

Relations with District Charter Schools
(Procedures for Establishment, Renewal and Revocation)

A. Application requirements

Prerequisite for filing application

A District charter school applicant must demonstrate that a majority of the proposed charter school's pupils will reside in the chartering school district or in contiguous school districts in order to apply for or be granted a charter.

Intent to apply

Potential applicants are encouraged to:

- Contact the District's designated administrator as early as possible in their planning process.
- Attend the Colorado League of Charter Schools' Boot Camp or receive some other training for preparing their application.
- Have their application reviewed by a knowledgeable party before it is submitted to the District.

At least 90 calendar days prior to submitting an application, the applicant shall complete the Intent to Apply form (Exhibit LBD-E) and provide the completed form to the District's designated administrator. Failure to file the Intent to Apply form by the required date shall result in delay of acceptance of the application until the next academic year.

Contents of the application

The District has adopted the Colorado Charter School Standard Application for all applications submitted after 2009. The application is available at:

www.cde.state.co.us/cdechart/download/CommonApp_StandardApp_Final.pdf.

All applicants must follow the format of the Standard Application and include at a minimum the content required therein. In accordance with state law, the approved application will be the basis for negotiating a contract between the District and the charter school.

Submission procedures

No application fee will be charged by the Board.

The application must be submitted to the District's designated administrator by 4:00 p.m. local time on August 15, or the next following business day if August 15 falls on a weekend, of the year preceding the proposed opening of the District charter school. The applicant must provide 15 original copies of the completed application printed on white paper, contained in a 3-ring binder, with continuous page

numbering and tabs separating exhibits, and a single electronic file of the application on a disk. The District's designated administrator shall review the application for completeness within 15 calendar days following submission. The review shall include an analysis of the budget by the Finance Department.

If the application is deemed complete, the District administrator will forward the application to the District accountability committee. That completed application will become the official application. No additions will be accepted unless specifically requested.

If the application is deemed incomplete, the District administrator will document the application's deficiencies in a written notice to the applicant. Applicants shall be allowed 20 calendar days from the date of receipt of such notification to provide information responsive to the identified deficiencies. Alternatively, the applicant may elect to withdraw the application or submit a complete application in a future year.

Review by District accountability committee

The District accountability committee shall review an application before submission to the Board. The committee shall include one person, who need not reside in the District, with knowledge of District charter schools and one parent of a student in the District. The parent must be a District charter school parent. The District accountability committee will review the application within 30 calendar days from the date the application was deemed complete and forwarded to the committee. Upon the committee's completion of its review, the designated District administrator shall forward the application to the Board for review at the next regular Board meeting.

Review by the Board

The Board shall not accept or consider an incomplete application. Statutory timelines for Board action upon the charter application shall commence upon the Board's adoption of a resolution accepting the completed application at a Board meeting. The parties may mutually agree to waive any deadlines during the application process, including extending the deadline for Board consideration of the application.

Once a complete application has been accepted by the Board, the Board will interview the charter applicant. Interviewing the applicant does not preclude the Board from requiring the applicant to submit additional information or documentation.

Public meetings

After giving reasonable notice, the Board shall schedule and hold community meetings in the affected areas or the entire District to obtain information to assist the Board to make a decision about the District charter school application.

Decision on the District charter application

The Board shall make a decision on the District charter school application by resolution in a regular or special Board meeting within 75 days of accepting the complete application or such deadline as may be mutually agreed upon by the Board and the applicant. The Board may approve, approve with conditions, or deny the charter application.

The Board may unilaterally impose conditions on a District charter school applicant only through adoption of a Board resolution. Such resolution shall, at a minimum, state the Board's reasons for imposing the conditions unilaterally.

If the application is approved with conditions, the applicant must satisfy all conditions before the Board may approve the application. An applicant's failure to satisfy all of the Board's conditions shall result in the Board's denial of the application.

If the application is approved, the District charter shall be granted for a period of at least three academic years.

If the application is denied or if the Board does not review the application, the Board will set forth in writing the grounds for denial or refusal to review. The Board shall notify the Colorado Department of Education of the denial and the reasons within 15 days after it makes this decision. If the application is approved, the Board will send a copy of the approved charter to the Department of Education within 15 days after Board approval of the application.

Negotiations

All negotiations between the Board and an approved District charter school on the District charter school contract shall be concluded by and all terms agreed upon no later than 90 days after the Board resolution approving the District charter application.

B. Renewal of a charter

The governing body of a District charter school shall submit a renewal application to the Board no later than December 1 of the year prior to the year in which the District charter expires.

The renewal application shall contain a complete report on the progress of the school in achieving the goals, objectives, student performance standards, content standards, targets for the measures used to determine the levels of attainment of the accreditation performance indicators, and other terms of the District charter contract and the results achieved by the District charter school students on state assessments.

The renewal application shall also include a financial statement that discloses the costs of administration, instruction and other spending categories for the school.

If the District charter school is requesting to expand the number of grade levels served by the charter school in the renewal application, the Colorado Charter School Standard Application must be used as the renewal application.

The Board shall rule by resolution on the renewal application no later than February 1 of the year in which the District charter expires or by a mutually agreed upon date.

C. Revocation of a charter

A District charter may be revoked or not renewed by the Board if the Board determines that the District charter school did any of the following:

1. Committed a material violation of any of the conditions, standards or procedures in the contract;
2. Failed to meet or make reasonable progress toward achievement of the goals, objectives, content standards, pupil performance standards, targets for the measures used to determine the levels of attainment of the student performance indicators, applicable federal requirements, or other terms identified in the contract;
3. Failed to meet generally accepted standards of fiscal management; or
4. Violated any provision of law from which the District charter school is not specifically exempt.

If the Board revokes or does not renew a charter, the Board shall state its reasons for doing so in writing.

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