



Arizona State Board for Charter Schools
2010-2011 Application
Attachments
Part 2 of 3

1700 West Washington, #164
Phoenix, AZ 85007
(602) 364-3080
Fax (602) 364-3089

Cover Sheet - Attachment A	1
Title Page - Attachment B.....	2
Target Population - Attachment C	3
Background Information - Attachment D	4
Affidavit - Attachment E	5
Verifiable Proof of Start-up Funds – Attachment F.....	7
Start Up Budget with Assumptions – Attachment G.....	
..... See Separate “Budget Attachments” Excel Document	
Operational Budget - Attachment H	
..... See Separate “Budget Attachments” Excel Document	
First Year Month-by-Month Cash flow – Attachment I.....	
..... See Separate “Budget Attachments” Excel Document	
Compliance Assurances - Attachment J	8
Technical Assistance Workshop Waiver – Attachment K.....	9
Applicant Checklist – Attachment L.....	10
Curriculum Template - Attachment M.....	15

Insert Applicant Name

Insert School Name

Table of Contents

Comprehensive Program of Instruction – Curricular Emphasis Narrative.....

Comprehensive Program of Instruction – Strategic Planning.....

Comprehensive Program of Instruction – Curriculum Samples.....

Comprehensive Program of Instruction – Program of Instruction Monitoring

Comprehensive Program of Instruction – Special Education.....

Detailed Business Plan – Business Description.....

Detailed Business Plan – Organizational Structure

Detailed Business Plan – Business Structure Filings.....

Detailed Business Plan – Governance Structure.....

Detailed Business Plan – Market Study.....

Detailed Business Plan – Facilities.....

Detailed Business Plan – Academic Program Schedule.....

Detailed Business Plan – Personnel.....

Detailed Business Plan – Financial Plan.....

I certify all information contained in this application is complete and accurate, realizing that any misrepresentation could result in disqualification from the charter application process or revocation after award. I understand that incomplete applications will not be considered.

The charter school applicant acknowledges that he/she has read all Arizona statutes regarding charter schools and that, if approved, he/she is subject to and will ensure compliance with all relevant federal, state and local laws and requirements.

The charter school applicant acknowledges that if approved to operate a charter school, he/she must execute a charter contract with the Arizona State Board for Charter Schools within twelve months of the date of approval of the charter by the Arizona State Board for Charter Schools. A charter that is not timely signed expires.

The charter holder must begin providing educational services within twelve months of execution of the contract or within twenty-four months of approval of the charter, whichever date occurs later. Failure to do so may result in termination of the contract and revocation of the charter.

The charter school applicant acknowledges that if approved to operate a charter school, the applicant must provide the minimum number of days of instruction as defined in A.R.S.15-341.01 within the State’s fiscal year that begins July 1st and ends June 30th. Failure to do so may result in revocation of the charter.

Authorized Representative
(please print)

Signature of Authorized Representative

Date

All information presented in this application becomes part of the charter contract and may be used for accountability purposes throughout the term of the charter contract.

Title Page 2010-2011

Name of Applicant Applying for the Charter _____
 (This may be a public body, private person or private organization A.R.S. 15-183.B.3)

Name of Proposed Charter School _____
 New School Converted School

Authorized Representative for Applicant _____
 (This may be the individual applicant or an individual authorized by the applicant)

Authorized Representative Mailing Address _____

City _____ State _____ Zip _____

County _____ E-mail: _____

Day Time Phone: (_____) _____ Fax: (_____) _____

Form of Organization	When listing the names of corporate principals and members of the organization, provide the charter name and sponsor if the individual has ever served as a principal (as defined in Part 3 of 3), member of a governing body or administrator for a charter before:
-----------------------------	--

<input type="checkbox"/> Non-Profit Corporation <input type="checkbox"/> For-Profit Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Tribal Entity <input type="checkbox"/> LLC <input type="checkbox"/> School District <input type="checkbox"/> Other	Principals Name(s) _____ _____ _____ _____ _____ _____ _____	Charter Name(s) _____ _____ _____ _____ _____ _____ _____	Sponsor _____ _____ _____ _____ _____ _____ _____
--	---	--	--

The governing body of a charter school is responsible for the policy decisions of the school. Please indicate the make-up of this body below.

