

Charter Application Stage I

Letter of Intent and Prospectus

Requirements include submission of one (1) copy of the paper version and one (1) electronic copy formatted in Microsoft Word, Excel or PDF on USB/Flash drive. In no more than twenty-five pages (25), not including addendums, an outline of the information to be presented is as follows:

Letter of Intent – Please use designated form for Letter of Intent. This should be the first page of the submission

- Name of organization and proposed school
- Anticipated year to open
- Grade level to be served in year 1 and at full capacity
- Specific type of population to be served
- Contact information/address/email
- Organization leadership team and board members
- Evidence of 501(c)(3) status, if applicable

Prospectus

1. Mission/Vision statement for the charter school.
2. Description of the school/program.
 - Projected number of students, pupil teacher ratios and general staffing patterns.
 - How students will be recruited and general admission policy.
 - Special issues or characteristics of the school, i.e. extended day/extended school year.
 - Does the school fill an existing need in the city of Milwaukee?
3. Philosophy of this school in relation to organization, curriculum and instructional strategies and lead to positive student outcomes.
4. The curricular focus and instructional strategies that will define the nature of the school.
5. Methodology by which this program improves the educational outcomes for urban children and youth – What evidence exists that suggests this model has demonstrated positive achievement outcomes.
6. The proposed governance structure for this school and how parents will participate in a meaningful way.
7. The financial capability of the organization seeking the charter and the relationship

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between the charter school and the host organization.

8. The potential location of the school (aldermanic district, neighborhood, etc)
9. Evidence of support from the community and business partnerships
10. Business plan for school development and first year operation (budget of revenue and expenditures and statements of cashflow).
11. Potential partnerships or subcontracts that might be part of the school's operation

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Prospectus Guide

The Review Team will review and evaluate the proposal in terms of:

1. Organizational capacity to develop and sustain a school over time
2. Potential for the program to contribute to educational reform
3. Soundness of the proposal plan
4. Strength of the business plan
5. Overall potential of the educational program and alignment with the CSRC chartering priorities

Please consider the entire proposal and avoid focusing on one aspect of the proposal in making a final recommendation and **use the following statements to frame your final recommendation:**

(S) Satisfactory and should be considered for potential charter status.

(U) Unsatisfactory and should not be considered for charter status.

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Reviewer: _____

School/Organization: _____

A. Mission and Vision-Is the mission/purpose of the school clearly stated?

_____ Mission/purpose is clear, focused and compelling

_____ Mission/purpose is likely to produce high-quality education outcomes

_____ Mission/purpose expresses clear guiding principles

_____ Mission/purpose is evident throughout prospectus

Comments:

B. Innovation and Program Alignment Does the school/program reflect the intent and mission of the CSRC?

_____ Program will ensure the Milwaukee Common Council is a high- quality authorizer

_____ Program is innovative and meets the educational needs of diverse students

_____ Program fills a need for the proposed community

_____ Program demonstrates understanding of population to be served

Comments:

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C. School Design -Is the design of the school complete and well thought out?

- _____ Facility/structure is in line with school's mission and program
- _____ Staff structure fits the mission and is likely to produce a quality school
- _____ Design is likely to ensure accessibility of diverse students
- _____ Design is likely to encourage engagement of parents and community

Comments:

D. Curriculum -Does the school have a clear curricular focus?

- _____ Core content areas and curriculum are described and supported by research
- _____ Curriculum demonstrates understanding of student population and likely to meet their needs
- _____ Curriculum is likely to meet the expectations/standards of CSRC
- _____ Curriculum is aligned with school's mission, model, and program

Comments:

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E. Research-based Instructional and Assessment Strategies-Is the instructional method described likely to lead to positive outcomes for students?

_____ Instructional method is likely to produce positive outcomes for target population

_____ Instructional method is accessible to teachers and diverse students

_____ Instructional method is based on research/data

Comments:

F. Governance and Leadership- Is the proposed governance structure adequate to carry out the mission?

_____ Proposed board members will contribute a wide range of experience and expertise that will be needed to oversee a successful charter school

_____ Governance structure includes plan for meaningful involvement of parents and community members in the governance of the school

_____ Proposed board has demonstrated stake in community

_____ Governance structure has clear description of transition from developing team to a working board, selection and removal procedures, term limits, meeting schedules, powers and roles of board members, how decisions will be made and recorded, and recognition of the board's responsibility to evaluate the principal/CEO of the school

Comments:

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G. Financial and Start-up Capacity-Does the organization have the financial capability to plan and develop the school?

_____ Plan to manage startup costs without complete dependence on federal or private grant funds is adequate

_____ Description of any fundraising efforts to supplement per-pupil is adequate

_____ Financials includes elements of business plan, including marketing and student recruitment strategies (and transportation if applicable)

_____ Financial plan makes sense and aligns to mission, program, and design of school

Comments:

H. Business Plan-Is the business plan well thought out and likely to lead to successful initiation of the school?

_____ Business plan demonstrates understanding of school operational expenses

_____ Business plan is adequate for growth and long-term sustainability

_____ Business plan is adequate for maintaining administrative, teaching, and other staff

Comments:

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Summative comments:

Strengths of prospectus:

Areas of improvement:

Do you recommend that the school/organization move on to **Phase II** of the application process?

_____ Yes

_____ No