract

Upon approval of a charter application, the School Board and the management committee of the public charter school shall enter into a contract which contains all agreements between the School Board and the public charter school. The approved application shall serve as the basis for the contract. Such contract between the public charter school and the School Board or relevant school boards shall reflect all requests for release of the public charter school from school division policies and state regulations. The charter contract shall also include other provisions negotiated by the School Board or its designee. A charter may be granted

for a period of at least three years not to exceed five years. Any material revision of the charter contract shall be made in writing and must be approved by the School Board or in the case of a regional public charter school, between the regional public charter school and the relevant school boards and the management committee of the public charter school.

G. Liability of Charter School

The charter school contract shall include language that the applicant specifically agrees to hold harmless and indemnify the School Board, its officials, employees, agents and representatives, for all liabilities, debts obligations and other matters arising out of the operation of the charter school. In addition, the charter school shall address procedures for dissolution of the charter school, ensuring that the agreement to hold harmless and indemnify the School Board shall survive dissolution of the charter school, whether due to revocation, non-renewal or other action. Under no circumstances will the School Board assume responsibility for any contractual or other liabilities of the charter school or other entities acting on behalf of the charter school except as agreed to by contract.

H. Waivers of School Board Policy and State Regulation

A public charter school may operate free from specified School Board policies and state regulations, except the Standards of Quality, the Standards of Learning and the Standards of Accreditation, as agreed in the charter contract. The School Board shall designate in its regulations governing public charter schools which School Board policies may not be waived. The School Board, or relevant school boards, shall request from the Board of Education, on behalf of its public charter schools, waivers from state regulations contained in each approved charter application. If the public charter school is designed to increase the opportunities of at-risk students, then the School Board, or relevant school boards, as the case may be, shall request that the Board of Education approve an Individual School Accreditation Plan.

I. Management and Operation

A public charter school shall be administered and operated by a management committee in the manner agreed to in the charter contract. The management committee shall be composed of parents of students enrolled in the school, teachers and administrators working in the school and representatives of any community sponsors, or any combination thereof. A public charter school shall be responsible for its own operations, including, but not limited to, such budget preparation, contracts for services, and personnel matters as are specified in the charter agreement. However, a public charter school may negotiate and contract with the School Board, or any other third party, for the provision of necessary services. Services provided by the School Board must be provided at cost. All purchases made

by a public charter school shall be exempt from the Virginia Public Procurement Act, unless otherwise negotiated by contract.

J. Personnel

At the discretion of the School Board, public charter school personnel may be employees of the School Board and shall be selected as agreed in the charter contract. Any personnel not employed by the local school board shall remain subject to the provisions of §§ 22.1-296.1, 22.1-296.2, and 22.1-296.4 of the Code of Virginia. Professional, licensed employees currently employed by the School Board may request an assignment to a public charter school and may be assigned by the School Board to a public charter school for one contract year and reassigned annually upon the request of the employee and the recommendation of the management committee. Professional, licensed employees assigned to a public charter school shall receive the same employment benefits as such personnel assigned to non-charter schools. Professional, licensed personnel who request assignment to a non-charter school or who are not recommended for reassignment in the public charter school, other than for reasons cited in § 22.1-307 of the Code of Virginia, shall be transferred to a non-charter school according to School Board policy.

Deleted: P
Deleted: shall

The School Board, or in the case of a regional public charter school, relevant school boards may employ such health, mental health, social services, and other related personnel to serve in residential charter schools for at-risk students as determined in the charter agreement; however, the School Board is not required to fund the residential or other services provided by a residential charter school.

The School Board has the final authority to assign professional, licensed personnel to charter or non-charter schools within the division.

K. Funding

The per pupil funding provided to the charter school by the School Board shall be negotiated in the charter agreement and shall be commensurate with the average school-based costs of educating the students in the existing schools in the division or divisions unless the cost of operating the charter school is less than that average school-based cost. The management committee of an approved charter school shall develop and maintain a strong system for the management of all funds. Such system shall ensure there is a process of accountability for the collection, safeguarding and disbursement of funds.

