

SALEM-KEIZER CHARTER SCHOOL PROPOSAL EVALUATION

The purpose of this document is to determine completeness of a charter application submitted to Salem-Keizer Public Schools.

Inclusive of ORS 338.045(2) proposal requirements (bolded) and additional requirements of the Salem-Keizer Public Schools Board of Directors.

Name of School:

Date of Review:

Review Committee Member:

Requirement	Present? Yes or No	<u>Evidenced by/or Needed</u> (e.g., page number(s) or specific omission(s))
1) Contacted District Staff a. Charter School Liaison b. Other		
2) Identification of the applicant.		
3) Name of the proposed public charter school.		
4) Description of the philosophy and mission of the public charter school.		
5) Governance structure of the public charter school.		
6) Explanation of the legal relationship between the public charter school and any other public charter school, if applicable. (Provide any contracts or legal documents that will create the basis of the relationship between the entities, including all financial audits and auditor's reports.)		
7) Proof of 501(c)(3) designation or application to receive same.		
8) If a public charter school applicant is operating any other public charter school, documentation that the public charter school applicant has		

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established a separate Oregon nonprofit corporation, legally independent of any other public charter school in operation.		
9) Term of the charter.		
10) Proposed school calendar for the public charter school, including the length of the school day and school year. <ol style="list-style-type: none"> a. The developers must provide this a minimum of 90 days prior to the school year starting. 		
11) Date upon which the public charter school would begin operating. <ol style="list-style-type: none"> a. Please note that before a contract with the District is finalized, a known, legal address must be submitted. This information must be submitted not later than 45 days prior to the opening of the Charter School Program or the charter will not open until the following school year. 		
Curriculum, Instruction, and Assessment		
12) Description of the curriculum of the public charter school.		
13) Identification of goals/standards and objectives which reflect a comprehensive instructional program. <ol style="list-style-type: none"> a. Provide clear definitions. b. Demonstrate alignment to ODE content standards. c. Articulate instructional philosophy or specialized practices. 		
14) Description of any distinctive learning or teaching techniques to be used in the public charter school.		

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<ul style="list-style-type: none"> a. Scientifically based research that information is based on. b. Evidence supporting the charter premise. 		
<p>15) Description of the expected results of the curriculum and the verified methods of measuring and reporting objective results that will show the growth of knowledge for students attending the public charter school and allow comparisons with public schools.</p>		
<p>16) Explanation of grading practices for all grade levels and how student performance is assessed, documented, utilized, and communicated to families.</p> <ul style="list-style-type: none"> a. Include a description of the use of student focal group data. 		
<p>17) Explanation of how the proposed academic program will be aligned with that of the district. If applicant is proposing an elementary or middle level public charter school, please describe how the curriculum is aligned at each grade level with the district's curriculum, including an explanation of how a student in the public charter school will be adequately prepared to re-enter the district's public school system after completing the charter school program.</p>		
<p>18) Description of how the public charter school will adjust and improve student performance.</p>		
<p>19) Description of policies and practices for meeting the needs of students who are not successful in the regular program.</p>		
<p>20) Identification of primary instructional materials by publisher, copyright date, version, and</p>		

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edition for each academic content area in each grade.		
21) Identification of major supplementary material in core academic content areas and the criteria for use with students.		
22) Description of how the public charter school will differentiate instruction to meet the unique learning needs of students working above and below grade level, including but not limited to talented and gifted students.		
23) Description of strategies the public charter school staff will use to create a climate conducive to learning and positive student engagement.		
24) Documentation that demonstrates improvements in student academic performance over time (both individual and program/grade level) from any private alternative school operated by the public charter school applicant, if applicable.		
25) Description of a testing schedule for all state-mandated assessments, including a description of how testing will occur.		
26) Description of parental involvement, content of planned meetings and conferences, and how the school will adjust meeting or conferences to meet the needs of working parents.		
27) Description of distance learning options available to students, including the grade level and amount of instruction offered to students, if applicable.		
28) <i>Grades 9-12 Only</i> a. Description of policies and procedures regarding diplomas and graduation, if applicable.		

