

## **Application Process to Establish a Charter School**

### **Application Process:**<sup>1</sup>

*Eligibility:* An application to establish a charter school may be submitted to the Board by teachers, parents, school administrators, community residents, public organizations, nonprofit organizations, or a combination thereof. The Board shall accept and document the date and time of receipt of all charter school applications.

A charter school approved by the Board shall be nonsectarian in its programs, admission policies, employment practices, and all other operations. A charter school approved by the Board shall not discriminate against any student, employee, or any other person on the basis of race, ethnicity, religion, national origin, sex, disability, special needs, athletic ability, academic ability, age, marital or parental status, political affiliations or beliefs, sex, sexual orientation, gender identity, gender expression, veteran status or disability. A charter school approved by the Board may serve any grade or combination of grades from kindergarten through grade 12.

*Application:* For a charter school application to be considered complete, the application (i) shall be submitted on the form of Kentucky Charter School Application as incorporated by reference in 701 KAR 8:020, (ii) shall satisfy the requirements of KRS 160.1593, and (iii) shall satisfy the requirements of the Jefferson County Public Schools Request for Charter School Applications (RFCSA), which shall be issued by the Board annually. Incomplete applications shall not be considered by the Board. An applicant shall be provided a detailed account of any deficiency in the application that would deem it incomplete and shall be permitted ten (10) calendar days after receipt of such account to remedy the deficiency. If supplemental information is not provided to remedy the deficiency, or the supplemental information provided is not sufficient, the application shall not be considered by the Board.

*Request for Charter School Applications:* The Board shall issue an RFCSA annually. The RFCSA shall contain all information that will enable an applicant to submit a complete application to the Board, including but not limited to the form of Kentucky Charter School Application, the Jefferson County Public Schools Charter School Performance Framework, a description of specific evidences to be provided by the applicant, a Scoring Rubric, and any additional information required by the Board.

An applicant shall complete and file the application on or before the deadline established in the RFCSA. The application deadline shall be sixty (60) days following the date of release of the RFCSA.

*Capacity:* In order for an application to be approved, the applicant must demonstrate the capacity of the applicant's board of directors to operate a high quality charter school as set forth in the Charter School Performance Framework. If an applicant intends to contract with an education management organization to operate all or parts of the proposed charter school, the applicant must demonstrate the ability of the applicant's board of directors to operate at arms' length from the education management organization as required in the Kentucky Charter School Application and Addendum.

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<sup>1</sup> KRS 160.1592; KRS 160.1593; KRS 160.1594; 701 KAR 8:020

*Recommendation to Approve or Deny:* After an initial review of a charter school application by a Third Party Reviewer, the application shall be submitted to a District Application Review Team, composed of District staff selected by the Superintendent and led by the Director of School Choice, which shall review of the application for compliance with the requirements of KRS 160.1593, KRS 160.1594 and 704 KAR 8:010, including the scoring of the application using the Scoring Rubric provided in the Request for Proposals , an in-person interview with the applicant group, and a community forum. An applicant may withdraw an application at any time during the application process. If multiple applications are submitted, the Application Review Team shall narrow the applicants to finalists, each of which shall then make a presentation before the Board. The findings of the Application Review Team shall be provided to the Board for its consideration, together with the Superintendent's recommendation to approve or deny the application.

*Charter Authorization:* The Board shall approve only a charter school application that has been properly and timely submitted and that demonstrates a strong capacity to establish and sustainably operate a charter school that will provide high quality learning opportunities for all of its students. The Board shall review the Superintendent's recommendation and related materials and shall by majority vote approve or deny an application within sixty (60) days after the applicant's timely submission. The Board shall not approve a charter application unless the application meets all legal requirements, and the Board deems the application to be in the public interest. The Board shall only approve charter contracts with a term of five (5) years in length.

*Appeal:* Following any decision to deny an application, the applicant may submit a notice of appeal to the Board and the State Board for Elementary and Secondary Education. The notice of appeal shall be filed within thirty (30) days after the Board's decision to deny the application. The notice of appeal must comply with the requirements of KRS 160.1595 and 704 KAR 8:030. The requirements for the notice of appeal shall be posted on the District website. <sup>2</sup>

*Conversion Charter Schools:* The Board may by a majority vote designate an existing school within the District not scheduled for closure to be converted to a charter school. The processes for submission of a conversion application, community input, the Board's review and vote, the transfer of management and operations of a conversion charter school, and the transition of employees shall adhere to the requirements of KRS 160.1599 and 701 KAR 8:040. The requirements for petitioners advocating for conversion of an existing school within the District shall be posted on the District website. <sup>3</sup>

Related Policy: \_\_\_\_\_

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<sup>2</sup> KRS 160.1595; 701 KAR 8:030

<sup>3</sup> KRS 160.1599; 701 KAR 8:040