Deleted: Public charter schools shall be funded as provided by law and as negotiated in the charter contract.

L. Facilities

As negotiated by contract, the School Board may allow a public charter school to use vacant or unused properties or real estate owned by the School Board. In no event shall a public charter school be required to pay rent for space which is deemed available, as negotiated by contract, in school division facilities. All other costs for the operation and maintenance of the

facilities used by the public charter school shall be subject to negotiation between the public charter school and the school division. In no event shall a charter school applicant base its proposed educational program solely on the availability of school division property.

M. Revocation and Renewal of the Charter Contract

The School Board may revoke a charter contract if:

- (1) the public charter school violates the conditions, standards or procedures established in the application;
- (2) the public charter school fails to meet or make reasonable progress toward achievement of the content standards or student performance standards identified in the charter application;
- (3) the public charter school violates a material term of the charter contract (for example, failing to provide required reports to the School Board);
- (4) the public charter school fails to meet generally accepted standards of fiscal management;
- (5) the public charter school violates any provision of law from which it has not been exempted; or

A charter contract may be renewed for a period not to exceed five (5) years. The management committee must apply to renew the charter no later than six (6) months prior to the expiration of the charter contract. The application for renewal shall contain:

- (1) a report on the progress of the public charter school in achieving the goals, objectives, program and performance standards for students and other conditions and terms the School Board or relevant school boards required in the charter;
- (2) a financial statement, on forms prescribed by the Board of Education, disclosing the costs of administration, instruction and other spending categories which is written in a way to allow the School Board or relevant school boards and the public to compare such costs to the costs of other schools and comparable organizations; and
- (3) other information the School Board may require.

If a charter contract is revoked or not renewed, or a public charter school is dissolved, the management committee shall be responsible for all financial obligations of the public charter school.

N. Reports

The School Board shall report to the Board of Education the following:

Deleted: (6) . the School Board determines that it is not in the public interest or for the welfare of the students within the division to continue the operation of the public charter school (for example, the public charter school is no longer financially sound or fails to achieve state testing standards or decrease absentee rates).¶

- (1) the grant or denial of public charter school applications,;
- (2) the number of charters granted or denied and the reasons for such denials; and
- (3) whether any of the charters granted are designed to increase the educational opportunities of at-risk students or students served by schools that have not achieved full accreditation.

O. Public Participation

- (1) The School Board shall establish a procedure for public notice, and to receive comment on charter school applications to provide an appropriate opportunity for input from parents, teachers, citizens, and other interested parties. The School Board shall give at least 14 days' notice of its intent to receive public comment on an application.
- (2) The School Board's public charter school policy and procedures shall be posted on the school division's website. A copy of this public charter school policy and procedures shall be made available upon request to all interested parties.

Legal Reference:

Code of Virginia, Section 22.1-3. Persons to whom public schools shall be free.

Code of Virginia, Section 22.1-26. Joint and regional schools; regional public charter schools.

Code of Virginia, Section 22.1-212.5 *et seq.* Establishment of Charter Schools.

Code of Virginia, Section 22.1-307. Dismissal, etc., of teacher; grounds.

Adopted February 20, 2001
Revised/Adopted June 4, 2001
Revised/Adopted June 17, 2002
Revised/Adopted June 21, 2004
Revised/Adopted June 21, 2010
Revised/Adopted

**REVISED
APPENDIX H**

**REGULATIONS REGARDING THE
RECEIPT AND REVIEW OF
CHARTER SCHOOL APPLICATIONS**

DRAFT

Regulations Regarding the Receipt and Review of Charter School Applications

Pursuant to School Board Policy 8.56, Richmond Public Schools shall receive and consider applications for the establishment of charter schools within the school division. These regulations shall govern the process for receiving, reviewing and ruling on charter school applications. A copy of these regulations shall be made available to any interested party upon request.