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b. Identify how the public charter school will provide access to national assessments such as PSAT, SAT and ACT, if applicable. c. Planned course statement for classes taught in the program, including related content standards, course criteria, assessment practices and state required work samples that will be collected. Plans for TAG students need to be included, too. d. Documentation that reflects consideration of credits for public charter school course work a student may perform at any other public school.		
Admission		
29) Projected enrollment to be maintained and the ages or grades to be served.		
30) Description of admission policies and application procedures.		
31) Target population of students the public charter school will be designed to serve. a. For the population that is being targeted, address the diversity that may occur as a result of the lottery		
32) Procedures to address out of district students wishing to enroll		
State and Federal Mandates		
33) Inclusion of the statutes and rules that shall apply to the public charter school.		
34) Outcomes pupils are to achieve that also reflect the capability to provide service to academically low achieving students a. How will meeting Adequate Yearly Progress be addressed?		
35) Criteria for evaluating and monitoring the progress of the public charter school.		

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<p>36) Arrangements for any necessary special education and related services provided pursuant to ORS 338.165 for children with disabilities who may attend the public charter school.</p> <ul style="list-style-type: none"> a. Explanation of how the public charter school intends to work with the District to provide special education services. b. The facility must be able to accommodate space for a Learning Resource Center (LRC). c. Submit a description of the space to be allotted for the LRC. 		
<p>37) Description of specific program information regarding curriculum and how specially designed instruction is delivered for special education students. (Include methodologies, data systems and service delivery models used).</p>		
<p>38) Description of how the public charter school will serve the needs of talented and gifted students, including screening, identification, and services.</p> <ul style="list-style-type: none"> a. Include a description of how instruction will meet learning rates and levels. 		
<p>39) Description of how the public charter school will deliver services and instruction to English Learners (ELs), including descriptions of curriculum, methodology and program accommodations.</p>		
<p>40) Description of how the public charter school will comply with Section 504 requirements.</p>		
<p>41) Explanation of how the public charter school will implement Child Find requirements.</p>		

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42) Explanation of how the public charter school will manage IDEA mandates regarding eligibility, IEP, and placement meetings.		
43) Explanation of how the public charter school will implement accommodations and modifications contained in the IEP or Section 504 plan.		
44) Explanation of the role of parents in implementing IEPs.		
45) Statement regarding how student health and medical needs will be met, especially with medication management and training.		
Facilities		
46) Legal address, facilities, and physical location of the public charter school, if known. <ol style="list-style-type: none"> a. Developers' expectations from the District regarding facilities issues b. If facilities are not known 90 days prior to the opening of the charter, the contract is rescinded. c. If a public charter school applicant has not secured a facility at the time of submitting a public charter school proposal, a written and signed declaration of intent that states that the applicant will provide the school district liaison with proof that a suitable facility will be secured a minimum of 90 days before intended date of operation. 		
47) Plan for performance bonding or insuring the public charter school, including buildings and liabilities.		
48) Plans and procedures for use of any unique district facilities including, but not limited to:		

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gymnasiums, auditoriums, athletic fields, libraries, cafeterias, computer labs and music facilities.		
Student Issues		
49) Standards for behavior and the procedures for the discipline, suspension, or expulsion of students. <ol style="list-style-type: none"> a. These must be in place prior to school starting at the charter school or the contract is rescinded. b. Must show calendar specifying staff development regarding this topic. 		
50) Plans and procedures for student participation in extracurricular activities pursuant to Oregon School Activities Association and board policy, regulations, and rules.		
51) Description of how the public charter school will address the rights and responsibilities of students.		
52) Description of how the public charter school will handle situations involving student, possession, use or distribution of illegal drugs, weapons, flammable devices, and other items that may be used to injure others.		
53) Copies of program reviews conducted by other school districts that may have referred students to another public charter school operated by the public charter school applicant, if applicable.		
54) Description of the typical school day for a student, including a master schedule, related activities, breaks and extracurricular options.		
55) Description of how student membership will be calculated, including a description of the type of instruction and location of instruction that		

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contributes to Average Daily Membership (ADM).		
56) Documentation and description of how most students remain in the program, and documentation of student improvement in academic performance, disciplinary referrals, juvenile interventions, or any other disciplinary action while in the program.		
Personnel		
57) Description of the proposed staff members and required qualifications of teachers at the public charter school. <ol style="list-style-type: none"> a. Completed criminal history checks and fingerprinting must be completed and submitted to the District prior to contact with any students. 		
58) Identification regarding the training and/or licensure of staff, including endorsements and Teacher Standards and Practices Commission (TSPC) licensure.		
59) Documentation of how the public charter school will comply with TSPC requirements for all staff, including all TSPC Oregon Administrative Rules pertaining to its staff.		
60) Provide the public charter school's plan for comprehensive professional development for all staff.		
61) Identification of how the public charter school's licensed staff will obtain their required Continuing Professional Development units for licensure renewal with TSPC.		
62) Identification of the designated employer of the charter school staff.		

