



Criteria Checklist For Virginia Public Charter School Applications

(Effective September 22, 2016)

**Virginia Board of Education
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*(The Criteria Checklist is provided for the applicant's reference only.
Please do not submit the checklist with the public school charter application.)*

Criteria Checklist

The Virginia Board of Education (Board) will use the checklist below to determine if a public charter school application meets the Board’s approval criteria for public charter schools. Applicants may wish to use the checklist to determine if all the required components have been addressed in the application before submission.

Required Application Components	Does the Response Meet the Criterion?	Comments
Cover Page All requested information has been provided and the authorized official has signed and dated the cover page.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Applicant Information All applicant information has been provided.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Executive Summary I		
<i>I. Executive Summary:</i> The executive summary provides an overview of the proposed charter school and must include: 1) the need for the public charter school including its goals and objectives; and 2) a description of any discussions to date with the local public school division or local school board on the establishment of the charter school. If there have been no discussions to date, please indicate the reason. (The suggested length is two pages.)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Educational Components II-V		
<i>II. Mission Statement:</i> The mission statement of the public charter school is consistent with the principles of the Standards of Quality (SOQ) (Section 22.1-253.13:1, Code of Virginia), including identification of the targeted academic program of study.	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Required Application Components	Does the Response Meet the Criterion?	Comments
III. Evidence of Support: Evidence is provided of the need and community support for the proposed public charter school.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
IV. Statement of Need: The need is substantiated for a public charter school in a school division or relevant school divisions or in a geographic area within a school division or relevant school divisions with the including the following: 1) the location or geographic area proposed for the public charter school, and 2) the grades to be served each year for the full term of the charter contract.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
V. Educational Program: A description of the public charter school's educational program is provided. The following components are addressed:	<input type="checkbox"/> Yes <input type="checkbox"/> No	
1. A description of the academic program that is aligned with the Standards of Learning.		
2. A description of the public charter school's instructional design, including the type of learning environment, such as classroom-based or independent study; class size and structure; curriculum overview; and teaching methods.		
3. Information regarding the minimum planned, and maximum enrollment per grade level for the term of the charter contract.		
4. A description of plans for identifying and successfully serving: a) students with disabilities; b) English Learners (ELs); students who lag behind academically; and d) gifted students, including compliance with applicable laws and regulations.		

Required Application Components	Does the Response Meet the Criterion?	Comments
5. A description of co-curricular or extracurricular programs to be offered and how they will be funded and delivered.		
6. The public charter school's student discipline policies, including discipline policies for special education students.		
7. A statement of opportunities and expectations for parental involvement.		
Logistical Components VI-VIII		
VI. Enrollment Process: The charter school's plans and timelines for student recruitment and enrollment, including detailing the lottery procedures, are described.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
VII. Displacement: Provided is a description of the plan for the displacement of pupils, teachers, and other employees who will not attend or be employed in the public charter school, in instances of the conversion of an existing public school to a public charter school, and for the placement of public charter school pupils, teachers, and employees upon termination or revocation of the charter.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
VIII. Transportation, Food Service, and Operational and Ancillary Services: The public charter school's plans for providing transportation, food service, and all other significant operational and ancillary services are described.	<input type="checkbox"/> Yes <input type="checkbox"/> No	

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Business Components IX-XII		
<p>IX. Economic Soundness: Evidence is provided that the plan for the public charter school is economically sound for both the public charter school and the school division or relevant school divisions. The following components are addressed:</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<p>1. A description of the public charter school's financial plan, including financial controls and audit requirements.</p>		
<p>2. Start-up and five-year budgets with clearly stated assumptions.</p>		
<p>3. Start-up and first-year cash flow projections with clearly stated assumptions.</p>		
<p>4. Evidence of anticipated fundraising contributions, if claimed in this application.</p>		
<p>5. A sound facilities plan, including backup or contingency plans, if appropriate.</p>		
<p>X. Management and Operation: Information is provide on the management and operation of the public charter school. The following components must be addressed to the extent the applicant is able, pending negotiations with the local school board:</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<p>1. Background on proposed founding management committee members and, if identified, the proposed public charter school leadership and management team.</p>		

Required Application Components	Does the Response Meet the Criterion?	Comments
2. An organization chart that clearly presents the public charter school’s organization structure, including lines of authority and reporting between the management committee; staff; any related bodies, such as advisory bodies or parent and teacher councils; and any external organizations that will play a role in managing the public charter school.		
3. A clear description of the roles and responsibilities for the management committee, the public charter school’s leadership and management team, and any other entities shown in the organizational chart.		
4. The proposed governing bylaws.		
5. An explanation of any partnerships or contractual relationships central to the school’s operations or mission.		
6. A detailed public charter school start-up plan, identifying tasks, timelines, and responsible individuals.		
7. The public charter school’s proposed calendar and a sample daily schedule.		
<p><i>XIII. Employment Terms and Conditions:</i> At the discretion of the local school board, charter school personnel may be employees of the local school board, or boards, granting the charter. Any personnel not employed by the local school board shall remain subject to the provisions of Sections 22.1-296.1, 22.1-296.2, and 22.1-296.4. The following components must be addressed:</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Required Application Components	Does the Response Meet the Criterion?	Comments
1. The public charter school's leadership and teacher employment policies.		
2. Plans for recruiting and developing the public charter school's leadership and staff.		
3. A staffing chart for the school's first year and a staffing plan for the term of the contract.		
XII. Insurance: The insurance coverage that the public charter school will obtain is described.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Assurances		
Assurances The certification statement has been signed.	<input type="checkbox"/> Yes <input type="checkbox"/> No	