A. Review of Application by the Virginia Board of Education

Prior to submitting its charter application to the School Board, the public charter school applicant shall submit its proposed charter application to the Virginia Board of Education for review and comment and a determination as to whether the application meets the approval criteria developed by the Board. The Board's review shall examine such applications for feasibility, curriculum, financial soundness, and other objective criteria as the Board may establish, consistent with existing state law. The Board's review and comment shall be for the purpose of ensuring that the application conforms with such criteria, and the Board shall make a determination as to whether the application meets the approval criteria developed by the Board. Nothing shall prevent the local school division from working with a public charter school applicant before the application is submitted to the Board of Education for review and recommendation.

B. Submission of Application; Application Fee

Any person group or organization, including any institution of higher education, may submit an application for the formation of a charter school. Each charter school applicant shall submit an original and fifteen (15) copies of the charter school application package which shall be in the format provided in Exhibit A of these regulations, to the Clerk of the School Board between October 1 and January 31 of the school year prior to the anticipated opening of the charter school. The application package shall be accompanied by a \$250.00 application processing fee.

C. Acknowledgement of Receipt of Application

The School Board Clerk shall, within five (5) business days, acknowledge in writing the receipt of the original and required number of copies of the application, as well as the required filing fee. The Clerk shall also notify the Chairman of the Review Team (described below) in writing of the receipt of the application. The Clerk may contact the applicant to obtain additional copies and/or the filing fee if they are insufficient to meet the requirements of these regulations, and shall provide the applicant with a reasonable deadline for submission.

D. Application Review Team

The School Board shall convene a review team to evaluate charter school applications (the "Review Team"). The Review Team shall consist of a minimum of seven (7) and no more than ten (10) members. Among the members of the Review Team shall be the Chief Operating Officer, the Chief Academic Officer, the Director of Exceptional Education, a member of the RPS Senior Leadership Team not previously named, an RPS principal of a school serving the same grade levels as proposed for the charter school, and relevant community stakeholders as determined by the standing members of the Review Team.

The Clerk of the School Board shall serve in an ex-officio capacity and vote only in the event of a tie. The Chief Operating Officer and the Chief Academic Officer shall serve as standing members of the Review Team for a period of time consistent with the holding of their positions. All other members of the Review Team shall serve for a period of not less than two (2) years and no more than (4) years. The Chief Operating Officer shall serve as chairman of the Review Team.

E. Duties of the Review Team

The Review Team shall: (1) work cooperatively with applicants for public charter schools; (2) evaluate all public charter school applications based on the review criteria adopted by the School Board; (3) recommend to the School Board the approval or rejection of each application; (4) receive and evaluate petitions for reconsideration; (5) monitor public charter school progress upon approval; and (6) make recommendations for revocation, renewal or non-renewal of charter contracts. The Chairman of the Review Team shall serve as the contact for answering questions about the application process and receiving applications.

F. Application Review Process and Timeline

- (1) Within thirty (30) calendar days of the School Board's receipt of the required number of copies of the application and the application fee, the Review Team shall convene to evaluate the application.
- (2) If the application is incomplete, the Review Team shall send written notice to the applicant requesting the necessary information and advising the applicant that if the necessary information is not provided within a reasonable timeframe, as established by the Review Team, the application may be placed in an inactive file for thirty (30) calendar days with no further review or other consideration until such time as the application is considered complete. Should the application remain incomplete after thirty (30) calendar days, the Review Team will recommend to the School Board the denial of the application.
- (3) If the application is deemed to be complete, the Review Team shall, within six (6) months of its receipt by the Review Team, conclude its review and evaluation of the application based on the criteria outlined in these regulations. The Review Team may recommend to the School Board approval or denial of the application. The applicant shall be notified in writing of the Review Team's recommendation prior to its submission to the School Board for decision.
- (4) The Review Team shall convene as often as needed to fully evaluate the application based upon each of the criteria outlined in these regulations. A quorum of no less than a majority of the members of the Review Team shall be required for the conduct of business. The affirmative vote of a majority of members present shall be required to forward a recommendation regarding the application to the School Board.
- (5) The failure of either the Review Team or the School Board to adhere to any of the deadlines outlined in these regulations shall not be grounds for the approval of any charter school application.

