

PUBLIC CHARTER APPLICATION COVER PAGE

Check One: New Public Charter under Existing Local School Board New Public Charter District

Name of Public Charter School - Kalispell Community Partnerships Charter K-3
Local school district in which the public charter school will be physically located:
Kalispell Public Schools, School District #5

Contact Information for the Governing Board Chair
Contact Person: Heather Asher, KPS Board Chair
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Contact Information for the Person Completing this Application: Matt Jensen
Contact Person: Name: Title: Assistant Superintendent
Contact Address: 233 1st Ave East, Kalispell, MT 59901
Telephone Number: 406-751-3800
E-mail Address: jensenm@sd5.k12.mt.us

Opening Date: Fall 2024 Public Charter Term Length: Next Five Years
Grades to be served: K-3
Minimum Enrollment Per Year: 158 students first year, up to 300 students second year
Planned Enrollment Per Year: Adjustable depending on demands and community needs after 2nd year
Maximum Enrollment Per Year: Adjustable depending on demands and community needs after 2nd year

For each year of the public charter term, indicate the number of students the public charter school plans to serve in each grade.

Year 1 Grade K-2 - < or = 120 Grade 3-5 - < or = 120
Year 2 Grade K-2 - < or = 180 Grade 3-5 - < or = 120
Year 3 Adjustable dependent on demands and community needs after 2nd year
Year 4 Adjustable dependent on demands and community needs after 2nd year
Year 5 Adjustable dependent on demands and community needs after 2nd year

ACADEMIC PROGRAM We recognize that this section does not provide the space to fully and accurately respond to each of the questions below. Attachments and appendices are permitted. Please make sure to clearly state where corresponding responses are located.

1. State the public charter school's mission and visions and describe why this initiative is important to the community it will serve.

Mission: Our mission is to provide a nurturing environment where we collaborate with families to empower our students to become lifelong learners and responsible caring citizens. We recognize that each child is unique, and we are committed to tailoring their educational journey to their personalized needs and interests.

Vision: Our vision is to partner with families as they challenge their children to pursue their best future. We believe that by working together with parents and the community we can create a learning environment that is truly student centered, encouraging their growth and development in both academics and personal character.

Intent: Our intent is to serve our community through a flexible instructional model that takes advantage of the diverse opportunities of the Flathead Valley. As parents and educators, we understand that no two students are the same, and as such, we embrace a flexible scheduling approach that enables parents to have more choice, oversight and input in their child's education. We're committed to offering various educational paths and opportunities, allowing parents to take an active role in partnering with educators to create well-rounded, independent learners who are ready to embrace the future with confidence.

2. Identify the targeted student population and the community the public charter school proposes to serve.

As a public charter school, we believe there is a social and moral obligation to serve our full community and ensure that every child succeeds. We recognize that the needs of our community are diverse and so are the needs and aspirations of the students and families we serve. Embracing the impact of this reality on our work not only helps us remain relevant, meaningful, and effective but also ensures that we are doing so in a way that thoughtfully engages and includes individuals and communities who have been historically excluded. In order to collectively reach this vision, we must create a culture of equity and build trust within our community. Furthermore, we believe a diverse, inclusive, and equitable school community is critical for preparing students to participate in a complex, pluralistic, and interconnected society. We are committed to confronting our own biases and operationalizing our values. We challenge ourselves to regularly evaluate and refine curricula, policies, and practices and to commit the appropriate resources to ensure we embody these beliefs every day

3. Describe plans and timelines for student recruitment and enrollment, including lottery procedures.

Upon successful notification from the Montana Board of Education we will start the planning and recruitment process. Surveys, advertising and applications for the charter school will take place in January. Students will apply during the month of February, screening will take place in March and registering and scheduling will take place during the months of April and May as we build the program and schedule based on student / parent demands and requests.

4. Describe the public charter school's academic program, specifically focusing on why it is innovative in your school district. Include plans to formally assess student achievement on an annual basis.

The charter school will work within the framework of School District #5 and its charter program. We will seek to rank among the top schools in our geographic area on comparable, standardized assessment results AND to pursue programs and initiatives that support a school culture grounded in our mission and vision. Students will participate in yearly assessments. Student academic data will also be collected through yearly AIMSWeb testing and MAST testing.

5. Describe any variances to existing standards that the public charter school requires to enhance educational opportunities.