School Governing Body (Body responsible for the policy decisions of the school.) (A.R.S. 15-183.E.8)				
Member Type	Number	Name	Name	Name
Organization Principals				
School Staff				
Parents				
Community				
Other				
Other				

Target Population

Mission Statement: (use only this space)

	Grades Served <small>Please circle all grades being taught.</small>	Total Number Served <small>Enrollment cap at all campuses and in all grades combined</small>	Sites <small>Number Operating</small>
Year 09-10	K 1 2 3 4 5 6 7 8 9 10 11 12	_____	_____
Year 10-11*	K 1 2 3 4 5 6 7 8 9 10 11 12	_____	_____
Year 11-12*	K 1 2 3 4 5 6 7 8 9 10 11 12	_____	_____

*The addition of grades would require an amendment request after the approval and signing of the contract.

School Calendar

Standard Extended School Year Instructional Days _____
 Alternative (please describe in 5 words or less) Target Start Date _____

Complete the following information for each site indicated above. If planning more than one site, attach an additional page with the following information.

Please provide specific boundary information (e.g. targeted 10 mile radius) on the planned location for your school:

Number of classrooms, offices, etc. necessary, along with total square footage to implement your program as described:

If facility arrangements have been made, provide the information below:

Site Name: _____

Site Address: _____

City: _____ Zip Code: _____ County: _____

Background Information Sheet

Provide the following information for each Authorized Representative and Corporate Principal responsible for the operation of the school. A resume for each individual is also required (2 page maximum each). This attachment may be copied as many times as necessary.

Full Name (First / Full Middle Name / Last)	Other Names Used (Maiden names, AKA names, etc.)
--	---

Social Security Number - - -	Date of Birth (Month/Day/Year - for identification purposes only) / /
--	---

Driver's License Number	State of Issue
--------------------------------	-----------------------

Current Residential Address			
City	State	Zip Code	Phone Number

Current Mailing Address (if different from residential)			
City	State	Zip Code	Phone Number

List each **CITY**, **STATE** and **ZIP CODE** within the past seven years (if known), if different from your current address:

City	State	Zip Code	From Mo/Year	To Mo/Year

List each post-secondary institution you have attended:

Institution Name	State	Zip Code	From Mo/Year	To Mo/Year	Degree	Date Earned	Major
Address: Phone:					_____		
					Yes No In Progress		

List employment for the last five years (if employed more than twice in the past five years, please continue on a second page):

Company Name	Address	State	Zip Code	Phone
Position	From Mo/Year	To Mo/Year		Supervisor/Contact

Company Name	Address	State	Zip Code	Phone
Position	From Mo/Year	To Mo/Year		Supervisor/Contact

* **DISCLAIMER: The information and resume provided will be subject to verification by the board.**

ARIZONA STATE BOARD FOR CHARTER SCHOOLS
1700 W. Washington Street, Room 164
Phoenix, AZ 85007

AFFIDAVIT, DISCLOSURE, AND CONSENT FOR BACKGROUND AND CREDIT CHECK

Instructions: Return this signed and notarized affidavit with the application and/or notification request. No copies will be accepted.

Name: _____

Social Security Number: _____

Street Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone: _____

Date of Birth: _____

Place of Birth: _____

If you have already disclosed the information below to the Arizona State Board for Charter Schools within the past year, AND since disclosing that information, you: 1) have NOT been convicted of nor pled “no contest” for any violation of law other than minor traffic offenses nor has a conviction been set aside; 2) have NOT been convicted of, admitted committing, and are not awaiting trial on any of the below criminal offenses (listed in question 2) in this state or similar offenses in another jurisdiction; and 3) have NOT since declared bankruptcy, then you DO NOT have to resubmit the information requested below on page two of this form. Please complete page one, sign page two and submit to the ASBCS.

If you have submitted this affidavit within one fiscal year for another charter, please indicate the name of the charter(s) and the date of the application(s).

