



6010 A

Application Procedures

Regulation 6010 A

Original Adoption: 01/20/2011

Effective Date: 01/20/2011

Revision Dates:

I. PURPOSE

This regulation establishes a specific and equitable application process for all entities or groups applying to become authorized autonomous schools with the District.

II. DEFINITIONS

- A. “Autonomous Schools” means any of the three recognized autonomous schools within the meaning of District policies, these are:
1. District authorized Charter Schools;
 2. Alternative Schools contracted by the District to serve district students; or
 3. Self-Governed Schools as described in district policy.
- B. “Letter of Intent” is a District supplied pre-application form that provides formal notice to the District of the intent of the signers to submit a full application to be authorized as an autonomous school. Information in the Letter of Intent is not binding on the signers nor does it impose any obligation on part of the District.

III. GENERAL STATEMENT OF REGULATION

- A. The Superintendent or Superintendent’s designee shall issue a request for proposals for autonomous schools on a schedule determined by the needs of the District determined by the Superintendent.
1. The request for proposals shall be issued no later than the date published by the Superintendent or Superintendent’s Designee in or before the year preceding the intended opening of the applicant school.
 2. The request for proposal may include specific criteria selected by the Board of Directors or the Superintendent to be addressed by school designs in order to be considered.
- B. The Superintendent or Superintendent’s designee shall provide potential applicants with the following information prior to requiring a Letter of Intent:
1. the application process in the form of an annual request for proposals;
 2. further information on selection criteria established in the request for proposals.



- C. Each applicant for a self governed school must submit a draft Education Plan prior to submission of the complete application.
- D. All employees of any autonomous school must successfully clear a criminal background check.
- E. If the proposed school is a self-governed district school, any proposed alteration of terms of current collective bargaining agreements must be described, proposed waivers supplied and a description of the status of negotiations with affected bargaining units regarding those waivers supplied.

IV. APPLICATION REQUIREMENTS

Each application submitted in response to the request for proposal shall include the following information, an applicant who currently is or formerly was operating a similar school should include this information for the existing or former school, including any alterations from current or former practice proposed for the school which is the subject of the application:

- A. Information about the applicant(s) including:
 - 1. primary contact name,
 - 2. addresses, both postal and e-mail
 - 3. identification of the applicant persons or groups or legal entity;
 - 4. proposed roles and current employment status for all members of an applicant team
 - 5. the name(s) of the person(s) primarily responsible for leading or guiding the development of the school and how that person or persons shall be compensated.
 - 6. capacities of key members regarding:
 - a) school leadership, administration and governance;
 - b) instructional leadership, curriculum delivery and student and program assessment
 - c) financial and school operations management, and
 - d) facilities management.
- B. Basic school information for the proposed school including:
 - 1. the proposed name for the school program;
 - 2. the type of autonomous school proposed;
 - 3. the model or focus of the proposed school.
 - 4. initial grade levels of service at opening and at full implementation;
 - 5. enrollment projections for the first five years of operation, and at full implementation including percentages of English Language Learners,



- Students receiving Special Education Services, and Students eligible for free or reduced price lunch program to be served in each of those years;
6. whether or not the applicants expect to contract with an education service provider or other organization for school operations management, and if so the name and contact information for that provider or organization. Additional information regarding an educational service provider shall be required in the full application.
 7. Information regarding the proposed school leader candidate.
- C. Mission and vision statements for the proposed school which shall include:
1. the school's purpose, guiding principles, and core design components;
 2. broad goals and valued measures of success;
 3. a description of the targeted student population to be served; including, but not limited to:
 - a) anticipated student educational needs, interests or challenges
 - b) geographic preference or community focus, if any; and
 4. school growth plan over five years.
- D. The proposed school's education plan including, but not limited to:
1. Curriculum map and summary;
 2. Instructional strategies;
 3. Past performance of the proposed curriculum;
 4. physical learning environment (i.e. classroom-based, on-line or other designs);
 5. student assessment plan;
 6. proposed student to teacher ratio;
 7. instructional design of the school day, week and year; including, but not limited to:
 - a) subjects or classes per day, including length(s) of period(s)
 - b) subjects of classes per week
 - c) subjects or courses per year
 - d) non-academic program(s) time and offerings;
 8. how data will be used to assess student instructional needs;
 9. how instruction will be differentiated to meet the needs of individual students;
 10. content area offerings both required and elective;
 11. curriculum development plan and timeline;
 12. promotion and graduation policy and standards, including exit standards for elementary or middle grades programs;
 13. how the school will identify and meet the needs of students who:



- a) receive or are eligible for special education through an individualized education plan (IEP),
 - b) receive or are eligible for accommodations through an individualized accommodation plan (504- IAP)
 - c) are or may be English Language Learners
 - d) are or may be gifted, talented or academically advanced;
 - e) are or may be at risk for academic failure or dropping out.
- E. The school's proposed parent and community involvement plan and model, including volunteer opportunities, recruitment and training. Community resources or proposed community partnerships to be used by the school.
1. written evidence of support from external community resources or proposed community partners shall be provided.
 2. description of any fees or in-kind commitments included in such relationships.
 3. measures taken to safeguard students involved with or supervised by community partners or resources.
- F. The school's governance and leadership model, including but not limited to:
1. Role, responsibilities and qualifications of school leader or leadership team;
 2. Organizational chart;
 3. Multi-year staffing plan;
 4. School governance board, including but not limited to its beginning membership, transition plan, selection and recruitment of new or replacement members, structure and processes;
 5. Personnel plan including, but not limited to:
 - a) contract information offered to employees,
 - b) personnel policies or manuals,
 - c) recruitment and hiring plans,
 - d) salary and benefits schedules, including any incentives or reward structures,
 - e) employee evaluation,
 - f) the names, licensures and experience levels of teachers already committed to the applicant for the proposed school,
 - g) professional development plan, model and evaluation,
 - h) employee discipline plan.
 6. Documents demonstrating the school's legal status as a charter or alternative school, including tax reporting status.
 7. Roles, duties and composition of any advisory bodies existing or to be formed.

