

## **Charter School Application Process**

### **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 Office of School Choice 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 shall be in compliance with KRS 160.1590 to KRS 160.1599, KRS 161.141 and 701 KAR Chapter 8 and 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 insufficient 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 for approval 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 Kentucky Charter School Application, a Scoring Rubric, and any additional information required by the Board. The RFCSA shall reflect the priorities, high expectations, mission, and vision of the Board as an authorizer as set forth in the Board Policy on Authorization of Charter Schools.

An applicant shall complete and file the application by the deadline established in the RFCSA.

Capacity: In order for an application to be approved, the applicant must demonstrate the capacity 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.

**Charter School Application Process****APPLICATION PROCESS (CONTINUED)**

Recommendation to Approve or Deny: The application shall be reviewed by application reviewers, composed of members selected by the Superintendent. The application reviewers shall review the application for compliance with the requirements of KRS 160.1590 to KRS 160.1599, KRS 161.141 and 701 KAR Chapter 8, and assist in the application review process including the scoring of the application using the Scoring Rubric provided in the RFCSA, conducting an in-person interview with the applicant group, and reviewing public feedback received during the community forum. The application reviewers shall narrow the applicants to finalists, each of which shall then make a presentation before the Board. The findings of the application reviewers shall be provided to the Board for its consideration, together with the Superintendent's recommendation to approve or deny the application. An applicant may withdraw an application at any time during the application process.

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 and meet the high expectations established in the Charter School Performance Framework. The recommendation shall include summaries of evidences collected during the application review process. 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 initial 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 701 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 160.1590 to KRS 160.1599, KRS 161.141 and 701 KAR Chapter 8. The requirements for petitioners advocating for conversion of an existing school within the District shall be posted on the District website.<sup>3</sup>

Prior to circulation of a conversion petition, the petitioner shall file a notice of intent with the Board. The Superintendent, assisted by the Office of School Choice, shall establish the procedure regarding timelines and standards covering the submission, processing and action on notices of intent, petitions, and applications relating to the conversion of a public school to a public charter school which shall be consistent with KRS 160.1599 and 701 KAR 8:040.

No conversion public charter school shall begin operation after the beginning of a school year.

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**APPLICATION PROCESS (CONTINUED)**

**RELATED POLICIES:**

01.91, 01.9111

**REFERENCES:**

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

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

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