With signature below, permission is hereby granted to complete the background and credit check of the individual above for the following Charter Holder(s):

Please check the appropriate answer to each question below

<p>1. Have you ever been convicted of or pled “no contest” for any violation of law other than minor traffic offenses? If either event has occurred, you must answer YES. If the conviction has been set aside, the charges must be disclosed. Please give details on a separate signed, notarized and dated sheet.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>2. Have you ever been convicted of, admitted committing, or are you awaiting trial on any of the following criminal offenses in this state or similar offenses in another jurisdiction: (1) Sexual abuse of a minor, (2) Incest, (3) First or second degree murder, (4) Kidnapping, (5) Arson, (6) Sexual assault, (7) Sexual exploitation of a minor, (8) Contributing to the delinquency of a minor, (9) Commercial sexual exploitation of a minor, (10) Felony offenses involving distribution of marijuana or dangerous or narcotic drugs, (11) Felony offenses involving the possession or use of marijuana or dangerous or narcotic drugs, (12) Misdemeanor offenses involving the possession or use of marijuana or dangerous drugs, (13) Burglary in the first degree, (14) Burglary in the second or third degree, (15) Aggravated or armed robbery, (16) Robbery, (17) A dangerous crime against children as defined in ARS § 13-604.01, (18) Child abuse, (19) Sexual conduct with a minor, (20) Molestation of a child, (21) Manslaughter, (22) Aggravated assault, (23) Assault, or (24) Exploitation of minors involving drug offenses? If YES, submit certified court record and details of incident(s), signed, notarized and dated.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>3. Have you ever declared bankruptcy? Please give details on a separate signed, notarized and dated sheet.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>

I DO SOLEMNLY SWEAR OR AFFIRM THAT THE FORGOING INFORMATION PROVIDED BY ME FOR RECEIPT OF CHARTER SCHOOL STATUS OF THE ABOVE LISTED CHARTER SCHOOL(S) IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. FURTHERMORE, SHOULD ANY PART OF THE INFORMATION HEREIN PROVIDED PROVE TO BE FALSE, I RECOGNIZE THAT IT SHALL BE JUST CAUSE FOR DENIAL OR REVOCATION OF CHARTER STATUS OF THE ABOVE LISTED CHARTER SCHOOL(S) BY THE ARIZONA STATE BOARD FOR CHARTER SCHOOLS.

Applicant’s Signature _____

Subscribed and sworn before me this ____ day of _____ Year ____.

County of _____ State of _____.

Notary Public _____ My Commission Expires _____

Verifiable Proof of Secured Funds

Applicant Name: _____

One form is required for each individual contributing to the Start-up funds for the above named applicant. This form may be copied as necessary.

I authorized the staff of the Arizona State Board for Charter Schools to verify the availability of funds in the following accounts:

Financial Institution	Address/Phone	Contact Name	Account #	Minimum funds available
------------------------------	----------------------	---------------------	------------------	--------------------------------

_____	_____	_____	_____	_____
Printed name of account holder		Account holder signature		Date

_____	_____	_____	_____	_____
Printed name of account holder		Account holder signature		Date

**Arizona State Board for Charter Schools
Compliance Assurances**

Applicant Name: _____
(Referred to below as THE CHARTER SCHOOL)

Admission Procedures A.R.S. §15-184

Admission is not limited based upon ethnicity, national origin, gender, income level, disabling condition, proficiency in the English language or athletic ability. There are no tuition or fees charged for attending THE CHARTER SCHOOL.

THE CHARTER SCHOOL will admit all eligible pupils who submit a timely application. A charter school shall give enrollment preference to pupils returning to the charter school in the second or any subsequent year of its operation and to siblings of pupils already enrolled in the charter school. If, by the application deadline, the number of applications exceeds the capacity of a program, class, grade level, or building, all applications for that program, class, grade level or building will be selected for the available slots through an equitable selection process, such as a lottery, except that preference shall be given to siblings of a pupil. After the application deadline, pupils for any remaining slots or from a waiting list will be accepted in chronological order.

