



# BEST FOR ALL

We will set all students on a path to success.

## Charter School Application Process

**December 2, 2021**



**BEST** FOR  
**ALL**

We will set all students on a path to success.

## ACADEMICS

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ALL TENNESSEE STUDENTS WILL HAVE  
ACCESS TO A HIGH-QUALITY EDUCATION,  
NO MATTER WHERE THEY LIVE

## STUDENT READINESS

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TENNESSEE PUBLIC SCHOOLS WILL BE  
EQUIPPED TO SERVE THE ACADEMIC  
AND NON-ACADEMIC NEEDS OF ALL  
STUDENTS IN THEIR CAREER PATHWAYS

## EDUCATORS

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TENNESSEE WILL SET A NEW PATH FOR  
THE EDUCATION PROFESSION AND BE  
THE TOP STATE IN WHICH TO BECOME AND  
REMAIN A TEACHER AND LEADER FOR ALL



# Agenda

- I. Overview of Charter Application and Submission Procedures
- II. Application Review Process
- III. Appeals Process
- IV. Updates for FY22
- V. Questions/Survey



# Ice Breaker

- In the chat box please enter the following:
  1. Rate from 1-5 your knowledge/comfort with the charter application process in Tennessee:
    - 1=No knowledge/comfort → 5=Very knowledgeable/comfortable



# What is the Charter School Application?

- Found in State statute (T.C.A. § § 49-13-107-108) and Charter Commission Rule [1185-01-01-.01](#)
- Opportunity for *sponsors* to start a new public charter school in Tennessee, or for schools exiting the ASD to apply to home district
  - A “sponsor” is the proposed governing body filing an application for the establishment of a public charter school, that is (1) NOT a for-profit entity; a nonpublic school; a or postsecondary institution not regionally accredited; and (2) does NOT promote the agenda of any religious denomination or religiously affiliated entity



# Before you begin...

- Review Tennessee Public Charter Schools Act ([T.C.A. § § 49-13-101-145](#))
- Review materials on the department's charter schools [website](#)
- Contact authorizer for any local guidelines for applicants





# Important Deadlines

- Letter of Intent: December 3, 2021
  - **Note:** This is due tomorrow, and must be submitted to be able to submit a charter application for opening a school in SY2023-2024
- Application Due: February 1, 2022



# Where to Access Application?

- Go to website: [Charter Schools \(tn.gov\)](https://charter.schools.tn.gov)
- Click on 'Application to Start a New Charter School' from the menu
- Review the 'Required Documents' section at the bottom
  - Letter of Intent
  - **Charter Application for SY2023-24** ←
  - Charter Application Budget Document for SY2023-24
  - Charter Application Scoring Rubric for SY2023-24
  - Portfolio Summary Template
  - Local supplemental documents



# Applicant Types

Category	Applicant Type
1	<ul style="list-style-type: none"><li>• New-start applicant</li></ul>
2	<ul style="list-style-type: none"><li>• Existing TN sponsor, new school model</li><li>• Out-of-state sponsor</li></ul>
3	<ul style="list-style-type: none"><li>• Existing TN sponsor, replicating existing model</li></ul>
4	<ul style="list-style-type: none"><li>• Existing sponsor of school in ASD seeking authorization from home LEA</li></ul>

# Quick Practice

- In the chat box please enter the following:
  - 1. Which applicant category you fit into (1-4)
  - 2. Why this category?

- Example:
  - 2 – *We currently operate schools in Arkansas, but not in Tennessee*

Category	Applicant Type
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# Application Contents

1. General information;
2. Assurances form signed by the authorized representative of the sponsor;
3. Application narrative that addresses each applicable section;
4. Projected budget; and
5. Applicable attachments.



