

Attachment B.2.2

Application for a Site/Grade School Expansion

When considering a request to expand a school, the IQS Management Leadership Team, on behalf of the Innovative Quality Schools Board, will give consideration to such a request following its criteria and in accordance to its evaluation process as applicable. Criteria to be considered includes:

1. The need for expansion with supporting long-range enrollment projections.
2. A longitudinal record of demonstrated student academic performance and growth on statewide assessments in Chapter 120B and/or on other academic assessments that measure longitudinal student performance and growth benchmarks identified in its ScoreCard, approved by the charter school's board of directors and agreed upon with the authorizer. [Note: A school with an overall performance level below a 3.0 in the area of student and school performance (Category 3 of the ScoreCard) will not be considered for school expansion.]
3. A history of sound school finances and a finance plan to implement the expansion in a manner that promotes the schools' financial sustainability, and
4. Board capacity and an administrative and management plan to implement its expansion board of directors and agreed upon with the authorizer

IQS is required to file a supplemental affidavit by October 1st for the school to be eligible to expand in the next school year.

I. Applicant Information:

| | |
|---------------------------|-------|
| Application Organization | _____ |
| Date Submitted | _____ |
| Contact Person | _____ |
| Address | _____ |
| City, State, Zip, Country | _____ |
| Phone Number | _____ |
| Email | _____ |
| | |
| Name of the School | _____ |
| General Location | _____ |
| Age/Grades of Students | _____ |
| Year of Opening | _____ |

Signature of Person Responsible for this Application:

I assure IQS that the information in this application is accurate.

Printed Name

Signature

Date

NOTE: This application is to be used only for a proposed grade and/or site expansion of an existing IQS approved charter school.

Check the following:

Will this school be a site expansion or a grade expansion? (Refer to Mn Stat Section 124E.10 Subd 5).

Site Expansion

Grade Expansion

Will this expansion serve pre-k students? Yes No

If "yes" be certain to include the required MDE information. Contact IQS as you are preparing your application to be certain. NOTE: If the application is a primary school in an area of high-needs students i.e. urban area, IQS requires a pre-k program to better assure that students will meet literacy targets by the end of 3rd grade. The chartered school may provide the pre-k program directly or the school may partner with child-care centers, Head Starts, etc. who provide the program. Pre-k is a required aspect of an IQS chartered school that expects to serve students who come to kindergarten without basic literacy skills.

Has this school been approved by the State Of Minnesota Office of the Secretary of State as a non-profit organization or cooperative? Yes No .

If "no" estimate the date when this will occur.

Names of persons directly involved with developing this application: (add additional page(s) if necessary)

| Name | Role | Minnesota Teacher File Folder Number if Applicable |
|------|------|--|
| | | |
| | | |
| | | |
| | | |

II. School Application

***Directions:** This application is the evidence that the expansion being proposed will be an excellent place for children and youth to learn and grow and for professionals to teach. Please know that IQS expectations are very high. If an organization contracts with a consultant to write the application, if IQS has questions we will direct our questions to the person responsible for the application not the consultant writer. Please be certain to complete the entire application.*

IQS review rubric to be used:

IQS will review each aspect of the application using the following 0 - 4 ranking:

0- Did not provide information for this criteria.

1-The information provided was unclear. The applicant did not present an understanding of the criteria needed to start a school.

2- Included some of the information for this criteria and the information was somewhat clear. The applicant only presented a minimal understanding of the criteria needed to start a high-quality school.

3- Included all of the information for this criteria and the information was mostly clear. The applicant presented an understanding of the criteria needed to start a high quality school.

4- Fully included and clearly addressed all of the criteria. The applicant presented a thorough understanding of the criteria needed to start a high quality school.