Electronic Data Submission A.R.S. §15-183.E.6

THE CHARTER SCHOOL will have the technology and ability to meet all of the electronic data submission requirements for charter schools.

Participation in State Mandated Testing A.R.S. §15-183.E.4

THE CHARTER SCHOOL will send appropriate personnel to all workshops mandated by the Arizona Department of Education regarding state mandated testing administration and will administer all state mandated tests in accordance with testing procedures and timeframes prescribed by the Arizona Department of Education.

English Language Education (A.R.S. §15-751 through §15-757)

THE CHARTER SCHOOL will comply with state mandated requirements for English Language Education.

School Accountability A.R.S 15-241

THE CHARTER SCHOOL will comply with the requirements of A.R.S. §15-241

Authorized Representative
(please print)

Authorized Representative Signature

Date

Waiver of Workshop Attendance

It is the intent of _____ to submit a 2010-2011 Application to the Arizona State Board for Charter Schools without having attended the Prospective Charter Applicant Workshops.

As indicated in the Application and posted on the ASBCS website, Prospective Applicant Workshops were available where the applicant could receive guidance and technical assistance.

Authorized Representative
(please print)

Authorized Representative Signature

Date

Application Checklist

(To be completed by the applicant and submitted as part of the application)

This document is the Administrative Checklist used by the Arizona State Board for Charter Schools’ staff in determining if an application is complete. Any section not complete, including items left blank or unanswered or missing attachments and appendices will result in an application being deemed INCOMPLETE. Notice of deficiencies will be sent to the applicant within 25 business days of receipt of application. **Incomplete applications will not be forwarded to the Board. Applicants may re-apply if a new application is submitted prior to the August 3, 2009 deadline.**

Insert the page number where discussion of each item listed below **begins** within the application section indicated. Page ranges are not acceptable. **Failure to provide accurate page numbers will result in application being deemed incomplete.**

Format: Typed document, pages numbered consecutively, single-sided **original** signed in blue ink, binder clip bound and single-sided **copies**, binder clip bound.

Pg. #	Title Pages
	Cover Sheet – Attachment A <ul style="list-style-type: none"> Any section not complete, including items left blank or unanswered will result in an application being deemed INCOMPLETE.
	Title Page – Attachment B <ul style="list-style-type: none"> Any section not complete, including items left blank or unanswered will result in an application being deemed INCOMPLETE.
	Target Population – Attachment C <ul style="list-style-type: none"> Any section not complete, including items left blank or unanswered will result in an application being deemed INCOMPLETE.

Comprehensive Program of Instruction

Section 1.1 – Comprehensive Program of Instruction – Curricular Emphasis (10 page max)	
	1.1a – K-8 Needs analysis
	1.1b – K-8 Educational philosophy
	1.1c – K-8 Method(s) of instruction with rationale
	1.1d – K-8 Methods of assessment
	1.1e – K-8 Remediation plan
	1.1f – K-8 Promotion and retention plan
	1.1g – K-8 Class size
	1.1h – 9-12 Needs analysis
	1.1i – 9-12 Educational philosophy
	1.1j – 9-12 Method(s) of instruction with rationale
	1.1k – 9-12 Methods of assessment
	1.1l – 9-12 Remediation plan
	1.1m – 9-12 Course completion and transfer credit acceptance plan
	1.1n – 9-12 Class size
Section 1.2 – Comprehensive Program of Instruction – Strategic Planning – (4 page max)	
	1.2a – K-8 Student achievement goal(s)
	1.2b – K-8 Action steps related to each Student Achievement Goal(s)
	1.2c – 9-12 Student achievement goal(s)
	1.2d – 9-12 Action steps related to each Student Achievement Goal(s)

Section 1.3 - Comprehensive Program of Instruction– K-8 Curriculum Sample(s)				
(each grade level and subject area shall not exceed 10 pages)				
Section 1.3.K – Kindergarten Grade	Science Pg #	Reading Pg #	Writing Pg #	Math Pg #
1.3.Ka – Strand(s), concept(s), and PO(s) evaluated				
1.3.Kb – Instruction and timeline				
1.3.Kc – Student Activities and timeline				
1.3.Kd – Assessment				
1.3.Ke – Scoring rubric for assessment				
Section 1.3.1 – First Grade	Science Pg #	Reading Pg #	Writing Pg #	Math Pg #
1.3.1a – Strand(s), concept(s), and PO(s) evaluated				
1.3.1b – Instruction and timeline				
1.3.1c – Student Activities and timeline				
1.3.1d – Assessment				
1.3.1e – Scoring rubric for assessment				
Section 1.3.2 – Second Grade	Science Pg #	Reading Pg #	Writing Pg #	Math Pg #
1.3.2a – Strand(s), concept(s), and PO(s) evaluated				
1.3.2b – Instruction and timeline				
1.3.2c – Student Activities and timeline				
1.3.2d – Assessment				
1.3.2e – Scoring rubric for assessment				
Section 1.3.3 – Third Grade	Science Pg #	Reading Pg #	Writing Pg #	Math Pg #
1.3.3a – Strand(s), concept(s), and PO(s) evaluated				
1.3.3b – Instruction and timeline				
1.3.3c – Student Activities and timeline				
1.3.3d – Assessment				
1.3.3e – Scoring rubric for assessment				
Section 1.3.4 – Fourth Grade	Science Pg #	Reading Pg #	Writing Pg #	Math Pg #
1.3.4a – Strand(s), concept(s), and PO(s) evaluated				
1.3.4b – Instruction and timeline				
1.3.4c – Student Activities and timeline				
1.3.4d – Assessment				
1.3.4e – Scoring rubric for assessment				
Section 1.3.5 – Fifth Grade	Science Pg #	Reading Pg #	Writing Pg #	Math Pg #
1.3.5a – Strand(s), concept(s), and PO(s) evaluated				
1.3.5b – Instruction and timeline				
1.3.5c – Student Activities and timeline				
1.3.5d – Assessment				
1.3.5e – Scoring rubric for assessment				
Section 1.3.6 – Sixth Grade	Science Pg #	Reading Pg #	Writing Pg #	Math Pg #
1.3.6a – Strand(s), concept(s), and PO(s) evaluated				
1.3.6b – Instruction and timeline				
1.3.6c – Student Activities and timeline				
1.3.6d – Assessment				
1.3.6e – Scoring rubric for assessment				
Section 1.3.7 – Seventh Grade	Science Pg #	Reading Pg #	Writing Pg #	Math Pg #
1.3.7a – Strand(s), concept(s), and PO(s) evaluated				
1.3.7b – Instruction and timeline				
1.3.7c – Student Activities and timeline				
1.3.7d – Assessment				
1.3.7e – Scoring rubric for assessment				
Section 1.3.8 – Eighth Grade	Science Pg #	Reading Pg #	Writing Pg #	Math Pg #
1.3.8a – Strand(s), concept(s), and PO(s) evaluated				
1.3.8b – Instruction and timeline				

1.3.8c – Student Activities and timeline				
1.3.8d – Assessment				
1.3.8e – Scoring rubric for assessment				

Comprehensive Program of Instruction – 9-12 Curriculum Sample(s)

(each grade level and subject area shall not exceed 10 pages)

Section 1.3.9 – Ninth Grade	Reading Pg #	Writing Pg #
1.3.9a – Strand(s), concept(s), and PO(s) evaluated		
1.3.9b – Instruction and timeline		
1.3.9c – Student Activities and timeline		
1.3.9d – Assessment		
1.3.9e – Scoring rubric for assessment		
Section 1.3.10 – Tenth Grade	Reading Pg #	Writing Pg #
1.3.10a – Strand(s), concept(s), and PO(s) evaluated		
1.3.10b – Instruction and timeline		
1.3.10c – Student Activities and timeline		
1.3.10d – Assessment		
1.3.10e – Scoring rubric for assessment		
Section 1.3.11 – Eleventh Grade	Reading Pg #	Writing Pg #
1.3.11a – Strand(s), concept(s), and PO(s) evaluated		
1.3.11b – Instruction and timeline		
1.3.11c – Student Activities and timeline		
1.3.11d – Assessment		
1.3.11e – Scoring rubric for assessment		
Section 1.3.12 – Twelfth Grade	Reading Pg #	Writing Pg #
1.3.12a – Strand(s), concept(s), and PO(s) evaluated		
1.3.12b – Instruction and timeline		
1.3.12c – Student Activities and timeline		
1.3.12d – Assessment		
1.3.12e – Scoring rubric for assessment		

Section 1.3.HS – Math Requirements For State Academic Standards adopted 6/24/08 (any combination of grades 9-12)

	Strand 1 ¹ Pg #	Stand 2 ¹ Pg #	Strand 3 ¹ Pg #	Strand 4 ¹ Pg #	Strand 5 ¹ Pg #	Alg II ² Pg #	Math Content ³ Pg #
1.3.HSMa – Strand(s), concept(s), and PO(s)							
1.3.HSMb – Instruction and timeline							
1.3.HSMc – Student Activities and timeline							
1.3.HSMd – Assessment							
1.3.HSMe – Scoring rubric for assessment							

¹ Curriculum samples containing course content covering Strands 1-5.
² One sample covering Algebra II or course content equivalent.
³ One sample including significant math content determined by the charter.

Section 1.3.HS – Science Requirements (any combination of grades 9-12)

	Strand 1 Pg #	Strand 2 Pg #	Strand 3 Pg #	Strand 4 Pg #
1.3.HSSa – Strand(s), concept(s), and PO(s)				
1.3.HSSb – Instruction and timeline				
1.3.HSSc – Student Activities and timeline				
1.3.HSSd – Assessment				
1.3.HSSe – Scoring rubric for assessment				

Section 1.4 – Program of Instruction – Monitoring (5 pages max)

1.4a – Professional development plan
1.4b – Administrative monitoring plan
1.4c – Plan to monitor student proficiency on the Arizona Articulated State Academic Standards

Section 2.8 – Detailed Business Plan – Personnel (3 page max)	
	2.8a – Narrative identifying personnel
	2.8b – Detailed plan for recruiting, hiring, and training of instructional staff
	2.8c – Administrative plan to provide oversight of instructional and operational services
	2.8d – Compensation plan
Section 2.9 – Detailed Business Plan – Financial Plan (15 page max)	
	2.9a – Start-up narrative
	2.9b – Start-up timeline
	Verifiable proof of secured funding – Attachment F
	2.9c – Start-up budget with assumptions – Attachment G
	2.9d – Operating budget narrative with assumptions
	Three year operating budget – Attachment H
	First year month-by-month cash flow – Attachment I
Additional Attachments and Documents	
	Compliance Assurances – Attachment J
	Letters of Support (not included in the Substantive Completeness determination)
	Workshop Attendance/ Waiver – Attachment K
	Bibliography
	Application Checklist – Attachment L

Grade:
Content Area:

Unit Description

Course Title (9-12 samples only):

Unit Title:

Time of year taught/Prior knowledge:

Length of unit (must include instruction of new material, practice, and an independent summative assessment for mastery):

Summary of unit:

Strand(s), Concept(s), and PO(s) to be assessed for mastery:

Description of assessment:

Description of how the assessment is scored:

Materials/resources needed:

This sample is consistent with the methods of instruction and assessment described in the narrative because

*PO Focus – Identify the Performance Objective(s) for the lesson’s activities and whether the activities will be an (I) introduction, (P) practice, (R) review, (M) mastery.

^ Add additional days to the table as necessary to describe the entire unit.

Grade:

Content Area:

	Lesson 1	Lesson 2	Lesson 3	Lesson 4	Lesson 5^
Strand(s), Concept(s), and PO(s) Focus *					
Lesson/Instruction					
Student Activity					

Attach a copy of the assessment along with the grading key or scoring rubric. Each PO identified for mastery must have at least one identified assessment item.

*PO Focus – Identify the Performance Objective(s) for the lesson’s activities and whether the activities will be an (I) introduction, (P) practice, (R) review, (M) mastery.

^ Add additional days to the table as necessary to describe the entire unit.