# Application Format

- 250-page limit
- **Hard copies:** Submit in a properly tabbed and labeled 3-ring binder
- **Electronic copy:** An exact version of hard copy submitted as one PDF document, including all attachments and the budget
  - Also submit one Excel version of the budget worksheet



# Filing Instructions

- Application due **February 1** to both authorizer and department
- Authorizer can request:
  - Up to 5 hard copies and 1 electronic copy
  - An application fee of up to \$2,500 per school
  - Supplemental application materials (SCS, Knox)
- Department only requires electronic copy

# Application Sections

## 1. General Information

- School information
- Sponsor information
- Primary contact person
- School design team
- Charter Management Organization (CMO) status
- Other applications under consideration
- Applicant type



# Application Sections

## 2. Assurances

- Carefully review all assurances
- Insert name of school
- Sign assurances





# Application Sections

## 3. Application Narrative

- The bulk of the application, which includes:
  - Executive Summary (1-3 pages)
  - 1. Academic Plan Design and Capacity
  - 2. Operations Plan and Capacity
  - 3. Financial Plan and Capacity
  - 4. Portfolio Review/Performance Record (if applicable)
    - [Portfolio Summary Template](#) on website



# The Narrative

- Academic Plan and Capacity example:


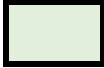
## 1.1 School Mission and Vision

In this section:

- (a) Provide a mission statement for the school. Note: the mission statement should indicate in measurable terms what the school intends to do, for whom, and to what degree. The school's mission statement provides the foundation for the entire application.
- (b) Describe the vision of the school and how the vision will help achieve the school's mission.
- (c) Describe how the mission and vision of this school will meet the prescribed purposes for charter schools found in T.C.A. §49-13-102(a).
- (d) Describe how the mission and vision of the school address any priorities set by the authorizer.
- (e) Describe what the school will look like when it is achieving its mission.
- (f) Describe the innovative or unique features of the school or education model. How do these unique features align with the mission and vision of the school? How will these unique features foster student achievement and success?

# Application Sections

## 4. Projected Budget

- Download and complete the Charter Application Budget Document for SY 2023-24 from the [website](#)
- Follow the Instructions tab:
  -  Input financial information into light yellow cells
  -  Input assumption information or notes into light green cells
- Review for accuracy
- Submit both as part of the PDF and a separate Excel document