G. Decision of the School Board

The School Board shall render its decision within thirty (30) calendar days of its receipt of the Review Team's recommendation. Prior to rendering its decision, the School Board shall conduct a public hearing to consider community input on a pending charter school application. The School Board shall give at least fourteen (14) calendar days' notice of its intent to receive public comment on an application.

Written notice of the School Board's decision shall be sent to the applicant. If the School Board denies the public charter school application or revokes or fails to renew a charter agreement, it shall provide to the applicant or grantee its reasons in writing, for such decision, and it shall post such reasons on its website. A public charter school applicant whose application was denied, or a grantee whose charter was revoked or not renewed, shall be entitled to petition the School Board for reconsideration. Upon reconsideration, the School Board's decision to grant or deny an application or to revoke or fail to renew a charter agreement shall be final and not subject to appeal.

H. Reconsideration

A public charter school applicant whose application was denied, or a grantee whose charter was revoked or not renewed, shall be entitled to petition the School Board for reconsideration. The petition for reconsideration shall be filed with the School Board Clerk no later than 60 calendar days from the date the public charter school application is denied, revoked, or not renewed. The petition for reconsideration shall address, in writing, the specific reasons for denial, revocation or non-renewal as detailed by the School Board. The Review Team shall evaluate the petition for reconsideration, the written notice of the School Board and original charter application and agreement and petition for reconsideration shall be decided by the School Board within 60 calendar days of filing the petition. Prior to rendering its decision, the School Board shall conduct a public hearing to consider community input on a pending petition for reconsideration. The School Board shall give at least fourteen (14) calendar days' notice of its intent to receive public comment on a petition. Written notice of the School Board's decision shall be sent to the applicant. Upon reconsideration, the School Board's decision to grant or deny an application or to revoke or fail to renew a charter agreement shall be final and not subject to appeal.

Prior to seeking reconsideration, an applicant or grantee may seek technical assistance from the Superintendent of Public Instruction to address the reasons for denial, revocation, or non-renewal.

I. Criteria for Review of Charter School Applications

The Review Team shall evaluate the strength of the charter school application in the following areas:

- (1) the proposed mission of the charter school, including its purpose and core philosophy, that must be consistent with the principles of the Standards of Quality;
- (2) the proposed goals and educational objectives to be achieved by the charter

- school, and whether they meet or exceed the Standards of Learning;
- (3) evidence of the level of support by an adequate number of parents, teachers and pupils for the formation of the charter school;
 - (4) the need for the charter school within the school division;
 - (5) the proposed curriculum, methods of instruction, teaching materials and innovative techniques to be employed, and whether they meet or exceed the Standards of Learning;
 - (6) the plan for evaluation of student performance, including any assessments to be used to measure pupil progress towards achievement of the school's performance standards; the timeline for achievement of such standard; and the procedures for taking corrective action in the event that pupil performance at the charter school falls below such standards;
 - (7) the proposed admissions process, to include a description of the lottery process to be used to determine enrollment and the establishment of a waiting list for whom space is unavailable, that is consistent with all federal and state laws and regulations and constitutional provisions prohibiting discrimination that are applicable to public schools;
 - (8) the financial plan, including sources of revenues and expenditures, a proposed budget for the term of the charter and a description of the manner in which an annual audit of the financial and administrative operations of the charter school is to be conducted, that demonstrates that the charter school is economically sound;
 - (9) the charter school's plan for addressing the displacement of students and employees when the application proposes the conversion of an existing public school to a charter school, or in the event of termination or revocation of a charter;
 - (10) the proposed management and operation of the charter school, including the nature and extent of parent, professional educator and community involvement, the process and criteria for selection of management committee members, and the individual and collective expertise of the members and management committee in financial operations, instructional program requirements, and overall school administration;
 - (11) the relationship between the charter school and its employees, including the proposed terms and conditions of employment;
 - (12) the arrangements regarding legal liability and applicable insurance coverage;
 - (13) the plan for meeting the transportation needs of its pupils;
 - (14) whether the school shall be nonsectarian and has committed to compliance with all state and federal laws, including those that prohibit discrimination on the basis of disability, race, creed, color, gender, national origin, religion, ancestry, or the need for special education services, as well as any court-ordered desegregation

plan in effect in the school division;

