

ALABAMA STATE DEPARTMENT OF EDUCATION
OFFICE OF PUBLIC CHARTER SCHOOLS

REQUESTS FOR PROPOSALS FOR
START-UP PUBLIC CHARTER SCHOOLS

NOTE: EACH LOCAL SCHOOL BOARD APPROVED BY THE ALABAMA STATE DEPARTMENT OF EDUCATION AS A REGISTERED CHARTER AUTHORIZER MUST INCLUDE THE FOLLOWING COMPONENTS IN ITS REQUEST FOR PROPOSALS PURSUANT TO ACT 2015-3, SECTION 7. (A).

To solicit, encourage, and guide the development of quality public charter school applications, every local school board registered as a public charter school authorizer will issue and broadly publicize a Request for Proposals for public charter schools. The content and dissemination of the Request for Proposals shall be consistent with the purposes and requirements of the act including the following:

- The local school board's Request for Proposals will present the board's strategic vision for chartering, including a clear statement of any preferences the board wishes to grant to applications that help at-risk students.
- The Request for Proposals will include or otherwise direct applicants to the performance framework that the authorizer has developed for public charter school oversight and evaluation in accordance with this act.
- The Request for Proposals will include the criteria that will guide the authorizer's decision to approve or deny a charter application.
- The Request for Proposals will state clear, appropriately detailed questions as well as guidelines concerning the format and content essential for applicants to demonstrate the capacities necessary to establish and operate a successful public charter school.
- The Request for Proposals will require charter applications to provide or describe thoroughly all of the following essential elements of the proposed school plan:
 - a. An executive summary.
 - b. The mission and vision of the proposed public charter school, including identification of the targeted student population and the community the school hopes to serve.
 - c. The location or geographic area proposed for the school.
 - d. The grades to be served each year for the full term of the charter contract.
 - e. Minimum, planned, and maximum enrollment per grade per year for the term of the charter contract.
 - f. Evidence of need and community support for the proposed public charter school.
 - g. A brief biography regarding the expertise and background on the proposed founding governing members and the proposed school leadership and management team.
 - h. The school's proposed calendar and sample daily schedule.
 - i. A description of the academic program.

- j. A description of the school's instructional design, including the type of learning environment (such as classroom-based or independent study), class size and structure, curriculum overview, and teaching methods.
- k. The school's plan for using internal and external assessments to measure and report student progress.
- l. The school's plan for identifying and successfully serving students with disabilities, students who are English language learners, students who are academically behind, and gifted students, including, but not limited to, compliance with applicable laws and regulations.
- m. A description of co-curricular or extracurricular programs and how they will be funded and delivered.
- n. Plans and timelines for student recruitment and enrollment, including random selection procedures in the event that interest exceeds capacity.
- o. The school's student discipline policies, including those for special education students.
- p. An organization chart that clearly presents the school's organizational structure, including lines of authority and reporting between the governing board, staff, any related bodies (such as advisory bodies or parent and teacher councils), and any external organizations that will play a role in managing the school.
- q. A clear description of the roles and responsibilities for the governing board, the school's leadership and management team, and any other entities shown in the organization chart.
- r. A staffing chart for the school's first year and a staffing plan for the term of the charter.
- s. Plans for recruiting and developing school leadership and staff.
- t. The school's leadership and teacher employment policies, including performance evaluation plans.
- u. Proposed governing bylaws.
- v. Explanations of any partnerships or contractual relationships central to the school's operations or mission.
- w. The school's plans for providing transportation, food service, and all other significant operational or ancillary services.
- x. Opportunities and expectations for parental involvement.
- y. A detailed school start-up plan, identifying tasks, timelines, and responsible individuals.
- z. A description of the school's financial plan and policies, including financial controls and audit requirements. This plan shall include a disclosure of all donations of private funding if any, including, but not limited to, gifts received from foreign governments; foreign legal entities; and, when reasonably known, domestic entities affiliated with either foreign governments or foreign legal entities.
- aa. A description of the insurance coverage the school will obtain.
- bb. Start-up and five-year budgets with clearly stated assumptions.
- cc. Evidence of anticipated fundraising contributions if claimed in the application.
- dd. A sound facilities plan, including backup or contingency plans if appropriate.
- ee. Documentation of the applicant's 501(c)(3) tax-exempt status. In the case of an applicant who has submitted an application for 501(c)(3) tax-exempt status but has not yet been approved, the applicant must submit a copy of its application for 501(c)(3) tax-exempt status.

- ff. Any other item that the authorizer deems appropriate to assess the applicant's ability to successfully open and operate a public charter school.

Public charter school applicants may submit a proposal for a particular public charter school to no more than one local school board at a time.

NOTE: This working document "**highlights**" key components specific to Requests for Proposals in the *Alabama School Choice and Student Opportunity Act* (Act 2015-3). It does not attempt to address all content specific to Requests for Proposals. The preliminary guidance provided in this working document will be updated as the Alabama State Department of Education continues to refine specific guidance regarding Alabama public charter schools. Please send questions to pcs@alsde.edu.