



application as of the date of the changes, which will be subject to the filing deadline specified in this policy.

## CHARTER APPLICATION PROCEDURES

No later than thirty (30) days prior to filing a charter application, the charter applicant must submit a letter to the District's charter school liaison that provides a brief description of the proposed charter school and specifies the date on which the charter application will be filed.

Except in unusual circumstances expressly approved by the Board of Education, new charter schools may open only at the beginning of a school year. In order for a proposed charter school to be eligible for opening at the beginning of a school year, the original charter application plus fifteen (15) copies must be filed with the District's charter school liaison on or before 4:00 p.m. on August 15 of the year preceding the school year of requested opening. For any year in which August 15 falls on a weekend or holiday, the original charter application plus fifteen (15) copies must be filed with the charter school liaison on the first day after August 15 when the District's Support Services Center is open.

Within fifteen (15) days after the charter application is filed with the charter school liaison, the District administration will review it to determine whether it is complete and, if the District administration determines that the application is not complete, it shall specify in writing the deficiencies and provide a list of the information required to complete the application. The charter applicant must correct the deficiencies within fifteen (15) days after receiving the District administration's written list of deficiencies in order for the proposed charter school to remain eligible for approval by the Board.

The Board shall receive the charter application at its next regularly scheduled meeting after the District administration has determined that it was timely filed and is complete.

The following requirements shall apply in order to help ensure that the Board is fully advised by the time it takes action on the charter application:

1. The charter application shall be evaluated by an application review committee comprised of members of the District Accountability Committee, including at least: (a) one person with a demonstrated knowledge of charter schools, regardless of whether that person resides within the District; and (b) one parent or legal guardian of a child enrolled in a charter school in the District. In addition, representatives of the District's existing charter schools shall be invited to participate on the application review committee. The application review committee may meet with and solicit additional information from the charter applicant in order to obtain additional information that responds to the committee's questions or concerns. At the conclusion of its evaluation process, the application review committee shall prepare an insight memorandum for the Board's consideration.

2. The charter application shall be evaluated by District employees who are subject matter experts in the areas of: (a) budget; (b) facilities and operations; (c) risk management and insurance; (d) human resources; (e) students with special needs; and (f) curriculum, instruction and assessment. A separate insight memorandum evaluating the charter application from the perspective of each of these subject-matter experts shall be prepared for the Board's consideration.
3. The charter applicant shall be provided with copies of the insight memoranda prepared by the application review committee and the District's subject matter experts, and may provide additional documents and/or written information that responds to the insight memoranda and/or explains the charter application. Unless otherwise specified in writing by the District, the charter applicant's additional documents and/or written information must be provided at least fourteen (14) days prior to the date scheduled for the Board hearing on the charter application.
4. The Board shall hold a hearing on the charter application prior to taking action thereon. Copies of the insight memoranda prepared by the application review committee and the District's subject matter experts, as well as the charter applicant's additional documents and/or written information, shall be provided to each Board member prior to the hearing.
5. In evaluating the charter application, the Board and administration shall consider the standards specified in the District's Charter Application Review Handbook.

The Board shall take action on the charter application within ninety (90) days after it is received by the District, except as may o(de a)10 [(U)6(nl)6(es)4(s)4( ot)12(0.002n2 0 Td [(,)2( ex(t)12

charter school's renewal request, as well as information from the annual reviews of the school's performance and the results achieved by the school's students on the assessments administered through the Colorado student assessment program.

The Board of Education shall rule by resolution on the charter school's renewal request no later than February 1 of the year in which the charter is due to expire. At least fifteen (15) days prior to the date on which the Board is scheduled to determine whether to revoke or renew a school's charter, the superintendent shall provide to the Board and the charter school a written recommendation, including the reasons supporting the recommendation, on whether to revoke or renew the charter. The Board may revoke or decline to renew a school's charter for any one or more of the reasons specified in C.R.S. § 22-30.5-110.

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