

Charter School Expansion:
Replication Application



Process managed by
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Introduction

The process for expansion/replication of a charter contract is different from that of an original charter school application. This process emphasizes the existing school's educational program, finances and operations, and governance. Eligible charter schools will engage in a streamlined process if the school's success is evident. Conversely, new charter schools without an established history of success for at least three years will undergo a more rigorous review.

Important Dates

Expansion/Replication applications will be reviewed by District 49 during an agreed-upon cycle as determined by the charter school board and the D49 Board of Education.

Who May Apply

Charter schools that operate in D49's contiguous districts or are approved as multi-district online charter schools and have a current State Accreditation rating of Performance or higher may apply for an expansion/replication to District 49. Expansion/Replication applicants must meet D49's measure of Good Standing and have completed three or more years of successful operation.

Part One

About the District

The District 49 Board of Education passed a resolution indicating the district's commitment to meeting the National Association of Charter School Authorizers (NACSA) *Principles and Standards for Quality Charter School Authorizing*. Issuing a Request for Proposals is a best practice identified in the *Principles and Standards*. Specifically, NACSA notes that the Request for Proposals "states any *chartering priorities* the district has established."

District 49 operates in four innovation zones, including three geographic zones (Sand Creek Zone, POWER Zone, and Falcon Zone).

District 49 Mission for Charter Authorizing:

The mission District 49's Charter Authorizing is to promote high quality and effective public charter school options that are autonomous and accountable for improved academic outcomes for a diverse student population. Through our policies, practices, and procedures as a quality authorizer, the district will provide high standards for all schools, which will protect student and public interests.

Letter of Intent to Apply for Charter Expansion/Replication

Using the Letter of Intent form included in Appendix 1, the applicant will provide initial information vital to the subsequent application. The district will use this information to start the review process and continue the ongoing dialogue about the application. Submit the Letter of Intent to Apply for Charter Expansion/Replication electronically to

Brytni Brennan,
Coordinator of Charter School Relations – District 49
brytni.brennan@d49.org.

Within ten days of receiving a Letter of Intent to Apply for Charter Expansion/Replication, district staff will respond with a letter acknowledging its receipt.

Procedures

The expansion/replication application consists of two distinct steps. Step 1 captures the pertinent information regarding the charter school. This information provides transparency to the District 49 staff and community. Step 2 assesses the performance of the charter school utilizing District 49 measures. This information provides evidence of good standing and identifies opportunities for growth and support.

Application Format Instructions:

Submit the expansion/replication application in Reportwell. Please reach out to brytni.brennan@d49.org to get an account set up.

Step 1: Documentation

Upon completion of the Intent to Apply, applicants are to submit a narrative relative to the following information:

A. Executive Summary

Provide a succinct but comprehensive description of the existing school. This section should convey the school leaders' vision and give insight into the decision to request a charter expansion/replication.

- Include the school's name, and the current grade levels served. Include a projected growth plan if applicable.
- Include the Accreditation and School Performance Framework ranking for the existing school.
- Include an explanation of the governing board's vision due to the charter expansion/replication.
- A short explanation of the key programmatic features of the program design model. Include unique features such as extended days/years, uniforms, or a rigorous and disciplined school culture.
- The targeted student population the school serves and details distinguishing elements from other schools within the same region.
- A description of the process to involve stakeholders in this decision for change, including any parent or community meetings, discussions with community leaders, or written surveys.

B. Vision and Mission Statements

Charter school vision and mission statements explain the desired pathway of the school. Describe the existing school's vision and mission, along with any existing belief statements to explain the school's philosophy.

Identify the location of the school and a brief description of the school's campus. In addition, provide information on the current charter contract (parties to the contract, terms, etc.).

Describe the community in which the school is located. In particular, describe other schools and an overview of academic performance or other factors influencing student competition within the neighborhood.

Possible Attachments:

- Board policy book
- Board/school strategic plan
- Board/school dashboard
- Organizational chart or staff roster
- Parent/student handbook
- Brochures or informational items related to the existing school or replication.

C. Educational Program

In the narrative, explain the comprehensive educational program to provide a general understanding of what the charter school uses for curricula (including supplemental), instructional philosophies, and differentiations for diverse learners. Specifically, explain how the curriculum aligns with State Standards and how teachers ensure these are covered in the year-long plan.

Explain how the original decision to select these curricula and instructional philosophies was made by explaining the research basis. Describe how these are well-suited to the existing school's student population and the intended student population of the expansion/replication.

Describe the school's culture, including traditions, student reward/recognition programs, philosophies, and student clubs (i.e., Student Council, NHS). Also, explain extracurricular activities or sports programs the school provides and plan additional school.