The Kalispell Community Partnerships Charter will benefit from part and full time students and families navigate what is the best option for them. Students and families will also be given flexibility to take advantage of opportunities to work remotely when it is a benefit to the student.

6. Describe the instructional design, including the type of learning environment, class size and structure, curriculum overview, and teaching methods.

Instructional Design:

- On site instruction with the flexibility to choose academic options within the core components of reading, writing and math guided by the state standards set forth by the state of Montana.
- Community partnerships: In collaboration with families, connect and work with local agencies to develop and explore interests for our students.
- Provide students with field experiences to allow students to explore the greater Flathead Valley for a hands-on application of their learning experience.
- Partner with parents to help guide instructional practices to support flexible family schedules.
- Project-based learning: This gives students the chance to apply what they've learned to a real-world problem, which helps make school relevant.

Learning Environment:

- On-site
- Collaborative experiences through business partnerships
- Remote coordination with parents/guardians
- Flexible schedules
- Support: With so many at-risk students, academies must have a strong network of support services to help students master the academic and career content.

Curriculum and Teaching Methods:

- Staff and families create an engaging, connected curriculum: Students apply academics to real-world issues along with issues and events at the local and state level. Through project-based learning, extended learning opportunities and job shadowing students will apply what they learn. Students will progress through learning levels as they are ready, rather than being tied to traditional grade levels.

- Teaching students to work collaboratively, think critically, and solve problems is as important as teaching them academic knowledge.
- They improve student achievement and provide equal access: Although there may be waiting lists for academies, admission should be open to all students within the district, regardless of their academic ability.

7. Describe plans for identifying and successfully serving students with disabilities, students who are English Language Learners, students who are academically challenged, and gifted students, including compliance with applicable laws and regulations.

We currently abide by all laws and regulations concerning the service of students in the above mentioned groups. Special Education services along with Systems of Support are well established in our school community and would be paralleled in the charter school academy.

Students with Disabilities:

The elementary charter school would have a case manager for IEPs. Additional support provided via the flexible / block scheduling of the program. There is the potential to co-teach in some core subject areas.

ELL Students:

English Language Learners are supported via the partner elementary School.

Gifted Students:

Because every student completes an individualized plan for instruction, enrichment and course requirements will vary based on family desire, course, student ability and interests. Career exploration will occur through differentiation to meet the needs of gifted learners.

8. Describe student discipline policies, including those for special education students.

As students in the charter school, our students follow school rules, but with the nature of their flexible environment, they are not bound to always be in certain places at certain times. Students will be held accountable per district policy. [Elementary School Handbook](#)

SCHOOL GOVERNANCE We recognize that this section does not provide the space to fully and accurately respond to each of the questions below. Attachments and appendices are permitted. Please make sure to clearly state where corresponding responses are located.

9. Describe the public charter school's organizational chart that clearly presents the proposed organizational structure, including lines of authority and reporting between the governing board, staff, related bodies such as advisory bodies or parent and teacher councils, and external organizations that will play a role in managing the public charter school.

Kalispell Public Schools, School District #5

Elementary Charter School

Superintendent, Assistant Superintendent

Principal

Community Partnerships

Parent / Teacher Committee

Assistant Principals

Parents

Instructional, Office,
Support Staff

The Kalispell Public Schools Board of Trustees govern the elementary charter school. The KPS Superintendent or designee supervises and evaluates the school Principal. The Principal supervises and evaluates the Teachers, Counselors, and support staff.

Community involvement is a critical piece of our school operations. A Parent & Community Advisory Council meets on a trimester basis to provide guidance and input to the Principal and staff.

10. Describe the roles and responsibilities of the governing board, the proposed leadership management team, and other entities shown in the organizational chart.

The governing board of the Academy would be the Kalispell School District #5 School Board. Leadership management team would include the School Superintendent, K-5 Assistant Superintendent, Special Services Director, and the Director of Business at the District Level. Building level administration would provide day to day leadership for the charter academy. Teachers would provide high quality instruction around the guiding principles of the charter school.

Information about the KPS Board of Trustees, its twice monthly meeting agendas and minutes, along with its committee structure can be found at <https://go.boarddocs.com/mt/kalispell/Board.nsf/Public#>. The KPS board follows the Administrative Rules of Montana, including open meeting laws. It has the authority to approve policy, recommendations for hiring and firing staff, and set budgets.

11. Provide a staffing chart for the public charter school's first year and a staffing plan for the term of the public charter school.

First Year per charter site

- .5 FTE Principal
- 1 FTE for Math/Science
- 1 FTE for English Language Arts
- 1 FTE for Writing
- .5 Counselor
- .5 SPED Teacher

Second Year

Addition of 1 FTE

- Staffing will be adjusted as student numbers increase

Third, Fourth, Fifth Year

- Staffing will be adjusted based on student numbers, student / parent interests

12. Detail the public charter school startup plan, identifying tasks, timelines, and responsible individuals.

December 2023

- Survey parents and possible students regarding elementary charter schools
 - Wants
 - Needs

January 2024

- Review of the survey information
- Finalizing of programming based off survey information
- Advertising for the elementary academies will begin
- Create the application process
- Contact community organizations and businesses soliciting their input and assistance for partnership opportunities

February 2024

- Open the student application portal / process
- Screening of student applications / Notification of application process
- Course development will begin

March 2024

- Enrolling and registering students for class options
- Developing the schedule - based on student / parent requests

April 2024

- Developing schedule in conjunction with the elementary building schedules

June 2024

- Parent / student orientation meeting 1 with teaching and administrative staff

August 2024

- Student schedules sent out
- Parent / student orientation meeting 2 with teaching and administrative staff

13. Describe the plans for recruiting and developing school leadership and staff.

This will be done through School District #5's human resource department, following hiring guidelines and associated CBA contracts.

14. Describe the proposed leadership and teacher employment policies, including performance evaluation plans.

In the charter schools first year, employment policies, including evaluations will follow approved policies of School District #5 and its associated CBA;s with applicable unions.

15. State the proposed governing bylaws.

16. Explain any partnerships or contractual relationships central to the operations and mission of the public charter school.

These are “To Be Determined, based off of community surveys and interest

17. Provide the proposed calendar and sample daily schedule.

Kalispell Community Partnerships Charter					
Times	Monday	Tuesday	Wednesday	Thursday	Friday
8:00-8:15	SOARing Citizenship				Remote options
8:15-8:30					
8:30-8:45					
8:45-9:00					
9:00-9:15	Community Partnership	Reading or Math Block	Reading or Math Block	Reading or Math Block	
9:15-9:30					
9:30-9:45					
9:45-10:00					
10:00-10:15					
10:15-10:30					
10:30-10:45					
10:45-11:00					
11:00-11:15					
11:15-11:30					
11:30-11:45					
11:45-12:00					
12:00-12:15	Outdoor Ed	Reading or Math Block	Reading or Math Block	Reading or Math Block	
12:15-12:30					
12:30-12:45					
12:45-1:00					
1:00-1:15					
1:15-1:30		Reading or Math Block	Reading or Math Block	Reading or Math Block	
1:30-1:45					
1:45-2:00					
2:00-2:15					
2:15-2:30					
2:30-2:45	Dismissal	Dismissal	Dismissal		
2:45-3:00					
3:00-3:15					
3:15-3:30	Dismissal	Dismissal	Dismissal		

Times	Early K (X3)	Kinder	1st	2nd	3rd	Specials
8:00-8:15	SOARing Citizenship					
8:15-8:30						
8:30-8:45						
8:45-9:00						
9:00-9:15	Specials	Block 1 Reading Art Writing	Block 1 Math Science Social Studies	Lunch/Recess	Lunch/Recess	EK Specials
9:15-9:30						
9:30-9:45						
9:45-10:00						
10:00-10:15	Specials	Lunch/Recess	Lunch/Recess	Lunch/Recess	Lunch/Recess	EK Specials
10:15-10:30						
10:30-10:45						
10:45-11:00						
11:00-11:15	Lunch/Recess	Lunch/Recess	Lunch/Recess	Lunch/Recess	Lunch/Recess	EK Specials
11:15-11:30						
11:30-11:45						
11:45-12:00						
12:00-12:15	Community Partnership	Block 2 Reading Art Writing	Block 2 Reading Art Writing	Lunch/Recess	Lunch/Recess	K-1 Specials 12:20-1:40
12:15-12:30						
12:30-12:45						
12:45-1:00						
1:00-1:15	Community Partnership	Block 2 Math Science Social Studies	Block 2 Math Science Social Studies	Lunch/Recess	Lunch/Recess	K-1 Specials 12:20-1:40
1:15-1:30						
1:30-1:45						
1:45-2:00						
2:00-2:15	Community Partnership	Block 2 Math Science Social Studies	Block 2 Math Science Social Studies	Lunch/Recess	Lunch/Recess	K-1 Specials 12:20-1:40
2:15-2:30						
2:30-2:45						
2:45-3:00						
3:00-3:15	Community Partnership	Block 2 Math Science Social Studies	Block 2 Math Science Social Studies	Lunch/Recess	Lunch/Recess	K-1 Specials 12:20-1:40
3:15-3:30						
3:15-3:30				Dismissal		

