

Initial Proposal

*Providing high-quality educational opportunities*

*for students in the state of Indiana*

Trine University

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Angola, Indiana 46703

Telephone: 260-665-4600

The initial proposal questions are organized to solicit information efficiently and to aid quality review and decision making by Education One, L.L.C. **Education One staff reserves the right to reject initial proposals that do not adhere to the application specifications.**

Throughout the application review process, Education One staff will communicate important information to the charter school applicant designee via email.

**Notice of Disclosure**

All information submitted as part of the initial proposal (including financial information) is subject to the Indiana Access to Public Records Act (IC § 5-14-3) and subject to disclosure to the public there-under, including disclosure to the media. **In the event that it is the applicant’s position that certain information submitted as part of the initial proposal falls within an exception to disclosure under the Public Records Act, the applicant must obtain an advisory opinion from the State of Indiana’s Public Access Counselor prior to submitting any initial proposal materials**. If the Public Access Counselor’s opinion supports the applicant’s position, then any such information contained in the initial proposal that is considered non-disclosable must be clearly identified in the initial proposal as confidential. The initial proposal must further be accompanied by (a) a written statement specifying the particular exception or exceptions to disclosure under the Public Records Act applicable to the information sought to be exempted from disclosure, and (b) the written opinion from the Public Access Counselor that supports the applicant’s position that the information is exempt from disclosure under the Public Records Act.

The applicant acknowledges that if the foregoing procedure is not followed, and an initial proposal is submitted, all information shall be subject to disclosure to the public unless Education One, L.L.C. determines that it must withhold from disclosure certain information in the application pursuant to the Public Records Act. Each applicant, by the submission of an initial proposal, acknowledges its understanding that all initial proposal materials are subject to disclosure under the Public Records Act and may be subject to review and copying by the public. Each applicant and its representatives, employees and agents acknowledges and agrees that Education One, L.L.C. Board members and staff, Trine University, the Indiana Department of Education, and any official, agent, employee or representative of the State of Indiana shall not be held liable or legally responsible in any way for any such disclosure pursuant to the Public Records Act, and such parties hereby waive any rights to redress or claims of action pursuant to any such disclosure.

**Specifications**

* The proposal must be typed and single-spaced, on white, 8.5″x 11″ paper, with a minimum of 11-point font.
* If a particular question does not apply to your team or proposal, simply respond “Not Applicable.”
* Do not exceed 15 pages for the narrative. Attachments do not count toward the page limit. Applicants completing the optional section on innovations may use an additional five pages, in which case the total narrative should not exceed 20 pages total.
* Complete all pages of the 5-Year Budget.
* Review your initial proposal for completeness before submitting.

**Submission Instructions**

* Send one electronic copy of the application as one PDF to [lindsay@education1.org](mailto:lindsay@education1.org).

Education One, L.L.C utilized resources found from the National Association of Charter School Authorizers (NACSA) to create this comprehensive charter school initial proposal Information regarding NACSA and its resources can be found at [www.qualitycharters.org](http://www.qualitycharters.org).

| **OVERVIEW AND ENROLLMENT PROJECTION** |
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Please provide information for the applicant group’s designated representative. This individual will serve as the contact for all communications, interviews, and notices from Education One, L.L.C. regarding the submitted proposal.

| **Legal name of group applying for charter(s):** |  |
| --- | --- |
| **Primary contact person:** |  |
| **Office phone number:** |  |
| **Cell phone number:** |  |
| **Email address:** |  |

Names, roles, and current employment of all persons on applicant team *(you may add lines as needed)*:

| **Full Name** | **Current Job Title and Employer** | **Position with Proposed School** |
| --- | --- | --- |
|  |  |  |
|  |  |  |

Provide school opening information *(you may add lines as needed)*:

| **Proposed School Name** | **Opening Year** | **New Start or Phase-in/Takeover** | **\*Geographic Community** | **Opening Grades** | **Grade Levels at Full Enrollment** |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

\*Please indicate the city/town and, if known, the potential address or neighborhood of location. Virtual operators should indicate the relevant geographies the operator intends to serve.

