

Novation Education Opportunities

Grade Level and/or Site Expansion Application

Revised July 1, 2015

General Instructions

- The application should be electronically submitted in MS-Word format on 8.5x11 pages.
- All text should be 12 points single-spaced.
- The size of the application (without attachments) should be no more than 10 pages long.
- Clear, concise applications are preferred.
- Minimize attachments wherever possible.
- All attachments should be electronically submitted in MS-Word or PDF format.
- This application must be submitted by August 1st to be eligible to expand the following school year.

You must achieve a satisfactory rating for each section in order for approval.

Section I. The school demonstrates need for the proposed expansion with supporting long-range enrollment projections.

A. Complete the enrollment projection tables with and without expansion:

With Expansion

Year	K	1	2	3	4	5	6	7	8	9	10	11	12	Total
2014-15														
2015-16														
2016-17														
2017-18														
2018-19														

Without Expansion

Year	K	1	2	3	4	5	6	7	8	9	10	11	12	Total
2014-15														
2015-16														
2016-17														
2017-18														
2018-19														

B. Provide the following information:

1. Describe the enrollment goals for the expansion.
2. Provide evidence of the need for the expansion.
3. Provide evidence that the school will meet the projected enrollment.

Section I Evaluation Criteria:

- ☐ To achieve a satisfactory rating for this section, the need for the expansion and the projected enrollment must be clearly justified and supported by at least one of the following: waiting list numbers, evidence of support from current or prospective families, and enrollment statistics from nearby public schools

- ☐ To achieve an exemplary rating for this section, the data must strongly substantiate the need and projected enrollment and include all of the following: waiting list numbers, evidence of support from current or prospective families, and enrollment statistics from nearby public schools

Reviewer Score	1	2	3
	Not Satisfactory	Satisfactory	Exemplary
Component Strengths			Reference
Concerns and Additional Questions			Reference

Section II. The expansion is warranted, at a minimum, by a longitudinal record of demonstrated student academic performance and growth on statewide assessments or on other academic assessments that measure longitudinal student performance and growth approved by the charter school's board of directors and agreed upon with the authorizer.

A. Provide the following information:

1. Provide evidence of a longitudinal record of demonstrated student academic performance and growth on statewide assessments or on other academic assessments that measure longitudinal student performance and growth.

Section II Evaluation Criteria:

- To achieve a satisfactory rating for this section, the responses must include all of the following:
 - ☐ Include how the school is successfully implementing the primary purpose of charter schools to improve all pupil learning and all student achievement per Minnesota Statutes.
 - ☐ Minnesota's charter school law requires that a charter school must design its programs to at least meet the outcomes adopted by the commissioner for public school students. Your response should reflect this requirement by including each of the school's applicable World's Best Work Force goals and school progress toward meeting them.
 - ☐ The response to this section must evidence clear alignment with the performance standards of the authorizer's commissioner-approved authorizer application and the academic outcomes in the authorizer's charter contract with the school. Include specific page number citation(s) from the approved authorizer application and the charter contract when discussing how the school's academic performance and growth meet the authorizer's standards.
 - ☐ Statute now provides that academic assessments other than statewide assessments can be used to measure longitudinal student performance and growth for a supplemental affidavit request. The other measures must be approved by the charter school's board of directors and agreed upon by the authorizer.
 - ☐ Any areas of low performance or growth should be explained along with the school's plans to address student performance/growth in these areas.
 - ☐ The school achieves a satisfactory rating as measured by the school's performance framework at the time the application is submitted
- To achieve an exemplary rating for this section, the responses must include all of the following:
 - ☐ Include how the school is successfully implementing the primary purpose of charter schools to improve all pupil learning and all student achievement per Minnesota Statutes.