[KPS 2023-24 District Calendar - Kalispell Public School District 5](#)

BUSINESS OPERATIONS We recognize that this section does not provide the space to fully and accurately respond to each of the questions below. Attachments and appendices are permitted. Please make sure to clearly state where corresponding responses are located.

18. Describe plans for providing transportation, food service, and all other significant operational or ancillary services.

The Kalispell elementary charter schools will follow a school within a school model, transportation, food service and other operational ancillary services for all students will be aligned with School District #5's current model.

19. Describe co curricular and extracurricular programs and how the programs will be funded and delivered.

This will all occur in conjunction with School District #5

20. Describe the proposed financial plan and policies, including financial controls and audit requirements.

School finances are governed by the Kalispell School District Business Office, which follows Montana law regarding procedures and safeguards.

21. Describe the insurance coverage that will be obtained.

Insurance will be covered already by existing Kalispell Elementary School coverage policies.

22. Describe the startup and five-year budgets with clearly stated assumptions.

Please see attached budget spreadsheet.

23. Describe the startup and first year cash flow projections with clearly stated assumptions.

Please see attached budget spreadsheet

24. Describe anticipated fundraising contributions and evidence, if applicable.

There are no plans for anticipated fundraisers.

25. Describe the facilities plan, including backup or contingency plans.

Current facilities at Elrod Elementary School will be used for the Kalispell Community Partnership K-3 Charter School.

COMMUNITY SUPPORT AND NEED We recognize that this section does not provide the space to fully and accurately respond to each of the questions below. Attachments and appendices are permitted. Please make sure to clearly state where corresponding responses are located.

26. Describe the specific evidence of significant community support.

During the 2022/2023 school year, Kalispell Elementary K-5 Schools had 27 students transfer to homeschool. Transferring homeschool families have expressed a desire for a school within a school model, more schedule flexibility and outdoor experiences connected to priority learning objectives.

27. Describe the opportunities and expectations for parent involvement.

We invite parents of the Kalispell Community Partnership Charter School to take an active role in our education community. This participation involves attending outdoor activities as supervisors and sponsors, while also assisting with curriculum delivery when remote or at home learning is the preferred choice.

Kalispell Community Partnerships Charter Annual Operating Budget Worksheet

Description	Assumptions	Amount	Number	Total
General				
Number of students	Up to 71 students 2023-24, calculations based on 2/3 enrollment capacity		71	
Facility	Housed in a section of Elrod Elementary School and Russell Elementary School			
Student teacher ratio	Governed by Montana ARM 10.55			
Average teacher salary	KPS average teacher salary is \$55,000	\$55,000.00		

Revenues

Elementary Basic Entitlement	Minimum 71 students needed	\$58,963.00	1	\$58,963.00
State ANB Earnings	\$6,307per student, less .50 per student under 800 (2/3 of 240 due to part-time)	\$6,307.00	71	\$447,797.00
Quality Educator Payment	Quality educator payment for each certified staff member	\$3,673.00	5	\$18,365.00
Data for Achievement	Per ANB	\$23.58	71	\$1,674.18
At Risk Payment	per student count (not actual enrollment)	\$28.88	71	\$2,050.48
Indian Education for All	per ANB	\$24.63	71	\$1,748.73
American Indian Achievement C	\$242 per Native American Student. This number is currently unknown	\$242.00	0	\$0.00
Applicable State Grants	Received only if we get an equitable share of state grant funding	\$0.00	71	\$0.00
Applicable Federal Grants	Received only if we get an equitable share of federal grant funding	\$0.00	71	\$0.00
Local Tax Revenue	Local levies to bring us to 100% of the max allowed budget	\$0.00	71	\$0.00
Grants and Fundraising	We assume no additional fundraising in year 1	\$0.00	71	\$0.00
	Total Revenue			\$530,598.39