Provide the following information for each charter school included in this proposal. Specify the planned year of opening, the grade levels served, and both the planned and maximum number of enrolled students by grade level for each year. The table may be duplicated as needed.

| **Proposed School Name** | |  | |
| --- | --- | --- | --- |
| **Academic Year** | **Grade Levels** | **Planned Student Enrollment** | **Maximum Student Enrollment** |
| Year 1 (specify starting year) |  |  |  |
| Year 2 |  |  |  |
| Year 3 |  |  |  |
| Year 4 |  |  |  |
| Year 5 |  |  |  |
| At Capacity |  |  |  |

Does the school intend to contract with a third party education service provider (ESP) to manage the educational program and operations of the school but not hold the charter directly? ☐ Yes ☐ No

If yes, identify the ESP or other partner organization:

Does the school intend to partner or be affiliated with an existing or planned charter management organization (CMO) through which a single governing board governs or will govern multiple schools? ☐ Yes ☐ No

If yes, identify the CMO or other partner organization:

Will an application for the same charter school(s) be submitted to another authorizer in the near future? ☐ Yes ☐ No

If yes, complete the table below, adding lines as needed.

| **Authorizer** | **Proposed School Name** | **Planned Submission Date** | **Decision Date** |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |

Please list the number of previous submissions for request to authorize this(ese) charter school(s) over the past five years, as required under IC § 20-24-3-4. Include the following information:

| **Authorizer** | **Proposed School Name** | **Submission Date** |
| --- | --- | --- |
|  |  |  |
|  |  |  |

| **PROPOSAL NARRATIVE** |
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| **EXECUTIVE SUMMARY** |
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The Executive Summary should provide a concise overview of the school design being proposed and the applicant’s goals and organizational capacity to execute the plan successfully.

**Mission and Vision**

1. State the mission and vision of the proposed school. The mission is a statement of the fundamental purpose of the school, describing why it exists. The vision statement outlines how the school will operate and what it will achieve in the long term. The mission and vision statement provide the foundation for the entire proposal.

The mission and vision statements, taken together, should:

* Identify the students and community to be served;
* Illustrate what success will look like; and
* Align with the purposes of the state charter school law and authorizer’s stated priorities for new schools.

| *Insert Text Here* |
| --- |

**Educational Need and Anticipated Student Population**

1. Describe the anticipated student population; students’ anticipated educational needs; and non-academic challenges the school is likely to encounter.

| *Insert Text Here* |
| --- |

1. Describe the rationale for selecting the location and the student body.

| *Insert Text Here* |
| --- |

**Education Plan/School Design**

1. Provide an overview of the education program of the proposed school, including major instructional methods and assessment strategies and non-negotiables of the school model.

| *Insert Text Here* |
| --- |

1. Describe the evidence that demonstrates the school model will be successful in improving academic achievement for the targeted student population.

The description should include, at a minimum, the following items:

* Basic learning environment (e.g., classroom-based, independent study, virtual),
* Class size and structure,
* Overview of the curriculum,
* Use of technology in delivering instruction (if applicable),
* Plans for ensuring the school is staffed with highly effective teachers, and
* Evidence-based support.

| *Insert Text Here* |
| --- |

1. Summarize what the proposed school would do more effectively than the schools that are now serving the targeted population and how the school would achieve its goals.

| *Insert Text Here* |
| --- |

1. For Blended Learning Operators Only: As described in IC § 20-24-7-13, Indiana statute defines a virtual charter school in the following manner: a virtual charter school “means any charter school, including a conversion charter school, that provides for the delivery of more than fifty percent (50%) of instruction to students through: (1) virtual distance learning; (2) online technologies; or (3) computer based instruction.” Describe the number of hours per day that instruction at your proposed school will be delivered through virtual distance learning, online technologies, and/or computer based instruction. Does your proposed education model meet the definition of a virtual charter school as defined under Indiana law? If yes, please ensure your budget assumptions reflect Indiana’s funding formula for virtual charter schools.

