**Charter School Proposal**

**Initial Application Form**

Prior to completing the Initial Application Form, all applicants should carefully review Board of Education Policy 10,000 (Charter Schools), <https://boeweb.madison.k12.wi.us/policies/10000> and the Charter School Original Proposal Applicant’s Guide. Applicants are also strongly encouraged to contact the MMSD Chief of Staff prior to submitting the Initial Application Form in order to learn more about the District’s charter school application and approval processes.

For schools opening for the 2020-2021 school year, draft Initial Application Forms should be submitted by August 1st, 2018. After discussions with MMSD subject matter experts, twelve (12) copies of the completed final Initial Application Form must be filed with the MMSD Chief of Staff by no later than 3:00p.m on September 1, 2018. Late applications will be returned unopened.

Name and contact information for individual who will serve as the primary contact person for the Charter School Proposal Committee (“Committee”):

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **School Information**
2. Describe the current Charter School Proposal Committee (Proposal Development Team and/or Planning Group) and any supporting partners
3. Statement of proposed school Purpose
4. Statement of proposed school Vision
5. Proposed School Logistics (name, years of operation, grade level enrollment, length of school day, etc.)
6. **Governance Structure**
7. Describe the proposed school governance council
8. Describe the school leadership structure
9. **Student Demographics**
10. Anticipated attendance area
11. Primary student demographics you anticipate serving

1. **Family Engagement**
2. Describe the Committee’s vision and beliefs around the role of families in the school.
3. **Curriculum and Instructional Design**
   1. Describe your Curriculum vison
   2. Describe your Instructional Design strategies
4. **Student Behavior Management**
5. Describe the Committee’s philosophy around student behavior management.

1. **Key Partnerships**
2. Describe any partnerships that the school expects to pursue in the first few operating years of the contract.
3. **Human Resources**
4. Above and beyond the competencies the District hires staff and administration for, are there additional competencies that the proposed school would need in the hiring process? Retention or the staff evaluation process?
5. **Waivers**
6. Are there any initial waivers that the Charter School Committee believes they will need at this time? If yes, please state the item being waived and the reason for the need for the waiver.
7. **Budget**
8. Using the funding formula set forth Policy 10,000, and in consultation with the Assistant Superintendent of Business or his/her designee, provide a budget for the first year of operation.
9. **Facility**
10. What is the proposed Location for the school (specific address, if available, otherwise a description of the area of town and any unique features of desired locations)?
11. If there is a specific address, verify that the location will hold the number of students expected to be enrolled when at capacity.