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63) Explanation of contingency plans for the hiring of substitute professional and classified staff.		
64) Proposed plan for the placement of public charter school teachers, other school employees, and students of the public charter school upon termination or nonrenewal of a charter.		
Finances and Budget		
<p>65) The proposed budget and financial plan for the public charter school and evidence that the proposed budget and financial plan for the public charter school are financially sound.</p> <ul style="list-style-type: none"> a. Annual financial plan for each year requested by the charter that includes all revenues, expenditures, fund balances and financial controls. b. Funding sources from the district will come from ORS 338.155 with elementary schools funded at 80% and middle and high schools funded at 95% of State School Fund grant. Funding may change annually, and the amounts identified by Salem-Keizer school district will be reviewed on an annual basis. 		
66) Does proposed budget include start-up expenditures before school opening?		
67) Does proposed budget include projected enrollment and average daily membership (ADM)?		
68) Cash reserve at the end of the fiscal year is sufficient to assure continued operation of the charter school.		

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69) Proposed budget includes an explanation of projected budget for salaries and associated payroll costs.		
70) Proposed budget include an explanation of facilities costs, including rents, utilities, and repairs.		
71) Planned and identified expectations for District services and listed them within the submitted budget		
72) Description of the financial management system for the public charter school, an explanation of how the financial management system will meet the requirements of ORS 338.095 (1) and a plan for having the financial management system in place at the time the school begins operating.		
73) Process and procedure in which the program review and fiscal audit will be conducted.		
74) Description of how the charter will address the storage of student and financial records.		
75) Description of format and frequency (at least quarterly) of financial reporting to the district, including statement of net assets, statement of activities, and cash flow statements compared to budget.		
76) Compliance with purchasing and billing practices in accordance with Oregon procurement laws.		
77) Copies of annual audits for any other charter school(s) operated by the charter applicant, if applicable.		
Policy Requirements		
78) Copies of any policy that the public charter school intends to adopt which address		

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expectations of academic standards for students and transcription of credits.		
79) Copies of any policy that the public charter school intends to adopt on student behavior, classroom management, suspensions, and expulsions, which must contain an explanation of how the charter school will handle a student expelled from another district for reasons other than a weapons violation.		
80) Descriptions and copies of any policy that the public charter school intends to adopt regarding corporal punishment.		
81) Copies of any policy that the public charter school intends to adopt regarding dispensing of medication to students who are in need of regular medication during school hours.		
82) Description of procedures on how the public charter school will handle disciplinary referrals and how they will impact student promotion and advancement.		
83) Copies of any policy that the public charter school intends to adopt regarding reviewing and selecting instructional materials.		
84) Copies of any policy that the public charter school intends to adopt regarding solicitation/advertising/fundraising by non-school groups.		
85) Copies of any policy that the public charter school intends to adopt regarding promotion and retention.		
86) Copies of any policy that the public charter school intends to adopt regarding student publications.		

Requirement	Present? Yes or No	Evidenced by/or Needed (e.g., page number(s) or specific omission(s))
87) Copies of any policy that the public charter school intends to adopt regarding staff/student vehicle parking and use.		
88) Copies of any policy that the public charter school intends to adopt regarding diplomas and graduation, and participation in graduation exercises.		
89) Copies of any policy that the public charter school intends to adopt regarding student/parent/public complaints.		
90) Copies of any policy that the public charter school intends to adopt regarding visitors.		
91) Copies of any policy that the public charter school intends to adopt regarding staff discipline, suspension, or dismissal.		
Community Involvement		
92) Information on the manner in which community groups may be involved in the planning and development process of the public charter school. a. Must show evidence of this.		
93) Demonstrated sustainable support for the public charter school by teachers, parents, students, and community members? a. Evidence must show how this was measured.		
Miscellaneous		
94) Plans and procedures for child nutrition program(s).		
95) Plans and procedures for counseling services.		
96) Transportation issues and needs		
97) In the case of an existing public school being converted to charter status:		

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a. The alternative arrangements for students who choose not to attend the public charter school and for teachers and other school employees who choose not to participate in the public charter school; and, b. The relationship that will exist between the public charter school and its employees, including evidence that the terms and conditions of employment have been addressed with affected employees and their recognized representative, if any.		

Members of the Charter Review Committee who reviewed this application on stated date include:

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