- G. School Calendar, including but not limited to:
1. total number of days or hours of instruction, including specific hours or minutes of each instructional day for instruction in
 - a) language arts
 - b) mathematics
 - c) science
 - d) social studies.
 2. proposed start and ending dates
 3. whether or not a summer session is to be offered, and whether or not the session is voluntary or mandatory; including information regarding how such sessions shall be funded.
 4. length of school day.
 5. proposed start and dismissal times for students.
 6. proposed duty day for employees.
- H. Information regarding the proposed school culture and climate, including”
1. Description of the school culture;
 2. College readiness;
 3. Plan for addressing student’s mental, emotional, social development and health needs;
 4. How special needs of English Language Learners and students receiving special education services or students at risk of academic failure will be met.
 5. Specifics as to the behavior plan, including the discipline policy (if different from District policy).
- I. The school’s proposed recruitment and enrollment plan including, but not limited to:
1. Recruiting and market plans for the school, including how the applicant intends to attract students who meet any criteria established by the Board or Superintendent in the request for proposals;
 2. any pre-admission activities planned for students and or parents and the rationale for them;
 3. proposed timeline for student applications, deadlines, and procedures.
 4. Proposed or established policies regarding student enrollment including, but not limited to:
 - a) student waiting lists
 - b) student withdrawals
 - c) student re-enrollment
 - d) student transfers.



- J. School policies both independent and required by law, if different from District policies, and their source(s), plans for dissemination, adoption, amendment or repeal of policies.
 - K. Proposed annual achievement goals. Final goals will be negotiated between the District and the successful applicants.
 - L. Proposed school operations plans including, but not limited to:
 - 1. transportation arrangements (including regular, special education and field trip or extra-curricular transportation);
 - 2. safety and security arrangements;
 - 3. insurance coverage; including liability, property, indemnity, worker's compensation, errors and omissions, automobile and other.
 - 4. food service provider(s);
 - 5. technology plan.
 - M. Proposed facilities plan, including, but not limited to:
 - 1. proposed geographic location within Minneapolis,
 - 2. willingness to co-locate with other school programs;
 - 3. financing of independent facilities;
 - 4. special facility needs;
 - 5. compliance with federal, state and local laws regarding school and public facilities;
 - 6. proposed use of a District facility.
 - N. Proposed school budget, including but not limited to:
 - 1. Specific assumptions for anticipated revenue sources;
 - 2. Budget narrative that provides a general summary of the budget and provides details as to how the budget reflects the mission, vision, educational plan and overall strategic development of the proposed school;
 - 3. anticipated budget use plan;
 - 4. financial audit plan.
- V. APPROVAL PROCESS**
- A. Only those applications deemed to be complete by the submission date shall be considered for approval.
 - 1. Applications submitted prior to the deadline shall be checked for completeness.
 - 2. Applicants shall be informed whether or not the application meets the completeness criteria.



3. Applicants may resubmit completed applications only if they may cure the failure of the original application by the original submission deadline.
- B. The Office of New Schools is designated as the reviewer for completeness of applications.
 - C. The Superintendent shall designate an evaluation and analysis team to review applications. Review shall be based on a rubric established by the Superintendent and shall include reference to the following criteria:
 1. demonstration of leadership necessary to open and operate a school;
 2. demonstration of community support;
 3. evidence of a research- based educational model;
 4. demonstration of capacity to serve special student populations;
 5. evidence of a financially sound and sustainable business model.
 - D. Personal interviews of an applicant team with the evaluation and analysis team shall be conducted. It is recommended that the applicant team include the school leader candidate, if identified.
 - E. If the applicant operates other schools on a similar model the evaluation and analysis team may conduct site visits as authorized by the Superintendent.
 - F. Applicants must present their proposals at a noticed community meeting. A summary of the meeting including questions asked and answered shall be provided to the Superintendent, and will be included in the report to the Board of Directors.
 - G. The Superintendent shall deliver a recommendation on each complete proposal to the Board of Directors to either approve or deny the application. The Superintendent's recommendation shall include a proposed opening date for the proposed school.

Legal References:

Minn. Stat. §123A.05 (State-Approved Alternative Program Organizations)

Minn. Stat. §123B.045 (District-Created Site-Governed Schools)

Minn. Stat. §124D.10 (Charter Schools)

Minn. Stat. §124D.68 (Graduation Incentives Program)

Cross References:

MPS Policy 6010 (Autonomous Schools)



MPS Policy 6121 (Intervention Program)

MPS Policy 6130 (Organizational Plan)

MPS Regulation 6010 B (Performance Contracts)

MPS Regulation 6010 C (Oversight of Autonomous Schools)

MPS Regulation 6010 D (Renewal or Termination)