| *Insert Text Here* |
| --- |

**Community Engagement**

1. Describe the relationships that you have established to generate community engagement in and support for the proposed school.

| *Insert Text Here* |
| --- |

1. Describe how you have assessed demand and/or solicited support for the school and summarize their results.

| *Insert Text Here* |
| --- |

**Leadership and Governance**

1. Provide an overview of the proposed network governance, management structure, and leadership team.

| *Insert Text Here* |
| --- |

1. Identify the strengths of the proposed governing board and leadership team.

| *Insert Text Here* |
| --- |

1. Explain how the governance and management structure will provide for stable, effective governance and leadership for the proposed school long term.

| *Insert Text Here* |
| --- |

1. Describe how the school will be contracting with the chosen ESP (if applicable).

| *Insert Text Here* |
| --- |

**Facility Plan (Applicant is in the Process of Identifying a Facility)**

1. Describe, with as much detail, the plan for identifying a target location for the proposed school(s). Include the following:

* Brokers and/or consultants employed to navigate the real estate market,
* Plans for renovations,
* Timelines, and
* Financing

| *Insert Text Here* |
| --- |

1. Describe the organizations capacity and experience managing the state and local health and safety requirements as described in IC § 20-26-7, 20-24 for facilities.

| *Insert Text Here* |
| --- |

1. Detail the specific interactions the applicant group has had with state and local agencies to determine whether the identified facilities are suitable and affordable.

| *Insert Text Here* |
| --- |

1. Explain the inputs, including specific sources of information, the applicant group has used to project all facility related costs. *These inputs should be reflected in the facility related expenses included in the 5-Year Budget.*

| *Insert Text Here* |
| --- |

**Facility Plan (Applicant has Identified a Facility)**

1. Indicate the street address and applicable school district:

| *Insert Text Here* |
| --- |

1. Describe the facility, including whether it is new construction, part of an existing public or private school building, or part of another type of facility.

| *Insert Text Here* |
| --- |

1. Explain in detail any anticipated construction or renovation costs. *These should be described in the budget narrative and reflected in the 5-Year Budget.*

| *Insert Text Here* |
| --- |

1. If possible, provide a layout and description of the proposed facility, including the number of classrooms, common areas, recreational space, any community facilities, and any residential facilities.

| *Insert Text Here* |
| --- |

1. Explain how the facility will meet the needs of the targeted student population and any students who are physically challenged.

| *Insert Text Here* |
| --- |

**Financial Plan**

1. Present a detailed budget narrative that provides a high-level summary of the budget and how the budget aligns with the 5-Year business plan. The budget narrative should detail the assumptions and revenue estimates, including but not limited to the basis for revenue projections, staffing levels, and costs. The narrative should specifically address the degree to which the school budget will rely on variable income (e.g., grants, donations, fundraising).

* Per-Pupil Revenue
* Anticipated Funding Sources: Indicate the amount and sources of funds, property or other resources expected to be available through banks, lending institutions, corporations, foundations, grants, etc. Note which are secured and which are anticipated, and include evidence of commitment for any funds on which the school’s core operation depends.
* Discuss the school’s contingency plan to meet financial needs if anticipated revenues are not received or are lower than estimated.

| *Insert Text Here* |
| --- |

| **INNOVATION** |
| --- |

Education One is particularly interested in applicants that propose school models with strong potential to accelerate student success through dramatically different school designs, instructional strategies, use of technology, staffing models, governance arrangements, family and community engagement strategies, and other approaches.

Summarize the innovation(s) embodied in the proposed school design. The summary should include, at a minimum, the following:

* An explanation of how the proposed model is fundamentally different than typical school models, specifically those found in the district in which the charter school will be located
* Any available evidentiary basis for the efficacy of the model or for the ideas underlying the model
* An explanation of how the model will still permit Education One to hold the operator to the same high accountability standards to which it holds all authorized schools

| *Insert Text Here* |
| --- |