Expenditures

Personnel				
Head of School/Principal	.5 FTE Administrator	\$65,000.00	1	\$65,000.00
Counselor	.5 FTE school counselor	\$40,000.00	1	\$40,000.00
Teachers	1 FTE Math/Science, 2 FTE English Language Arts, 1 FTE Social Studies	\$55,000.00	3	\$165,000.00
Paraprofessionals	1 Para Professionals	\$36,000.00	1	\$36,000.00
SPED Staff	.5 FTE SPED Teacher (15% Sped Qualifying = 12 students)	\$30,000.00	1	\$30,000.00
Clerical	None at this time/TBD			
Nurse	None at this time/TBD			

Custodial	.25 to cover % of facility used for Charter	\$20,000.00	2	\$20,000.00
Fringe Benefits	17% of salary expenditure amount (\$982,000.00)	\$69,870.00		\$69,870.00
Health Benefits	\$753.54 per employee x 10 months	\$7,535.40	3.75	\$28,257.75
Other	Assuming cell phones, mileage, travel reimbursement \$1,000 per person	\$1,000.00	3.75	\$3,759.00
	Total Personnel			\$457,886.75
Instruction				
Textbooks/Online Subscriptions	Assume \$250 per student	\$250.00	71	\$17,750.00
Classroom Paper & Supplies	Assume \$30 per student	\$30.00	71	\$2,130.00
Tech Costs (Com, Soft, Service)	1 to 1 Chromebook, \$500 each	\$850.00	71	\$60,350.00
Instructional Equipment	Staff laptops \$800 each	\$800.00	4	\$3,200.00
Library & Media	Included in textbooks & supplies	\$0.00		\$0.00
Student Assessment	Assume \$50 per student	\$50.00	71	\$3,550.00
Classroom Furniture	Collaborative tables & classroom chairs	\$2,000.00	1	\$2,000.00
Athletic Equipment	Assume none needed			
Music Equipment	Assume none needed			
	Total Instruction			\$88,980.00
Services & Supplies				
Office supplies	\$250 per FTE	\$250.00	5	\$1,250.00
Office Furniture	Assume none needed			
Bookkeeping & Audit	Included in direct cost rate calculated at 2.67% of our revenue	Indirect cost calculated below		
Payroll Services	Included in direct cost rate calculated at 2.67% of our revenue	Indirect cost calculated below		
Banking Fees	Included in direct cost rate calculated at 2.67% of our revenue	Indirect cost calculated below		
Legal Services	Included in direct cost rate calculated at 2.67% of our revenue	Indirect cost calculated below		
Liability & Property Insurance	Included in direct cost rate calculated at 2.67% of our revenue	Indirect cost calculated below		
Staff Development	\$1,000 per teacher	\$1,000.00	5	\$5,000.00
Travel	\$150 per teacher	\$150.00	5	\$750.00
Internet	Included in direct cost rate calculated at 2.67% of our revenue	Indirect cost calculated below		
Food Service	Included in direct cost rate calculated at 2.67% of our revenue	Indirect cost calculated below		

Transportation	Included in direct cost rate calculated at 2.67% of our revenue	Indirect cost calculated below	
Health Supplies	Included in direct cost rate calculated at 2.67% of our revenue	Indirect cost calculated below	
Pest Control	Included in direct cost rate calculated at 2.67% of our revenue	Indirect cost calculated below	
Janitorial Supplies	Included in direct cost rate calculated at 2.67% of our revenue	Indirect cost calculated below	
Waste Disposal	Included in direct cost rate calculated at 2.67% of our revenue	Indirect cost calculated below	
Indirect Costs	Estimated Revenue Amount (\$687,662.69) x 2.67%	\$18,360.60	\$18,360.60
	Total Services & Supplies		\$25,360.60
Facilities			
Rent/Lease/Mortgage			
Maintenance & Repair			
Gas/Electric			
Phone			
Fire & Security			
	Total Facilities		
	Total Revenue		\$530,598.39
	Total Expenditures		\$572,227.35
	Variance for Enrollment and Staffing Expenditures and other TBD support positions		-\$41,628.96