# Application Sections

## 5. Applicable Attachments

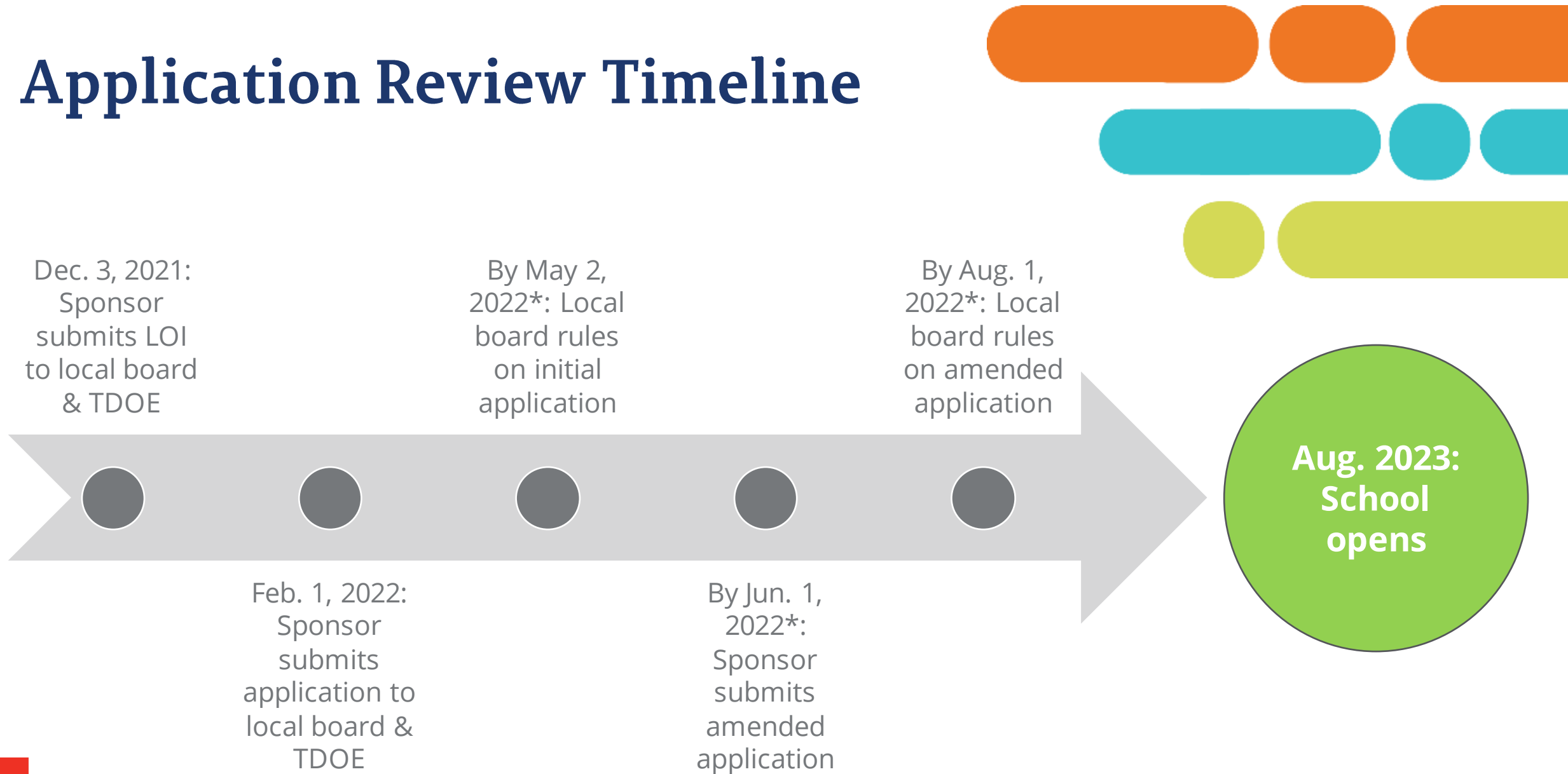
- Attachments are requested throughout the narrative
- 20 attachments total (A-T)
- List included on page 31
- Required attachments will vary by applicant type/category



# Questions?



# Application Review Timeline



*\*Approximate dates dependent on date of local board ruling*

# The Rubric

- Evaluators use a standard application and scoring criteria for charter applications

Rating	Characteristics
<b>Meets or Exceeds the Standard</b>	The response reflects a thorough understanding of key issues. It clearly aligns with the mission and vision of the school. The response includes specific and accurate information that shows thorough preparation.
<b>Partially Meets Standard</b>	The response meets the criteria in some respects, but lacks sufficient detail and/or requires additional information in one or more areas.
<b>Does Not Meet Standard</b>	The response is incomplete; demonstrates lack of preparation; does not align with the mission and vision of the school; or otherwise raises significant concerns about the viability of the plan or the applicant's ability to carry it out.



# The Rubric



- Academic Plan and Capacity example:

1.1 SCHOOL MISSION AND VISION		
<p>Characteristics of a strong response:</p> <ul style="list-style-type: none"><li>▪ The mission statement is clear, concise, compelling and measurable.</li><li>▪ The applicant clearly links the mission and vision to at least 3 of the purposes for charter schools found in T.C.A. § 49-13-102(a).</li><li>▪ When achieving its mission, the school, as described by the applicant, will offer a strong curriculum and a range of opportunities to all students and will close achievement gaps.</li><li>▪ The innovations described by the applicant are supported by evidence of success.</li></ul>		
Initial Application Review		
<input type="checkbox"/> Meets or Exceeds Standard	<input type="checkbox"/> Partially Meets Standard	<input type="checkbox"/> Does Not Meet Standard

# The Rubric

- Financial Plan and Capacity example:

3.1 & 3.2 CHARTER SCHOOL FINANCING		
<p>Characteristics of a strong response:</p> <ul style="list-style-type: none"><li>▪ The budget worksheet (<b>Attachment N</b>) contains reasonable assumptions and budget numbers that reflect all start-up expenses.</li><li>• The applicant identifies financial procedures, policies, systems and processes for accounting, payroll, and independent annual audits.</li><li>• Sound criteria and procedures are in place for selecting contractors for any administrative services.</li><li>• There is a high level of financial expertise amongst the applicant's internal and external team members.</li><li>• The start-up and five-year operating budgets are complete, realistic and viable.</li><li>• The applicant's budget narrative (<b>Attachment O</b>) clearly explains and supports all revenue and cost assumptions.</li><li>• The applicant articulates a sound contingency plan to meet financial needs if anticipated revenues are lower than estimated.</li></ul>		
Initial Application Review		
<input type="checkbox"/> Meets or Exceeds Standard	<input type="checkbox"/> Partially Meets Standard	<input type="checkbox"/> Does Not Meet Standard

# Quick Practice

## 1.1 SCHOOL MISSION AND VISION

Characteristics of a strong response:

- The mission statement is clear, concise, compelling and measurable.
- The applicant clearly links the mission and vision to at least 3 of the purposes for charter schools found in T.C.A. § 49-13-102(a).
- When achieving its mission, the school, as described by the applicant, will offer a strong curriculum and a range of opportunities to all students and will close achievement gaps.
- The innovations described by the applicant are supported by evidence of success.

### 1.1 School Mission and Vision

In this section:

- Provide a mission statement for the school. Note: the mission statement should indicate in measurable terms what the school intends to do, for whom, and to what degree. The school's mission statement provides the foundation for the entire application.
- Describe the vision of the school and how the vision will help achieve the school's mission.
- Describe how the mission and vision of this school will meet the prescribed purposes for charter schools found in T.C.A. § 49-13-102(a).
- Describe how the mission and vision of the school address any priorities set by the authorizer.
- Describe what the school will look like when it is achieving its mission.
- Describe the innovative or unique features of the school or education model. How do these unique features align with the mission and vision of the school? How will these unique features foster student achievement and success?

- In the chat box, identify one way the rubric can be used to support a response to narrative question 1.1