I. Executive Summary (0 Points)

- A. State the school's mission, vision, statutory purpose(s), age/grade levels to be served, number of students to be serve and intended location(s).*
- B. Briefly identify the educational philosophy and instructional model/approach to be used and how this school will meet the needs that are currently not being met in the community in which the school will be located.*
- C. What aspect(s) of the school will be innovative.*

II. School Foundation – A. Need (15 points)

- 1. Provide a description and evidence of the need for a school expansion of this nature in the location identified. Be very specific as to these needs and document the source of any data used.*
- 2. Document the support of the community for a school in this location. If specific support is not evident, identify why the applicant believes the community will enroll students at this school.*
- 3. Identify the nearby district(s) and chartered schools and the educational programs being provided to aid in documenting that the proposed school will be different or the results will be better.*

School Foundation – B. Vision, Mission, Values and Goals (20 points)

- 1. Vision: Provide the vision statement for the school citing what the school wants to be. This must be written consistent with professional standards for the vision of an organization.*
- 2. Mission: Provide the mission statement for the school citing what the school will do for students and community. This must be written consistent with professional standards for the mission of an organization.*
- 3. Values of the organization: State what the organization believes are important “drivers” for the school.*
- 4. Accountability goals the school intends to accomplish (15 points):*
 - a. Identify specific academic and other goals the school intends to accomplish and how these goals will be measured. The student learning goals must be measurable. For applicants proposing the redesign of the definition of*

achievement, include how that learning is to be measured and/or how achievement beyond test scores is to be determined.

- b. How will the information collected be used to improve the educational program specifically as well as other aspects of the school?*

School Foundation – C. Purpose including innovation (15 points)

1. Innovation (15 points)

Identify which aspect(s) of the school expansion will be innovative...new and different. The proposal may refer the IQS reviewers to another section of the application for this information if that is appropriate.

School Foundation – D. Learning Program, Student Achievement and Accountability (30 points)

1. Educational model, curricula, instructional strategies (24 points)

- a. Provide the educational philosophy for the school expansion model*
- b. Provide a clear understanding of the primary instructional model(s) of the school*
- c. Describe the curriculum and instruction*
- d. Describe the teaching skills/experience needed by professionals in this school.*
- e. Specify the alignment of the curriculum with the MN Learning Standards (if applicable)*
- f. Specify how student progress toward meeting the MN standards and the other results will be tracked (if applicable)*
- g. How does this model of school specifically assist educationally and economically disadvantaged students (if applicable)*

2. Individual needs programs: (16 points)

- a. Special Education*
 - (1) Describe the child-find process including the early-intervening model the school will be using.*
 - (2) Describe the special education services that will be provided in the least restrictive environment*
- b. Students with Limited-English Proficiency*
 - (1) Describe the model(s) of service for LEP students*
- c. Describe how the process the school will use to address the individual needs of each learner including gifted/talented.*

Pre-operational School Expansion – B. Marketing and Outreach Strategies (8 points)

- 1. Identify the number of students expected to attend the school each year by age/grade level and the number of years it will take to meet those expectations. (Maximum of five years)*
- 2. Describe the outreach process for recruitment*
- 3. Specifically identify how the school will conduct outreach to educationally and economically disadvantaged and hard-to-reach populations.*
- 4. Describe the open admissions process including a lottery to provide equal access to all students who make application.*

Pre-operational School Expansion – C. Facility Identification (4 points)

1. *Facility Needs Planning Process*
 - a. *Describe the school's plan including the timeline and process for determining space needs and space selection appropriate to the program model and enrollment*
 - b. *Describe the current facilities needs assessment*

Pre-operational School – D. School Calendar (10 points)

1. *Describe the calendar the school intends to use including beginning and end dates. If a year-round school, make that clear:*
 - a. *How does the calendar align with the mission of the school*
 - b. *What are the total teacher contact days*
 - c. *What are the total student instructional days not counting staff development days or parent conference days*
 - d. *What is the student length of day (excluding meals)*
 - e. *Outline a "typical day" for students and teachers*

III. Fiscal – Three-year Operational Budget (15 Points)

1. *Complete the budget for three years. Be especially clear how the Planning Year (before students attend) will be funded.*
2. *Clearly specify the assumptions being made for student enrollment, revenue and expenditures and projected fund balances.*
3. *Explain how the budget aligns with the mission and goals of the school.*

Forward this document and application to:

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An approved authorizer of chartered schools in Minnesota



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