If the existing charter school includes high school, fully explain graduation requirements, GPA weighting, course descriptions, college/career counseling, graduation rates, and any other information that will demonstrate the program's success.

Possible Attachments:

- Accreditation plan, Unified Improvement Plan (UIP), and School Performance Framework (SPF)
- Curriculum guides and maps
- Sample lesson plans
- Master schedule and teacher schedules
- Student data: demographics, ILP/ELA/IEP, attendance, graduation

D. Evaluation of Pupil Performance

Explain the assessments used and the philosophy behind this plan. Who leads the school in using student achievement data to inform instructional practices? How does the governing

board use this information? How do individual teachers and horizontal or vertical teams use the data? Does the school use data teams? If so, explain their function and role. Provide an example of how the use of data has resulted in a change within the school.

Assure that the school complies with federal and state assessment requirements.

Fully describe how the school's program serves students with diverse learning needs. Explain the Multi-tiered System of Support program and how the school determines if strategies effectively address student needs. Describe the general needs of the students (e.g., ELA, Literacy, remediation, tutoring) and how the school supports these groups of students.

Possible Attachments:

- Any data collected and used by the school
- UIP and SPF
- Student attendance, graduation, course completion, or retention data
- Sample report cards
- Course completion, promotion criteria or graduation criteria or policies
- Reports or dashboards related to achievement

E. Finance and Operations

a. Finance:

Describe the school's current financial situation, including any related foundations or organizations, staffing, policies and procedures that ensure checks and balances, connections with banking institutions, reserve levels, debt obligations, insurance coverage minimums and terms, accounting software, and contractual obligations. Provide the most recent three years of financial history.

Provide a table with enrollment per grade level for the life of the charter school. If a change in enrollment or grade levels is being proposed, include the expected growth plan.

If a related entity, such as a foundation, has been awarded a grant for expansion/replication, include the total amount awarded, the purpose for the grant, and any accountability or requirements for using the funds. The applicant may attach the grant application or award letter.

Provide information on the school's staff, such as their percentage of FTE, benefits they qualify for, and if they participate in PERA. A payroll report may be submitted as an attachment. If a management company employs any employees, note that arrangement.

If the governing board has a fundraising committee, include information about their development plans. Committee members and their related expertise should also be submitted.

b. Operations:

Explain the existing school's management structure and how that will change with the expansion/replication of the new school. In addition to providing an organizational chart, describe how the organizational chart matches the needs of the school and plans for future growth. If an ESP is involved, explain which positions are employees of the ESP or if an employee lease agreement is in place.

Identify who will lead the new school or a plan for selecting a leader. Which staff positions will this new leader be responsible for selecting? Are job descriptions already created for the new school's leadership team?

School culture and discipline are important components of any successful school. Describe the school's culture, including any driving philosophies or slogans used. Does the school use a dress code or uniform policy? Does the school handle its own discipline, suspension, and expulsion issues or receive support from its current authorizer?

Include a list of the waivers the school plans to request. This should include a replacement plan, rationale, financial impact, and expected outcome for each waiver that will be requested.

Possible Attachments:

- School budget (preferably for five years)
- Latest budget to actual report
- Audited financial statements
- Evidence of insurance coverage
- Grants awarded to the school
- Governing board policies related to finance or operations
- Administrative procedures related to finance or operations
- Building safety plan
- Organization chart
- Sample employee agreements
- Staff handbook

- Staff job descriptions
- ESP lease agreement, if applicable
- Waiver request and rationale/replacement plan

F. Governance

Attach a brief resume for each of the governing board members and a roster of the board members that includes their terms and whether they were elected or appointed to the board. In general, explain the board's philosophy for involvement in decisions; in other words, what is the scope of the board's purview? Describe what types of decisions are made by others within the organization.

Provide evidence that the charter board is correctly registered with the Secretary of State.

If the board is in agreement with an Education Service Provider (ESP), explain how that relationship was initiated and provide a description of the board's relationship with the ESP. Has the ESP had any input on any governing board members? How does the governing board hold the ESP accountable? What data does the governing board use to monitor or evaluate the ESP that the ESP does not provide?

Describe the School Accountability Committee: who serves on the committee, the committee description in board policy, and examples of what types of decisions or recommendations the SAC makes. How does the governing board receive information or recommendations from the SAC? Is there a board liaison? SAC meeting minutes may be attached.

Describe the current board's value for continuous improvement and professional development, including how many online board training modules offered by CDE/CLCS/CSI have been completed, results of past needs assessments for training, and plans. Describe how the board will, in the future, recruit new board members with the required skills and expertise to accomplish the vision and mission.

Describe the board's relationship to key administrators. How were these positions selected, and how are they evaluated? If a management company is involved, what is the company's role in selection or evaluation? Specifically, note which positions report directly to the board.

Provide comprehensive and specific information on potential conflicts of interest and how these situations would be addressed. Minimally, this will include governing board policy on conflicts of interest, but it may also include governing board agreements or disclosure forms. Also, explain how parents or stakeholders can bring issues of concern to the governing board. If this is addressed according to policy, attach a copy of the policy and any related forms.

If the governing board has any partnerships, explain the nature and relationships associated with those partnerships. Are these partnerships ongoing or for a specific purpose or period? If the partnership is memorialized in writing, attach that documentation. Will the governing board seek any other partnerships?

Possible Attachments:

- Governing board bylaws
- Governing board agreement, if available
- Board policy book
- Board/school dashboard
- Board member roster with terms, officer roles, and whether appointed or elected
- CSSI report or comparable school-wide evaluation, if available
- Secretary of State, evidence of good standing
- Governing board conflict of interest policy and/or disclosure forms

G. Facilities

Provide a general explanation of where the existing campus is located and the strengths or shortcomings of the facility to serve the current student body. Explain any plans for adding additional grade levels or a brand new facility/campus. Fully describe the new school's facility needs, including square footage requirements for general education classes and specialty classes, types of common spaces (e.g., gym, cafeteria, performing arts center), total campus acreage, parking space requirements, ADA compliance, and other code issues. Identify one or two potential sites and include additional information as an attachment. Financing information for the new campus is required.

The facility plan should include an explanation of food services.

H. School Management Agreements

Explain how the governing board initially selected the ESP and conducted due diligence in the research and selection process. Provide evidence that the ESP agreement aligns with the state's model contract ESP Guidelines.

Describe how the governing board holds the ESP accountable for performance and regularly monitors that performance with information from sources outside the ESP. If the board uses a dashboard, attach a copy and explain the frequency with which it is used and how it impacts governing board decision-making.

If the ESP owns or leases the facility, describe the nature of the agreement and provide evidence that there are no conflicts of interest.

Note: The district reserves the right to approve of the agreement with an ESP before entering into a charter contract.

Step 2: Annual Performance Report

District 49 has developed an Annual Performance Report that aligns directly with the National Association of Charter School Authorizers' standards and local expectations. The expansion/replication applicant will engage in the performance process. Upon receipt of Step 1, the applicant will engage with the iConnect Zone Leader to complete the Annual Performance Report based on the most recent data. The applicant will need to gain a "Good Standing" status or higher to be considered for expansion/replication.

The Annual Performance Report rubric is attached as a separate document.

Mandatory Attachments

1. Existing charter contract
2. Governing Board contact information
3. Governing and Foundation (if applicable) bylaws
4. Evidence of good standing with the Secretary of State
5. Site Information: Certificate of Occupancy, current Fire Marshal report, lease agreement
6. Evidence of insurance coverage
7. Organizational structure chart
8. Audited financial statements for the past three years
9. School budgets for the past three years
10. School safety plan and any related policies or procedures
11. Evidence of compliance with Colorado's Safe School Act and NIMS
12. Unified Improvement Plans for the previous three years
13. School Performance Framework - 1 Year Plan and 3 Year Plan
14. Contract(s) with Education Service Provider(s)

Appendices

Appendix 1: Letter of Intent to Expand/Replicate

Appendix 2: District 49 Annual Performance Report Rubric

Letter of Intent to Expand/Replicate

Part One

School name and complete mailing address

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Representative for the charter school

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Representative's email address and phone number

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Information on the current charter contract

First year of operation
Current term (beginning and ending year)
Parties to the contract (authorizer and charter school)

Status of the charter school

Has the charter school been organized as a corporation? Yes or No
If so, what is the name of the corporation?
Who are the members of the corporation?
Is the charter school in partnership with a management company for comprehensive educational services? Yes or No
If so, what is the name of the management company?
Is the management company a for-profit or nonprofit entity?

If so, describe the legal status of the cooperative or charter management organization

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Phone number:

[illegible]

Enrollment and demographics chart for existing charter school (complete applicable years)

	2024-25	2025-26	2026-27	2027-28	2028-29(est.)	ELL % 2024-25	Sped % 2024-25	FRL % 2024-25
Kinder								
Gr 1								
Gr 2								
Gr 3								
Gr 4								
Gr 5								
Gr 6								
Gr 7								
Gr 8								
Gr 9								
Gr 10								
Gr 11								
Gr 12								
Total								

- if the applicant already operates multiple sites, complete this information for each school

The charter school applicant acknowledges by signature that he/she/it has read all Colorado statutes regarding charter schools and that, if approved, is subject to and will ensure compliance with all federal, state and local laws and State Board of Education rules.

Printed Name of Charter School Applicant

Signature of Charter School Applicant