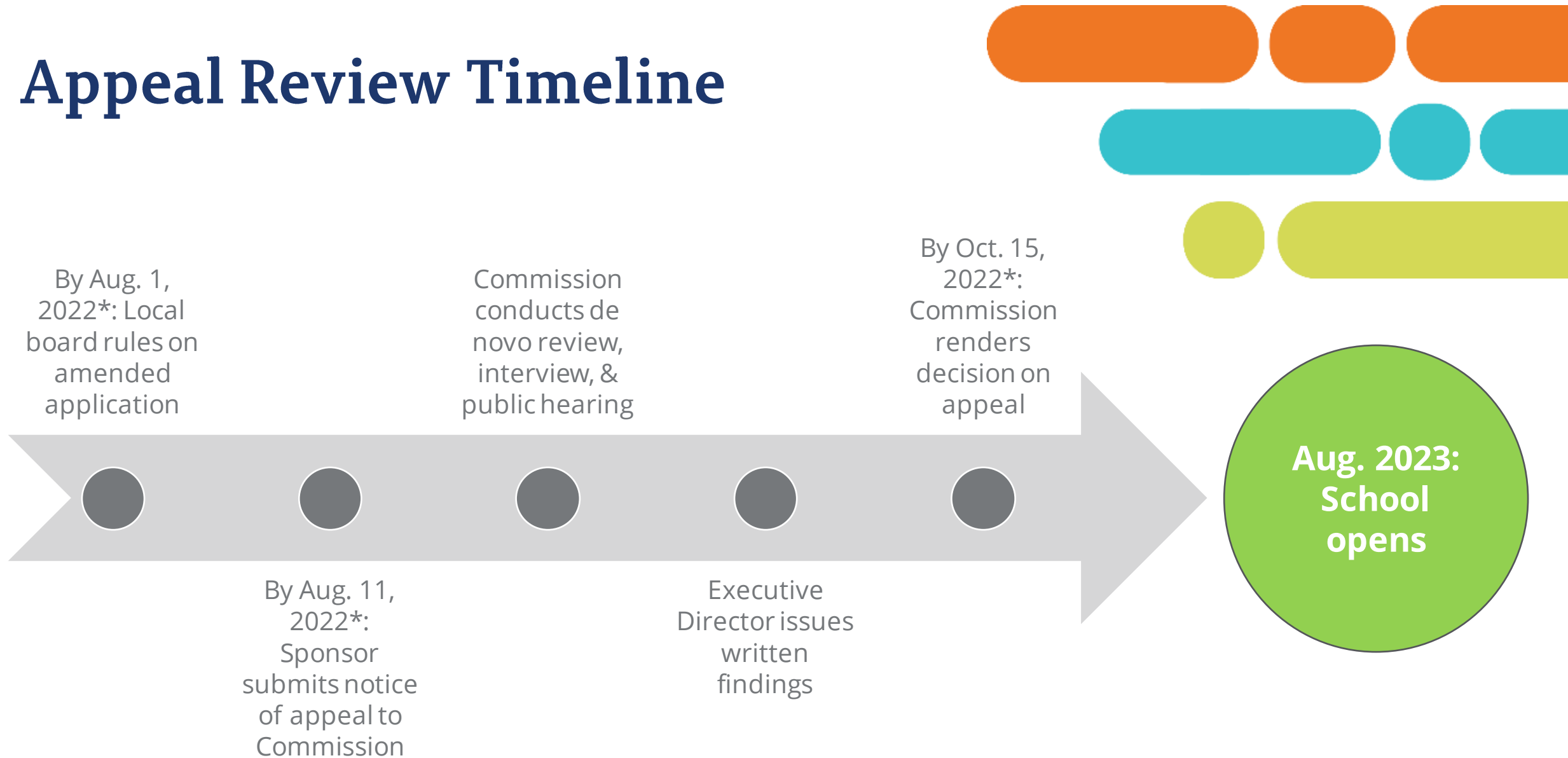
# Questions?



# Appeals Process

- If new start charter application is denied by the local board of education, sponsor may appeal the decision to the Commission
- Sponsor must email notice of appeal within 10 calendar days of decision
- The notice of appeal must contain:
  - Copies of initial and amended applications
  - Summary of application timeline
  - Copy of letter from local board informing sponsor of the reasons for denial
  - Clean version of the amended application
  - Brief statement of why the decision was “contrary to the best interests of the students, LEA, or community.”
- The Commission will render a decision within 75 calendar days after receipt of the notice of appeal

# Appeal Review Timeline



# Questions?





# Updates and Changes in FY22

- The [TN Public Charter School Commission](#) now reviews new start charter application appeals
- Please refer to Charter Commission Rule [1185-01-01-.01](#) for more information regarding the new start charter school appeals process



# Updates and Changes in FY22

- Changes made to **application**:
  - General updates for clarity and alignment
  - \*Revised\* - Additional required sub-sections for Category 4 applicants (See table on page 5 and checklist)
  - \*Revised\* - 1.4 Academic Performance Standards: (d) Describe the proposed school's approach to helping remediate students' academic underperformance and learning loss, including plans for RTI<sup>2</sup> that aligns with Tennessee guidelines.
  - \*New\* - 2.4 Personnel/Human Capital: (e) How will you ensure that teachers are licensed and endorsed in their content areas?



# Updates and Changes in FY22

- Changes made to **rubric**:
  - General updates for clarity and alignment
  - \*Revised\* - Updated guidance language regarding how to use the scoring system for each section



# Questions?



# Closing



- In the chat box please enter one of the following:
  1. What is one piece of information or insight you learned today that will help you in completing your application?
  2. What is one action item you have added to your to-do list or re-prioritized after attending this webinar?
  3. If you are a returning sponsor, what is one piece of advice to first time applicants you can share?

# Survey



Survey Link: [Tennessee Public Charter School Application Process Webinar Feedback](#)



# Contact Information

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