

**BOARD OF PUBLIC EDUCATION
PUBLIC CHARTER SCHOOL REVIEW CHECKLIST**

APPLICATION No. & NAME _____

REVIEWER NAME _____

Requirements from legislation

Section 2(3) – [20-6-802, MCA](#)

Intent to create INNOVATIVE charter schools

Is the application innovative? Y N

How is that demonstrated?

Intent to create HIGH-PERFORMING public charter schools

Does the application provide for a high performing charter? Y N

How is that demonstrated?

Section 3(1) – [20-6-803, MCA](#)

Applicant

Is the applicant a group of residents of the located school district or county of the located school district? Y N

Is the applicant a school board of the located school district? Y N

Section 4(1) – [20-6-804, MCA](#)

Board of Public Education Responsibilities

Does the proposal meet identified education needs AND promote a diversity of education choices, including:

Increasing standards for student achievement; Y N

Closing achievement gaps between high-performing and low performing groups of public school students; Y N

Increasing educational opportunities within the public education system; Y N

Providing alternative learning environments for students who are not thriving in traditional school settings; Y N

Lowering the dropout rate; Y N

Creating new professional opportunities for teachers/school personnel; Y N

Encouraging the use of different models of teaching and learning; and Y N

Providing students, parents, community members, local entities with expanded opportunities for involvement. Y N

****The Board is tasked with denying charter proposals that fail to provide clear and convincing proof of likelihood of success.**

Has the applicant demonstrated clear and convincing proof of the likelihood of success? Y N

Section 5(4) – [20-6-805, MCA](#)

Public Charter School Proposal Process

Does the proposal include:

An executive summary; Y N

Mission & vision of proposed public charter school, including identification of targeted student population & community the school proposes to serve; Y N

The school district in which the public charter school is proposed to be located and operate; Y N

The grades to be served each year for the full term of the charter contract; Y N

The minimum, planned, and maximum enrollment per year for the term of the charter contract; Y N

Specific evidence of significant community support for the proposed public charter school; Y N

Specific evidence of the proposed public charter school's proposed calendar and sample daily schedule; Y N

Description of the academic program, including:

(i) plans to formally assess student achievement on an annual basis; and Y N

(ii) variances to existing standards that the proposed public charter school requires; Y N

Description of proposed public charter school's instructional design, including the type of learning environment, class size & structure, curriculum overview, teaching methods; Y N

Proposed public charter school's plans for identifying and successfully serving students with disabilities, Y N

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| students who are English language learners, students who are academically challenged, and gifted students, including but not limited to compliance with applicable laws and regulations; | Y | N |
| Description of cocurricular or extracurricular programs, if any, and how the programs will be funded and delivered; | Y | N |
| Plans and timelines for student recruitment and enrollment, including lottery procedures; | Y | N |
| Proposed public charter school's student discipline policies, including those for special education students; | Y | N |
| An organizational chart that clearly presents the proposed public charter school's 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 school; | Y | N |
| Clear description of the roles/responsibilities for the governing board, the proposed public charter school's leadership & management team, and other entities shown in the organizational chart; | Y | N |
| A staffing chart for the proposed public charter school's first year and a staffing plan for the term of the charter; | Y | N |
| Plans for recruiting and developing school leadership and staff; | Y | N |
| Proposed public charter school's leadership and teacher employment policies, including performance evaluation plans; | Y | N |
| Proposed governing bylaws; | Y | N |
| Explanations of partnerships/contractual relationships central to the proposed public charter school operations/mission; | Y | N |
| Proposed public charter school's plans for providing transportation, food service, all other significant ancillary services; | Y | N |
| Opportunities and expectations for parent involvement; | Y | N |
| A detailed school startup plan, identifying tasks, timelines, and responsible individuals; | Y | N |
| Description of proposed public charter school's financial plan & policies, including financial controls/audit requirements; | Y | N |
| A description of the insurance coverage the proposed public charter school will obtain; | Y | N |
| Startup and 5-year budgets with clearly stated assumptions; | Y | N |
| Startup and first-year cash flow projections with clearly stated assumptions; | Y | N |
| Evidence of anticipated fundraising contributions, if claimed in the proposal; and | Y | N |
| A sound facilities plan, including backup or contingency plans, if appropriate. | Y | N |

Section 5 (5) – [20-6-805, MCA](#)

Reviewing and evaluating

**In reviewing and evaluating charter proposals, the Board shall employ procedures, practices, and criteria consistent with nationally recognized best practices, principles, and standards for the authorization of public charter schools. The proposal review process must include thorough evaluation of each written charter proposal, an in-person interview with the applicant, and an opportunity in a public forum for local residents to learn about and provide input on each proposal.

Has the Board fulfilled its statutory obligation to thoroughly evaluate each charter proposal? Y N

Section 5 (6) – [20-6-805, MCA](#)

Board Action

**The Board shall grant charters only to applicants that have demonstrated competence in each element of the board's published approval criteria and are likely to open/operate a successful public charter school; base decisions on documented evidence collected through the proposal review process; follow charter-granting policies and practices that are transparent and are based on merit and avoid conflicts of interest or any appearance of conflict; and weigh heavily evidence of community support, projected student enrollment, input received under subsection; (6)(c) only approve charters whose promise of improved educational outcomes outweighs potential increased costs to state & local taxpayers.

Has the applicant demonstrated that they are likely to open/operate a successful public charter? Y N

Based on your marks above, would you recommend the Board approve this public charter application? Y N

COMMENTS: