

# Charter School Application: *Process & Prospectus*

## Introduction

The first stage of SLU’s charter application process requires all applicants to submit a brief Prospectus to SLU’s Director of Charter School Sponsorship. All applicants should submit their Prospectuses via this template. Prospectuses may be submitted at any time. Unless additional information necessary to the review is requested of the applicant by SLU’s Director of Charter School Sponsorship, reviews will be completed within 30 days of receipt.

Upon completion of the review, applicants will be informed in writing of SLU’s decision to either reject the Prospectus or invite the applicant to submit a full Application, including a brief rationale for either decision. That communication will be copied to DESE’s Office of Charter Schools and the Superintendent of the St. Louis Public School District.

*Rest assured: All of your responses to the prompts below can and should be used to complete the full application.*

## Application Timing & Related Decision-Making

The schedule for all stages of charter application submission and review is as follows:

***Note: This schedule assumes submission of application materials at the latest possible times; applicants are strongly encouraged to submit materials to SLU well in advance of these deadlines.***

Action	Timing/Deadline
Prospectus Submitted to SLU	No later than May 15 in the year prior to anticipated opening.
Response to Prospectus to Applicant	30 days following submission
Application Submitted	No later than July 15 in the year prior to anticipated opening
Response to Application to Applicant	60 days following submission
Contract Signed <i>(if application accepted)</i>	No later than October 15 <sup>th</sup> in the year prior to anticipated opening
Fully agreed-upon Charter Submitted to DESE	No later than November 10 <sup>th</sup> in the year prior to anticipated opening
SBOE Decides on charter	No later than January 31 <sup>st</sup> in the year of anticipated school opening
School opens	August 20XX

## Charter School Prospectus

### A. Overview

**Name of Proposed School:**

**Intended Year of Opening:**

In about 200 words, summarize the school’s mission and governing educational philosophy/model.

Briefly describe the student population for which the school is intentionally designed. Address geography, gender, race/ethnicity, age, cultural attributes, etc. Also, relate these to the mission and governing educational philosophy/model noted above: Why is this philosophy/model well-suited to this population?

Complete the five-year enrollment projection table below, adding grade columns if necessary:

	Grade:	Grade:	Grade:	Grade:	Grade:	Grade:	Grade:	Grade:	Grade:	Grade:	Annual Total
Year 1											
Year 2											
Year 3											
Year 4											
Year 5											

Provide in the space below any explanation you feel will help SLU understand your enrollment projections and/or timeline.

Summarize the need for the school to exist within the current/future portfolio of educational options in the City of St. Louis. Address your understanding of the challenges of the current neighborhood schools and the target population’s currently unmet educational needs (feel free to cite enrollment and/or student achievement data, community-based research, etc.).

Charter schools may seek sponsorship from a wide range of institutions/organizations – each with distinct sponsorship philosophies and motivations. What informs this application for sponsorship from Saint Louis University, specifically? What – *specifically* – about [SLU](#), and our [approach to charter sponsorship](#), drives your interest in our sponsorship?

**Evaluation Criteria: *Satisfactory responses will...***

- evidence a compelling and well-articulated rationale for the proposed school.
- evidence a clear understanding of the how the proposed school is designed to meet the distinctive educational needs of its target student population.
- evidence a well-informed understanding of why the needs of the target population are not currently being met.
- evidence strong alignment between the proposed school and SLU as the potential sponsor.

**B. Educational Goals, Curriculum, Pedagogies**

In the table below, summarize the major, high-level educational goals (academic, affective/social/emotional, etc.) you have set for your school and the related assessments on which their achievement will be demonstrated and evaluated (and on which your school might be evaluated by your sponsor and others).

- *For example, perhaps one goal is that all 6<sup>th</sup> – 8<sup>th</sup> graders demonstrate at least 1.2 grades of educational growth in Mathematics per school year as measured by the MO Map, NWEA exam, or a locally-development assessment. Or that at least 65% the Black sub-group of 8<sup>th</sup> graders will score at the “Proficient” or “Advanced” level on the MO MAP for English Language Arts.*
- *Note: We are especially interested in your approach to goals for individual student annual growth.*

Educational Goal	Related Primary Assessment(s)


Summarize the curriculum/curricula and primary pedagogies you intend to implement at the proposed school. Provide a brief rationale for how these curricula and related pedagogies will best enable your students to attain your educational goals articulated above. Include references to related scholarly literature if appropriate, as well as successes and challenges at previous schools at which you have worked.

**Evaluation Criteria: *Satisfactory responses will...***

- evidence realistic, well-informed educational goals.
- evidence empirically-grounded curriculum/pedagogies demonstrating a solid understanding of the related scholarly literature.
- evidence a mature understanding of the rationales for, and challenges of, measuring multi-year academic growth versus student annual “point-in-time” achievement results.
- evidence strong coherence among the educational goals, curriculum/pedagogies, and related assessments.

**C. Budget & Facilities**

Attach a draft budget for the first five years of operation, including expected end-of-year fund balances (per MO DESE calculation) and any major assumptions underlying the budget (such as annual DESE per pupil allocations, student-teacher ratios, student-staff ratios, etc.). Then, in the space below, summarize the major financial challenges you anticipate facing in the first five years of operation, and how you anticipate overcoming them.

Explain your plans for procuring a school facility(ies), and how facilities costs play a role in your short- and long-term budget projections.

**Evaluation Criteria: *Satisfactory responses will...***

- evidence an understanding of MO DESE school finance and budget expectations/requirements.
- evidence realistic estimates of revenues (from all major sources) and major expenses.
- evidence realistic assumptions underlying financial estimates.
- evidence a feasible plan for purchasing/leasing facilities.

**D. Leadership Capacity**

Identify each of the current members of your school’s founding board (whether legally incorporated or not). For each, summarize their experience and expertise pertinent to developing and governing a K-12 public charter school. Board member resumes may be attached to supplement (but not substitute for) your response below. If the board is legally incorporated, provide a copy of its current bylaws.

If you have identified a school leader (CEO, Head of School, or other similar title), identify that person and summarize their pertinent experience and expertise. Additionally, attach a copy of their resume. If your school leader has not yet been identified, briefly address the experience and expertise you expect your leader to have.

**Evaluation Criteria: *Satisfactory responses will...***

- evidence a founding board that, minimally, manifests sufficient experience and expertise in curriculum/ pedagogy, educational administration, and school finance.
- evidence a founding school leader who, minimally, manifests sufficient experience and expertise in curriculum/ pedagogy, educational administration, and school finance.