

Criteria Checklist for Virginia Public Charter School Applications

The Virginia Board of Education (Board) will use the information below to determine if a public charter school application meets the Board's approval criteria for public charter schools. Applicants may wish to use the list to determine if all the required components have been addressed in the application before submission.

Cover Page: All requested information has been provided and the authorized official has signed and dated the cover page.

Applicant Information: All applicant information has been provided.

I. Executive Summary: The executive summary addresses the need for the public charter school and any discussions to date with the local public school division or local school board on the establishment of the charter school. If there have been no discussions to date, the applicant has indicated the reason. (The suggested length is two pages.)

Education Components: II-V

II. Mission Statement:

The mission statement of the public charter school is consistent with the principles of the Standards of Quality (SOQ), (Section [22.1-253.13:1](#), *Code of Virginia*), including identification of the targeted academic program of study.

III. Evidence of Support: Evidence is provided reflecting the need and community support for the proposed public charter school.

IV. Statement of Need: The need for a public charter school, including the location or geographic areas and grades to be served each year, are described and include the following:

1. The location or geographic area proposed for the public charter school.

2. The grades to be served each year for the full term of the charter contract.

V. Education Program. The public charter school's education program is addressed and includes all of the following components.

1. A description of the academic program that is aligned with the Standards of Learning.
2. A description of the charter school's instructional design, including the type of learning environment, such as classroom-based or independent study; class size and structure; curriculum overview; and teaching methods.
3. Information regarding the minimum and maximum planned enrollment per grade level for the term of the charter contract.
4. Plans for identifying and successfully serving: a) students with disabilities; b) English Learners (ELs); c) students who lag behind academically; and d) gifted students, including compliance with applicable laws and regulations.
5. A description of co-curricular or extracurricular programs to be offered and how they will be funded and delivered.
6. A description of the public charter school's student discipline policies, including discipline policies for special education students.
7. A statement of the opportunities and expectations for parental involvement.

Logistical Components VI-VIII

VI. Enrollment Process: A description of the public charter school's design plans and timelines for student recruitment and enrollment, including lottery procedures, are outlined.

VII. Displacement: A plan is described for the displacement of pupils, teachers, and other employees who will not attend or be employed in the public charter school, in instances of the conversion of an existing public school to a public charter school, and for the placement of public charter school pupils, teachers, and employees upon termination or revocation of the charter.

VIII. Transportation, Food Service, and Operational and Ancillary Services: A description of how the public charter school will provide transportation, food service, and all other significant operational and ancillary services is provided.

Business Components IX-XII

IX. Economic Soundness: Evidence is presented that the plan for the public charter school is economically sound for both the public charter school and the school division or relevant school divisions. The following elements are included:

1. A description of the public charter school's financial plan, including financial controls and audit requirements.
2. A proposed start-up and five-year budgets with clearly stated assumptions.
3. A start-up and first-year cash flow projections with clearly stated assumptions.
4. Evidence of anticipated fundraising contributions, if claimed in this application.
5. A sound facilities plan, including backup or contingency plans, if appropriate.

X. Management and Operation: Information is provided on the management and operation of the public charter school. The following components must be addressed to the extent the applicant is able, pending negotiations with the local school board:

1. Background is provided on proposed founding management committee members and, if identified, the proposed public charter school leadership and management team.
2. An organizational chart that clearly presents the public charter school's organizational structure, including lines of authority and reporting between the management committee; staff; any related bodies, such as advisory bodies or parent and teacher councils; and any external organizations that will play a role in managing the public charter school.
3. A clear description of the roles and responsibilities for the management committee, the public charter school's leadership and management team, and any other entities shown in the organizational chart.
4. The proposed governing bylaws.
5. An explanation of any partnerships or contractual relationships central to the school's operations or mission (such as an education management organization, food services, school health services, custodial services, security services, etc.).
6. A detailed public charter school start-up plan identifying tasks, timelines, and responsible individuals.
7. The public charter school's proposed calendar and a sample daily schedule.

XI. Employment Terms and Conditions: An explanation of the relationship that will exist between the proposed public charter school and its employees, including evidence that the terms and conditions of employment have been addressed with affected employees is provided. ([Sections 22.1-212.13](#), [22.1-296.1](#) and [22.1-296.2](#), *Code of Virginia*) The following components must be addressed:

1. The public charter school's leadership and teacher employment policies.
2. Plans for recruiting and developing the public charter school's leadership and staff.
2. A staffing chart for the school's first year and a staffing plan for the term of the contract.

XII. Insurance: A description of the insurance coverage that the public charter school will obtain is included.

Assurances: The certification statement has been signed.