- ☐ Minnesota's charter school law requires that a charter school must design its programs to at least meet the outcomes adopted by the commissioner for public school students. Your response should reflect this requirement by including each of the school's applicable World's Best Work Force goals and school progress toward meeting them.
- ☐ The response to this section must evidence clear alignment with the performance standards of the authorizer's commissioner-approved authorizer application and the academic outcomes in the authorizer's charter contract with the school. Include specific page number citation(s) from the approved authorizer application and the charter contract when discussing how the school's academic performance and growth meet the authorizer's standards.
- ☐ Statute now provides that academic assessments other than statewide assessments can be used to measure longitudinal student performance and growth for a supplemental affidavit request. The other measures must be approved by the charter school's board of directors and agreed upon by the authorizer.
- ☐ Any areas of low performance or growth should be explained along with the school's plans to address student performance/growth in these areas.
- ☐ The school achieves an exemplary rating as measured by the school's performance framework at the time the application is submitted

Reviewer Score	1	2	3
	Not Satisfactory	Satisfactory	Exemplary
Component Strengths		Reference	
Concerns and Additional Questions		Reference	

Section III. The charter school has a history of sound school finances and a finance plan to implement the expansion in a manner to promote the school's financial sustainability

A. Provide a 3-yr budget projection that includes budget scenarios with and without the expansion.

B. Provide the following information:

1. Provide evidence that the school has a history of sound school finances.
2. Provide evidence that the school has the finance plan and financing to implement the expansion in a manner to promote the school's financial sustainability.

Section III Evaluation Criteria:

- ☐ To achieve a satisfactory rating for this section, the school must provide evidence that it has a history of sound school finances and the finance plan and financing to implement the expansion AND the school must achieve at least a satisfactory rating in finance as measured by the school's performance framework.
- ☐ To achieve a satisfactory rating for this section, the school must provide evidence that it has a history of sound school finances and the finance plan and financing to implement the expansion AND the school must achieve at least an exemplary rating in finance as measured by the school's performance framework.

Reviewer Score	1	2	3
	Not Satisfactory	Satisfactory	Exemplary
Component Strengths			Reference
Concerns and Additional Questions			Reference

Section IV. The charter school has the board capacity and an administrative and management plan to implement its expansion.

A. Provide the following information:

1. Describe anticipated changes necessary to the current governance and management structures resulting from the proposed expansion.
2. Provide evidence that the board has the capacity and an administrative and management plan to carry out the expansion.

Section IV Evaluation Criteria:

- ☐ To achieve a satisfactory rating for this section, the school must identify the changes necessary to the current governance and management structures and provide evidence that the board has the capacity and administrative and management plan to carry out the expansion AND the school must achieve a satisfactory rating overall in the compliance section of the school's performance framework.
- ☐ To achieve an exemplary rating for this section, the school must identify the changes necessary to the current governance and management structures and provide evidence that the board has the capacity and administrative and management plan to carry out the expansion AND the school must achieve at an exemplary rating overall in the compliance section of the school's performance framework.

Reviewer Score	1	2	3
	Not Satisfactory	Satisfactory	Exemplary
Component Strengths			Reference
Concerns and Additional Questions			Reference

Section V. Performance Framework Ratings

Dates of Current Authorizer Contract:

Only schools receiving at least a "satisfactory rating" in the Performance Framework are eligible to submit an application for a grade level and/or site expansion.

What is the school's current renewal rating?

At this point in time, what contract term is the school eligible for based on the rating?

School Performance: Academic

- a) On what standards has the school achieved satisfactory and/or exemplary ratings this past year as measured by the Academic Performance Measures in the Academic Performance section of the school's Performance Framework?
- b) What percent of points possible in the Finance Performance section of the school's Performance Framework has the school earned?

School Performance: Climate

- c) On what standards has the school achieved satisfactory and/or exemplary ratings this past year as measured by the Climate Performance Measures in the Climate Performance section of the school's Performance Framework?
- d) What percent of points possible in the Climate Performance section of the school's Performance Framework has the school earned?

School Performance: Compliance

- e) On what standards has the school achieved satisfactory and/or exemplary ratings this past year as measured by the Compliance Performance Measures in the Compliance Performance section of the school's Performance Framework?
- f) What percent of points possible in the Compliance Performance section of the school's Performance Framework has the school earned?

4) School Performance: Finance

- g) On what standards has the school achieved satisfactory and/or exemplary ratings this past year as measured by the Finance Performance Measures in the Finance Performance section of the school's Performance Framework?
- h) What percent of points possible in the Finance Performance section of the school's Performance Framework has the school earned?