

City of Milwaukee

CHARTER SCHOOL APPLICATION PROCESS OVERVIEW

Application: Guidelines and Procedures the City of Milwaukee has established the application process described in this packet for the for the purposes of providing mechanisms for meaningful public input and approving high-quality charter school. Applicants seeking a charter from the City of Milwaukee must complete the following phases:

PHASE I

- **Submit Letter of Intent and Prospectus** *(no longer than 25 pages)*
An applicant seeking to establish an authorized charter school must submit a Letter of Intent and Prospects, not to exceed 25 pages in length, by the due date specified. Submission of the Letter of Intent and Prospectus is the first step in the City of Milwaukee Charter School application process but implies no further obligation for either party. The Prospectus will provide the CSRC with key information regarding school design, instructional methodology, governance, financial structure, and the overall capacity to sustain a high performing school over time. It also serves as an introduction to your charter school application and may be used as a public release to inquiries about this application. *Submission expresses non-binding intent, as authorized by the City of Milwaukee, to apply for a charter school within one year. Any potential applicant who does not submit a complete Letter of Intent and Prospectus by the deadline will not be permitted to submit a fully completed application*
- **Recommendation for Approval or Denial of Prospectus** - The CSRC will conduct a formal interview and scoring process to determine if they would like applicant to move to Phase II and submit a full application. (Or this could be a review team of 2 CSRC Members, Policy Analyst and 2 other individuals)

PHASE II

- **New Applicant Capacity Interview-** *The applicant will participate in orientation meeting with at least 1 CSRC member and Policy Analyst*
- **Submit a Full Application-** by application deadline
- **Review and Approval by a Technical Reviewer** -*Review and approval by a technical reviewer*

This review will focus on the completeness of the application. If the application is complete, the reviewer will submit the application to the Charter School Review Committee. If the application is incomplete, the reviewer will find it "technically deficient" and provide the applicant with one opportunity to submit missing information. Once missing information is provided, the technical reviewer will again determine whether the application is complete.

If the reviewer concludes that the application remains technically deficient-either because all the missing information was not provided or it was provided after the deadline set-the reviewer will reject the application. The applicant may appeal this denial to the Charter School Review Committee under Section 330-19 of the City's Code of Ordinances, which states: "An applicant whose application has been denied...may, no later than 10 days after receipt of the notice of denial, file with the City Clerk a written request for an appeal hearing before the committee. The City Clerk shall promptly transmit any such request to the committee. The committee shall hear the applicant's appeal within 30 days after receipt of the request for a hearing."

- **Charter School Presentation and Recommendation for Approval or Denial of the Application-** The Committee will schedule a public hearing with the applicant and may schedule a site visit, request additional information, or take other actions it deems appropriate to complete its review. The Committee will evaluate the application according to a set criteria and rating system and issue findings relating to each application. If the findings are positive, the Committee will recommend approval of the application by the Common Council.

Phase III

Financial Impact Statement

A City ordinance requires the Charter School Review Committee to include with committee findings transmitted to the city clerk an assessment of how the operation of school once chartered will affect the resources available to students served by the Milwaukee public school system under the applicable state funding formula. This assessment will be conducted by the Legislative Reference Bureau.

Review and Approval by the Common Council

All applications recommended for approval by the Charter School Review Committee will be referred to the Common Council. The City Attorney will prepare a proposed contract, which the Council will also consider. The application and proposed contract will first be considered by a committee of the Council. Then the full Council will vote on the application and proposed contract. The Council may take any action it deems appropriate: approve, approve with changes, or disapprove.

Negotiation of a final contract with the City Attorney.

If the Common Council approves the application and proposed contract, a final contract is then negotiated with the City Attorney.

Notice to Department of Public Instruction (DPI).

The City must notify DPI of its intent to give the applicant a charter school contract no later than February 1 prior to the school's opening.

Staff of the CSRC will work with approved applicants to ensure that certain contingencies are in place before the school opens. This information will be provided as part of the contract negotiation with the city attorney.

The City of Milwaukee reserves the right to reject applications that do not follow the above procedure

Key Dates For Applicants

New Schools or Existing Schools Planning on Opening Fall of 2021

Phase I

Letter of Intent and Prospectus is due – October 2019 (please submit Letter of Intent and Prospectus to City Clerk's Office)

Response by CSRC or Review Team of 5 – December 2019 **Applicant's prospectus will be denied or applicant will be asked to submit full application and move to Phase II of application process*

Phase II

Completed Application is due to the City Clerk's Office: 2nd week of January 2020

Technical Review of Applications- 3rd week of January

Applicants provide response to Technical Review- last week of January

Review and Evaluation by CSRC 1st or 2nd week of February 2020

Recommendations on the Applications- Steering and Rules Committee(TBD: date will be listed in S&R agendas)