

Innovative Quality Schools

P.O. Box 40219, Saint Paul, Minnesota 55104
Telephone Number: 651-234-0900

Application of a current Minnesota Chartered School to Innovative Quality Schools (IQS) Authorization

NOTE: Prior to submitting this application, it is important that IQS be contacted to determine the specific timelines for submission as well as the process to be followed to assure the school will be considered by IQS. It is preferable that the information with an asterisk () be provided as a Microsoft Word Document on a USB flash drive or equivalent (preferred). Hard copy will be accepted. These pages (completed) will serve as the **Table of Contents** for your application.*

Section I: Identification Information

All of the following fields need to be provided to IQS prior to a site visit by IQS

A.	Name of School	
B.	Address of School	
C.	City/MN/Zip	
D.	Director or Contact Person	
D.1	Contact Email	
D.2	Contact Telephone	
E.	Board Chair First and Last Name	
E.1	Board Chair Email	
E.2	Board Chair Telephone	
F.	Current Authorizer	
G.	Authorizer Contact Person	
G.1	Authorizer Email	
G.2	Authorizer Telephone	
H.	Date charter granted to this school	
I.	First year of operation	
J.	Date of current contract expiration	
K.	Date of the most current review by the current sponser/authorizer	
K.1	Is the school currently on probation?	
K.2	Is the school currently in the process of being closed by the authorizer, the charter board, MDE or any other party? If so, please provide information regarding this matter.	
L.	Grades/ages of students served:	
M.	Current demographics of students	
M.1	Free/Reduced Lunch	
M.2	Students with disabilities	
M.3	ELL	

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Section II: Rational for requesting IQS to serve as the authorizer

(*A-C needs to be provided prior to the onsite visit)

_____	A.	Current sponsor does not intend to become or continue as an approved authorizer;
_____	B.	Current sponsor and the school agree to change authorizers (if so what are the reasons)
_____	C.	Current sponsor and the school are having issues which are not reconcilable (if so, what are those issues)
_____	D.	Other (explain)

Section III: School program model

(Note: Items with an asterisk need to be provided to IQS electronically and hard copy. Other items will be reviewed onsite.)

A.	*Mission, vision, goals, and program model
B.	*Articles of incorporation and evidence of filing
C.	*School leadership model (principal led, teacher professional practices model, other)
D.	Identify how the curriculum and curriculum alignment addresses Minnesota standards
E.	*Staff development plans for past two (2) years
F.	*Annual Report from the past two (2) years
G.	School Improvement Plan based on Annual Reports
H.	*Awards or other recognition received
I.	Other (at schools discretion)

Section IV: Student/School Performance

(Note: Items with an asterisk need to be provided to IQS electronically and hard copy. Other items will be reviewed onsite.)

A.	*See III. F. Need not repeat here if addressed in III.F. The student performance must include state testing data as well as other testing data/information.
B.	*AYP status with MDE for the past three years
C.	*Evidence of parent satisfaction
D.	*Evidence of student satisfaction
E.	Other student/school performance evidence

Section V: Governance Performance of the School

(Note: Items with an asterisk need to be provided to IQS electronically and hard copy. Other items will be reviewed onsite.)

A.	*Board By-Laws
B.	*Names brief bios of board members 1. Have criminal background checks been made of the current board members 2. Provide evidence of board member training by approved trainers
C.	*List board meeting dates for the past two (2) years and include a sample of board meeting agenda and minutes
D.	*Board policies
E.	*Strategic Plan (if available)

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Section VI. Financial Performance of the School

(Note: Items with an asterisk need to be provided to IQS electronically and hard copy. Other items will be reviewed onsite.)

A.	*Budgets for the past two (2) fiscal years
B.	*Financial audits for the past two (2) including all communications from the auditor
C.	*If the school is in SOD provide the MDE approved Plan
D.	*MDE issues in the past three (3) years regarding finances. (IQS will check with MDE)
E.	Other Issues
F.	Finance Awards received

Section VII: Operational Performance of the School

(Note: Items with an asterisk need to be provided to IQS electronically and hard copy. Other items will be reviewed onsite.)

A.	*Staff Licensure
B.	*PD of Director and most recent "Performance Review" but only attach if accompanied by a "Release of Private Data" signed by the person.
C.	*Staff turnover (stability) over the past three years. If significant turnover of staff or if a new director has been employed in the past three (3) years, explain the circumstances and be open about issues of concern.
D.	*Process for enrollment/recruitment planning and enrollment projections for the next two (2) years. Explain how enrollment is stable, increasing, decreasing, etc.
E.	*Evidence of meeting fire safety and local building codes
G.	*Explain how students are transported
H.	*MDE approved lease and identify issues, if any
I.	*Has the school been involved in litigation within the last three (3) years (or currently in litigation or pending litigation)? Please attach information.
J.	*Have complaints been filed against the school in the past three (3) years? Please attach all information.

Section VIII: Authorizer Contract and Reports

(Note: A through C need to be provided prior to the onsite review)

A.	*Current contract signed by both parties
B.	*Contract <i>Renewal Report</i> from the authorizer
B.1	*The past contract renewal reports done by current authorizer along with the school plans for addressing issues identified in those reports;
B.2	*An authorizer review within the post year must be conducted by the current authorizer. Any issues identified in that review must be accompanied by a plan for how the school is/has addressed these issues;
B.3	*A joint letter from the current authorizer and the school addressed to the MDE Commissioner must be provided stating agreement to the transfer to a different authorizer
C.	The annual reports from the authorizer (if any)

Section IX: Additional Information

A.	*The school must submit information regarding any issue not specifically requested in Parts I through VIII above which addresses concerns regarding the schools performance or actions of personnel regarding the operation of the school.
B.	*Any information the school believes would be of value to IQS as part of the transfer decision making.