

SECTION V: CHECKLIST

Applicant Instructions: In the second column, identify the location of the required item in the application. This could include page number in application or attachment. Several items are not applicable to start-up schools; you will be required to provide them before the school can open. Timelines for these items will be outlined in the charter school contract.

Required Item Description	Location(s) in application	Present*
One page summary description of the charter school including: mission/vision, board chair, school leader, location, and educational program description. Also provide contact information for application team, including name, email, and phone number.	Front p. 4	X
Mission and vision of the charter school	p. 4 + School Operations p. 5	X
Name of "person" applying to operate the charter school	p. 4	X
Articles of Incorporation	Green Section Attach B	X
By-Laws	Green Section Attach B	X
Tax determination letter	Green Section Attach B	X
Evidence of CMO non-profit status, if applicable	N/A	N/A
Board member resumes	Green Section Attach A	X
Board resolution adopting the organizational handbooks and manuals	Green Sec Attach D	X
Personnel Manual (includes qualifications to be met by persons employed in the school; policies the school will follow in conducting background checks, staff recruitment and retention, and procedures for ensuring instructional staff are appropriately licensed)	Green Sec Attach D	X
Operations Manual	"	X
Parent Handbook	"	X
Financial Policies and Procedures Manual	"	X
IDEA Policies and Procedures Manual	"	X
Evidence of conflict of interest policy	In front of Attach E	X
Evidence of internal dispute resolution policies	Sec I p. 15	X
Evidence of how parents will be involved in school governance	Sec I p. 15	X
Organizational Chart of management and staff	Green Section Attachment C	X
Educational leader resume	Green Sec Attach E	X
Business manager resume	Green Sec Attach E	X
Describes the organizational structure and	Sec I p. 17	X

responsibilities of the management and staff.		
Describes the school's fiscal management procedures.	Blue Sec. p.21	X
Identify the following items in the Financial Policies and Procedures Manual <ul style="list-style-type: none"> • Annual budgeting and budget reporting • Cash flow budgeting and reporting • GAAP and their application for this institution • Internal controls over major financial processes including cash receipts and disbursements, investments, donation/fundraising, facilities/equipment, procurement-accounts payable, billing-account receivable, payroll, travel expense reimbursement, insurance risk management, grants accounting and reporting, enrollment controls, general ledger-budgetary and accounting controls • City of Milwaukee Charter School financial reporting requirements and procedures developed to comply with these requirements • Financial reporting to the Board of Directors • Accounting and financial management qualifications, including professional development requirements for affected staff. 	D	(7 items) X
Long range business plan	Green Sec Attach	X
Detailed budget with key assumptions with two alternate budgets based on 15% below and 30% below project enrollment levels	Green Attach #	X
Assurance that school's budget revenue and expenditure accounts directly reconcile to the accounting system line item or objects of expenditure accounts	Green Sec Attach #	X
Annual cash budget showing monthly receipts, disbursements and beginning and end of month cash balances with key assumptions	Green Sec Attach # Year One	X
Budget includes 2% fee for authorizer	J	X
Position listing of all part- and full-time staff		X
Sources and uses of funds	Attach # Est Budget	X

Basis for revenue and expense estimates		
Contingency plan for revenue shortfalls	Sec I p. 29a + 32	X
Number of expected charter school students	Summary sheet p. 4	X
Monthly cash flow projections for first year of operation as a charter school	Attach #	X
School Budget for the current school year, if applicable	N/A	
Explanation of differences between current school year budget and proposed charter school budget	N/A	
Facility description	Sec I p. 30	X
Proof of ownership or tenant status Green Sec	Attach M	X
Building Inspection letter affirming code compliance	N/A	
Occupancy permit Green Sec	Attach N	X
Plans to expand or move	N/A	
Certificate of insurance with adequate coverages	Will provide copy	X
Letter from insurance provider	Attach P	X
Evidence that City shall be afforded thirty (30) day written notice of cancellation, non-renewal, or material change by any of the Charter School insurers.		
Independent Audit engagement letter for first fiscal year	Attach R	X
Auditor report on school's long range business plan and first year budget	Attach R	X
Auditor report on planned, documented internal controls policies and procedures	Attach S	X
Academic goals are present Orange Sec	p. 35 Sec II	X
Curriculum	p. 38 "	X
Method of instruction	p. 49 "	X
Description of specific student assessment measures	p. 58 "	X
Explanation of how school's accountability system incorporate CSRC assessments	Sec II 61a	X
Identification of staff person and board rep. or committee reporting to CSRC	61a	X
Student Information Management Software ID	Measures of Academic Progress	
Existing student achievement data, if applicable	N/A	
Other accountability measures	Sec II	
Listing of instructional staff	Attach #	X
Description for ensuring all instructional staff are licensed	p. non-section	X
Assurance that identified staff are licensed; plans for those who need emergency	N/A	

certification		
Admission Procedures	Orange Sec II p. 91 & 94	X
Description of lottery process for over-enrollment	Orange Sec II 91a	X
Description to achieve racial and ethnic balance reflective of the school district	p. 94 p. 95	X
Certification that the school will accept at-risk students	p. 94 p. 95	X
Description of admission procedures for students with IEPs.	Attach-Spec Ed Manual	X
Description of disciplinary procedures	p. 95	X
For existing schools, a summary of disciplinary actions taken during the previous school year	N/A	
Evidence of relationship with other agencies to provide services	N/A	X
Curriculum adaptations		
Proposed staffing adequate to meet obligations under IDEA		X
Data on students with special needs for existing schools	N/A	
Certification signed and dated		X
FOR applicants currently operating a school		YES/NO*
The applicant has created a new organization to operate the charter school		X
The applicant has communicated to parents that students will need to enroll in the charter school		N/A
FOR applicants currently operating a sectarian school		YES/NO*
Application describes a program which is nonsectarian in its practices, programs, admission policies, employment practices and all other operations		X
Website communicates nonsectarian nature of school		X
Name of school communicates nonsectarian nature of school		X

*To be completed by technical reviewer