- (15) The facility or facilities to be used for the charter school, including any plan for acquisition, if required;
- (16) the procedures to be used to ensure the health and safety of students and employees, including compliance with all applicable state and federal laws; and
- (17) any other criteria recommended by the Review Team and approved by the School Board.

J. Renewal

A charter contract may be renewed for a period not to exceed five (5) years. The management committee must submit an application to renew the charter contract to the Clerk of the School Board no later than six (6) months prior to the expiration of the charter contract. The application for renewal shall contain:

- (1) a report on the progress of the public charter school in achieving the goals, objectives, program and performance standards for students and other conditions and terms the School Board or relevant school boards required in the charter;
- (2) a financial statement, on forms prescribed by the Board of Education, disclosing the costs of administration, instruction and other spending categories which is written in a way to allow the School Board or relevant school boards and the public to compare such costs to the costs of other schools and comparable organizations; and
- (3) other information the School Board may require.

The application for renewal will be reviewed by the Review Team who will recommend renewal or non-renewal of the charter contract to the School Board. Written notice of the School Board's decision shall be sent to the applicant. If the School Board fails to renew a charter contract, it shall provide to the grantee its reasons in writing, for such decision, and it shall post such reasons on its website. A grantee, whose charter was not renewed, shall be entitled to petition the School Board for reconsideration as described above. Upon reconsideration, the School Board's decision to fail to renew a charter contract shall be final and not subject to appeal. If a charter contract is not renewed, the management committee shall be responsible for all financial obligations of the public charter school.

K. Revocation

The School Board may revoke a charter contract if: (1) the public charter school violates the conditions, standards or procedures established in the application; (2) the public charter school fails to meet or make reasonable progress toward achievement of the content standards or student performance standards identified in the charter application; (3) the public charter school violates a material term of the charter contract (for example, failing to provide required reports to the School Board); (4) the public charter school fails to meet generally accepted standards of fiscal management; or (5) the public charter school violates any provision of law from which it has not been exempted.

L. Charter Schools for At-Risk Students

Priority shall be given to charter school applications designed to increase the educational opportunities of at-risk students, particularly those at-risk students currently served by schools that have not achieved full accreditation. An "at-risk student" is a student having a physical, emotional, intellectual, socioeconomic or cultural risk factor, as defined in Virginia Department of Education criteria, which research indicates may negatively influence educational success.

EXHIBIT A

**RICHMOND PUBLIC SCHOOLS
CHARTER SCHOOL APPLICATION ADDENDUM**

Any person, group or organization may submit an application for the formation of a charter school. Applicants must follow state law and School Board policy regarding charter schools. A complete Richmond Public Schools Charter School Application package ("Application") consists of (i) the Applicant's *Virginia Public Charter School Application* package submitted to the State Board of Education; (ii) the result of the State Board of Education's review of the Applicant's state application; (iii) an Executive Summary of adjustments made since the State Board of Education's review of the Applicant's state application; and (iv) the *Richmond Public Schools Charter School Application Addendum* ("Addendum") prepared in accordance with this policy.

Applications must be received by the Clerk of the School Board between October 1 and January 31 of the school year prior to the year in which the charter school desires to open. An original plus fifteen (15) copies of the Application must be submitted. An application fee of \$250.00 shall be submitted with the Application. Applicants must follow the format provided below for the Addendum.

I. Applicant Information

List the name, address, phone number and qualifications of the applicant(s) and designate an applicant contact person.

II. Facility

Describe the facility(ies) to be used for the charter school or the plan for the acquisition of a facility. If the facility is not property of the school division, then the following must be provided upon approval of the charter in accordance with the applicable timelines provided to the grantee: (1) a certificate of occupancy; (2) a health inspection certificate; (3) an annual fire certificate of inspection; (4) proof of compliance with federal, state and local health and safety laws and regulations; and (5) a copy of the lease or contract under which the charter school will use the facility. The use of school division facilities is subject to negotiation and approval by the School Board. In no event shall a charter school applicant base its proposed educational program solely on the availability of school division property.

III. Services

List the services and their estimated costs that the applicant wishes the School Board to provide; for example, food service, payroll or conducting criminal background checks. Also, list services and their estimated costs that will be provided by others.

IV. Timeline

Provide a detailed timeline, identifying each step required to establish the charter school, including, but not limited to, staff hiring, location and purchase of materials, implementing the evaluation plan, obtaining necessary services, opening an appropriate facility and consulting with experts, if necessary.

V. Health and Safety

Describe the procedures the charter school will implement to ensure the health and safety of the students and employees, including how and if the management committee will conduct a state criminal record check on all employees; how the charter school will conduct fingerprinting and federal criminal record checks, if applicable; how the charter school will comply with the requirement to report child abuse; and how the charter school will comply with Occupational Safety & Health Act requirements.

VI. Indemnity

Assure that the School Board will be defended, held harmless and indemnified against any claim, action, loss, damage, injury, liability, cost or expense of any kind as a result of the operation of the charter school or actions by its agents, employees, invitees or contractors

VII. Renewal

Assure that if the charter school wants to renew its contract, it shall apply at least six (6) months prior to the expiration of the contract.

VIII. Emergency Displacement Plan: Pupils and Employees

Describe the plan for the placement of students and employees if the charter school facility is destroyed (e.g. by flood or fire), unable to be occupied or dissolved for any reason.

IX. Management and Operation

Describe the management and operation of the charter school, including the nature and extent of parental, professional educator and community involvement. List the names and addresses of the proposed management committee. This section should include (1) a detailed description of the relationship between the management committee and the local school board, including the charter school spokesperson (i.e. who is accountable to the school board); (2) how the charter school will be accountable to the public, including a plan for compliance with the Virginia Freedom of Information Act, the Virginia Public Records Act, and reporting requirements; (3) how the management committee is selected and its relationship to the teachers and administrators; (4) a description of the rules and procedures followed to arrive at policy and operational decisions; and (5) summaries of the job descriptions of key personnel, including the school leader/principal.

X. Financial Plan: Evidence of Economical Soundness, Proposed Budget and Annual Audit

Provide a budget and any other information that illustrates the proposed charter school is economically sound for both the charter school and the school division. Include detailed sources of revenue and expenditures for the proposed term of the charter (at most three years) and a description of the manner in which an annual audit of the financial and administrative operations of the charter school, including any services provided by the school division, will be conducted. Anticipated gifts, grants or donations and a student fee schedule should be included.

XI. Legal Liability and Insurance Coverage

Describe the arrangement between the charter school and the School Board regarding their respective legal liability and applicable insurance coverage. Insurance coverage should include health, property and casualty (automobile liability, general liability, property, officer and employee liability) and workers' compensation.

XII. Waivers

Describe and justify any waiver from School Board policies and state regulations that the charter school requests. The Standards of Quality, and by reference the Standards of Accreditation and Standards of Learning, may not be waived. **Please note that state law only allows waivers of policy and regulation; no waiver of state statutes or federal statutes or regulations is permitted.**

XIII. Discrimination

Assure that the charter school will follow state and federal law prohibiting discrimination on the basis of disability, race, creed, color, gender, national origin, religion, ancestry, or the need for special education services and shall be subject to any court-ordered desegregation plan in effect in the school division.

XIV. Signatures

The Applicant hereby certifies that the information and assurances contained within the *Virginia Public Charter School Application* submitted on behalf of the proposed charter school to the Virginia Board of Education, the Executive Summary and the information contained in this *Public Charter School Application Addendum* is correct.

Name of Authorized Official:

Title:

Signature of Authorized Official:

Date:
