

CHARTER SCHOOL APPLICATION GUIDE

The University of the State of New York
THE STATE EDUCATION DEPARTMENT
Office of Innovative Programs
464 EBA
Albany, New York 12234
518-473-7155

General Directions for Applicants

Provide responses to all applicable items in the application guide.

Group and number responses according to the sections and item numbers in the application guide.

Type all information double-spaced.

Provide an original (i.e., the version with original signatures) and four copies of the application.

Applications may be submitted to any of four charter entities: the Board of Regents, the Board of Trustees of the State University of New York, a local school board, or, in New York City, the Chancellor. Applications for public school conversions must be submitted to the local school board or, in New York City, the Chancellor.

- Applicants desiring to apply to the Board of Regents may send or deliver completed applications to:

Office of Innovative Programs
State Education Department
464 EBA
Albany, NY 12234
(518) 473-7155

- Applicants desiring to apply to a local board of education, the New York City Chancellor, or the State University of New York Board of Trustees should contact those entities for information on application procedures.
- For information on applying to the Board of Trustees of the State University of New York, applicants may contact

Charter Schools Institute
c/o Chief Public Information Officer
State University of New York
Purchase College Administration, 3rd floor
Purchase, NY 10577
(518) 443-5011

- For information on applying to the New York City Chancellor, applicants may contact

Office of Charter and New School Development
New York City Board of Education
110 Livingston Street
Room 302
Brooklyn, New York 11201
Attn. Dr. Arthur Greenberg
(718) 935-5814

For Department Use Only	
Log-In # _____	Initials _____
School District BEDS Code _____	
Charter School BEDS Code _____	

Section I
Charter School Applicant Information Sheet
(Please complete and submit this sheet as the cover page of your application.)

Name of Proposed Charter School: _____

Address: _____

Contact Person: _____ Title (if any): _____

Telephone: _____ Fax: _____

E-mail address: _____

School District Where the Charter School Will be Located:

- Charter Entity (check one):
- Board of Education of School District Where Charter School Will Be Located
 - Board of Trustees of the State University of New York
 - Board of Regents
 - Chancellor of the City of New York

Have you applied to any other chartering entity for a charter? Yes No

If "yes," indicate entity and date of application submission:

If you have previously applied for a charter from another charter entity and it was denied, state the reason(s) for the denial.

If this is an application for the conversion of an existing public school to a charter school, give the name of the public school to be converted: _____

If this is an application for the conversion of an existing public school to a charter school, the parents/guardians of a majority of the students then enrolled in the existing public school are required to have voted in favor of converting the public school to a charter school. Provide a copy of the election results certified by the school district clerk or equivalent school officer.

Length of term of the proposed charter (not to exceed five years) _____

APPLICANTS (Please complete and submit as the second page of your application.)

Please list all applicants and include address, telephone number, and district of residence. Also indicate whether they are teachers, school administrators, parents or community residents in the district where the proposed charter school will be located.

For each individual applicant submit a full set of fingerprints for the purpose of obtaining a state and federal criminal records check.

Provide background information on all applicants, including but not limited to date of birth, occupation, educational background and experience, and civic involvement.

INSTITUTIONAL PARTNERS (If applicable)

If you are filing this application in conjunction with a post-secondary education institution, a museum, any other educational institution, a not-for-profit corporation that is tax-exempt pursuant to paragraph 3 of subsection (c) of Section 501 of the Internal Revenue Code, or a for-profit business or corporate entity authorized to do business in New York State, list the full legal name of each institutional partner and provide the signature of an authorized representative of that organization (attach additional sheets if necessary). Please indicate the corporate status of each institutional partner.

If applicable, please provide a copy of the institutional partner's certificate of incorporation, proof of tax-exempt status, or documentation that the institutional partner is authorized to do business in New York State.

Institutional Partner _____

Representative's Name and Title (type or print) _____

Authorized Signature _____

Type of Organization _____

Corporate Status: ___ For-Profit Corporation ___ Not-For-Profit Corporation

___ Education Corporation (i.e., incorporated or chartered by the Board of Regents)

___ Other (please specify) _____

Institutional Partner _____

Representative's Name and Title (type or print) _____

Authorized Signature _____

Type of Organization _____

Corporate Status: ___ For-Profit Corporation ___ Not-For-Profit Corporation

___ Education Corporation (i.e., incorporated or chartered by the Board of Regents)

___ Other (please specify) _____

Institutional Partner _____

Representative's Name and Title (type or print) _____

Authorized Signature _____

Type of Organization _____

Corporate Status: ___ For-Profit Corporation ___ Not-For-Profit Corporation

___ Education Corporation (i.e., incorporated or chartered by the Board of Regents)

___ Other (please specify) _____

For each of the institutional partners identified above as a for-profit business or corporate entity, please specify the extent of that institutional partner's participation in the management and operation of the school. Please limit the explanation to one page.

Directions: Please complete all applicable items in Sections II through VII. Descriptions of your school organization and education plans should be as detailed as possible. Avoid using generic curriculums and descriptions of other schools or programs. Be specific in describing your plans. Applications should be typed double-spaced and organized by sections with items numbered accordingly.

**Section II
Educational Plan**

1. Provide a mission statement for the proposed charter school. Please limit the statement to one page.

- 2a. Describe the scope and content of the educational program that you propose to implement in your charter school. The description should explain how the educational program will address one or more of the following questions:
 - ❖ How will the educational program increase learning opportunities for all students, with a special emphasis on expanded learning experiences for students who have been identified as being at-risk for academic failure?
 - ❖ What different and innovative teaching methods will the educational program use?
 - ❖ How will the educational program provide parents and students with expanded choices in the types of educational opportunities that are available within the public school system?
 - ❖ How will the educational program improve student learning and achievement?
 - ❖ How will the educational program create new professional opportunities for teachers, school administrators and other school personnel?
 - ❖ How will the educational program provide schools with a method to change from rule-based to performance-based accountability systems by holding the charter school accountable for meeting measurable student achievement results?

- 2b. The description of the educational program of the proposed charter school should also address the following questions:
 - ❖ What is the educational focus and philosophy of the school, what populations of students will the school serve, and what will be the focus of the curriculum?
 - ❖ What are the student achievement goals for the school's educational program?
 - ❖ What methods will be used to assess student achievement (including the proposed assessment measures) to determine whether or not the students have attained those goals, and to what degree?
 - ❖ How will the proposed educational program meet or exceed New York State's Learning Standards?
 - ❖ How will the school provide teachers with meaningful and sustained professional development opportunities to promote higher levels of student achievement?

3. Describe the proposed school calendar and school day schedule.

4. State the projected date the school will open for instruction.

Section III Governance Plan

1. Describe in detail the proposed governance structure of the charter school. This description must include, but is not limited to, the following:
 - ❖ A list of the members of the initial board of trustees (include name, address and telephone number);
 - ❖ Indication of any trustee(s) who have served within the last two years or are presently serving as a board member or officer of a private school;
 - ❖ The number of trustees that will serve on the board (at least five);
 - ❖ A description of the qualifications of members of the board of trustees;
 - ❖ The length of the term of office for trustees;
 - ❖ The method by which trustees are to be appointed or elected;
 - ❖ The administrative organizational structure of the charter school (roles, responsibilities, and names of persons filling those roles, if known);
 - ❖ The processes to be followed by the charter school to promote parent and staff involvement in school governance;
 - ❖ A description of the process by which individuals may bring complaints to the board of trustees;
 - ❖ A code of ethics, including standards of conduct for the guidance of trustees, officers, and employees.
2. Provide background information on all proposed members of the board of trustees.

Section IV Students

1. Specify the number of students to be served. If the proposed charter school would serve fewer than 50 students at a single site after the first year of operation, please provide a justification.
2. Describe the ages and grade levels of the students to be served.
3. Describe all of the proposed admission policies and procedures for the charter school, which must be consistent with the provisions of Section 2854(2) of the Education Law
4. Describe the requirements students will have to meet in order to receive a diploma (if applicable).
5. Describe the methods and strategies by which the school will assure the provision of services to students with disabilities in compliance with all federal laws and regulations.

6. Describe the methods and strategies by which the school will serve students with limited English proficiency.
7. Describe plans for maintaining student discipline, including rules and procedures for disciplining, suspending, or expelling students.
8. Describe the health and food services to be provided to students.

Section V
Fiscal/Management Plan

1. Provide a proposed budget and fiscal plan for the school, including supporting evidence that the fiscal plan is sound and that sufficient start-up funds will be available. The budget should be in a form consistent with Attachment A.
2. Identify the types and amounts of insurance coverage to be obtained by the charter school, including liability, property loss and personal injury of students.
3. Provide an assessment of the projected programmatic and fiscal impact on other public and nonpublic schools in the area.
4. Describe the procedures the school will follow in case of its closure or dissolution, including the following:
 - Provisions for the transfer of students and student records to the school district where the charter school is located;
 - Provisions for the disposition of the assets of the charter school to the school district in which it is located or to another charter school located within that school district.
5. Describe hiring and personnel policies and procedures, including the qualifications to be used in the hiring of teachers, school administrators, and other school employees, and a description of staff responsibilities. Attachments may be included in an appendix.
6. Specify the minimum number of teachers to be employed. If the proposed charter school would employ fewer than three teachers after the first year of operation, please provide a justification.
7. Describe the requirements and procedures for programmatic and independent fiscal audits, which must occur at least annually.

**Section VI
Facilities/Transportation Plan**

1. Identify and describe the facilities to be used, including the following:
 - The location of the school,
 - Prior use of the facilities, and
 - How student transportation will be provided to and from the school.
2. Describe any residential facilities that will be provided.

**Section VII
Miscellaneous**

1. Provide evidence of adequate community support and interest. Such support and interest must be sufficient to allow the school to reach its anticipated enrollment.
2. Describe any intention to expand the charter school, including physical expansion, anticipated growth in the school's budget or other financial expansion, expansion in the grade levels served, or expected increases in the student population.
3. Provide any other information that you believe to be pertinent to the approval and operation of the charter school.

STATEMENT OF ASSURANCES

Our signatures below attest to the full compliance with all of the requirements of Article 56 of the Education Law, including, but not limited to, the following:

- ❖ All students who are qualified under New York State laws for admission into any public school are also qualified for admission into this proposed charter school, consistent with the provisions of Section 2854(2)(a) and (b);
- ❖ Each eligible student who applies will be enrolled into this proposed charter school (unless the number of applications exceeds the capacity of the grade level or building, in which case students will be selected from among the applicants in a manner consistent with the provisions of Section 2854(2)(b));
- ❖ The proposed charter school will not discriminate against any student, employee, or other person on the basis of national origin, ethnicity, gender, or disability or any other ground that would be unlawful if done by any other public school;
- ❖ Admission of students will not be limited on the basis of intellectual ability, measures of achievement or aptitude, athletic ability, disability, race, creed, gender, national origin, religion or ancestry (except in the instance of a single-sex charter school or a charter school for identified at-risk students, both of which shall be designed to provide expanded learning opportunities for students who are at-risk of academic failure);
- ❖ The proposed charter school will meet the same health and safety, civil rights, and student assessment requirements applicable to other public schools, except as otherwise provided in Article 56 of the Education Law;
- ❖ The rules and procedures by which students may be disciplined will be consistent with the requirements of due process and with federal laws and regulations governing the placement of students with disabilities;
- ❖ The proposed charter school will ensure that students with disabilities are served in compliance with all federal laws and regulations and are provided with programs and services in accordance with the individualized education plan (IEP) recommended by the committee or subcommittee on special education of the student's school district of residence;
- ❖ The number of uncertified teachers who satisfy the requirements imposed by section 2854(3)(a-1) of the Education Law and are employed by this proposed charter school will not exceed 30 percent of the school's teaching staff, or five teachers, whichever is less. The remaining teachers employed by this proposed charter school will be certified in accordance with the requirements applicable to other public schools;
- ❖ The proposed charter school will not be, wholly or in part, under the control or direction of any religious denomination and will not teach any denominational tenet or doctrine;
- ❖ The proposed charter school will be nonsectarian in all of its programs, admission policies, employment practices, and all other operations;
- ❖ Any student enrolled in the proposed charter school may withdraw at any time;
- ❖ The proposed charter school will not charge tuition or fees, except on the same basis and to the same extent as is currently allowed for all other public schools;

- ❖ The proposed charter school will report data on the enrollment and attendance of students, including, if applicable, the count of students with disabilities attending the charter school, to the school districts of residence in a timely manner;
- ❖ The proposed charter school will provide access to representatives of the Board of Regents, the charter entity, and the school district of location (if other than the charter entity) for visitation, examination, and inspection;
- ❖ The proposed charter school and its board of trustees will comply with the Freedom of Information Law and the Open Meetings Law as contained in Articles six and seven of the Public Officers Law;
- ❖ The proposed charter school will obtain federal tax-exempt status within one year of approval by the Board of Regents, and will not carry on propaganda, attempt to influence legislation or engage in political activity in contravention of federal law applicable to tax-exempt organizations.

We the undersigned hereby certify that all of the information provided herein is true and accurate, to the best of our knowledge. We understand that if any of the information contained herein is found to have been deliberately misrepresented, that may constitute sufficient grounds for the refusal or revocation of a charter. We further certify that we will comply with all of the assurances set forth herein, and respectfully request the issuance of a charter.

APPLICANTS

Print/Type Name Signature

Sworn to before me this day of 1999

Notary Public

Print/Type Name Signature

Sworn to before me this day of 1999

Notary Public

Print/Type Name Signature

Sworn to before me this day of 1999

Notary Public

Print/Type Name Signature

Sworn to before me this day of 1999

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Sworn to before me this day of 1999

Notary Public

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Sworn to before me this day of 1999

Notary Public

Print/Type Name

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Sworn to before me this day of 1999

Notary Public

INITIAL BOARD OF TRUSTEES

Print/Type Name

Signature

Sworn to before me this day of 1999

Notary Public

Print/Type Name

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Sworn to before me this day of 1999

Notary Public

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Sworn to before me this day of 1999	

Notary Public

ATTACHMENT A: PROJECTED REVENUES AND EXPENDITURES

Budget Summary

Charter School: _____

Startup phase _____ Fiscal Year _____
 From approval to opening

I. Revenues		
Student Fees		
Payments from School Districts		
State Aid for Students with Disabilities		
Federal Aid for Students with Disabilities		
All Other School District Payments		
Federal Grants (if applicable)		
State Grants (if applicable)		
Private Funds		
Other (Explain)		
Total Revenues		
II. Expenditures		
Salaries for Professional Staff: Code 15		
Salaries for Support Staff: Code 16		
Purchased Services: Code 40		
Supplies and Materials: Code 45		
Travel Expenses: Code 46		
Employee Benefits: Code 80		
Indirect Cost: Code 90		
Minor Remodeling: Code 30		
Equipment: Code 20		
Total Expenditures		
Total Revenues		
Total Expenditures		
Balance		

Employee Benefits: Code 80			
Rates used for project personnel must be the same as those used for other agency personnel.			
Benefit		Proposed Expenditure	
Social Security			
Retirement	New York State Teachers		
	New York State Employees		
	Other		
Health Insurance			
Worker's Compensation Insurance			
Unemployment Insurance			
Other (Identify)			
Subtotal - Code 80			

Indirect Cost: Code 90			
A. Direct Cost Base - Sum all preceding subtotals (codes 15, 16, 40, 45, 46 and 80).			(A)
B. Approved Restricted Indirect Cost Rate			(B)
C. (A) * (B) = Total Indirect Cost		Subtotal - Code 90	(C)

