

# **WICKENBURG UNIFIED SCHOOL DISTRICT #9**

## **CHARTER SCHOOL APPLICATION PROCEDURES**



Adopted June 20, 2013

## **Application Overview**

### Introduction

Public school governing boards are authorized under Arizona state law to sponsor charter schools which meet the application requirements, timelines and guidelines. A.R.S. 15-183 was recently revised through S.B. 1204 and establishes specific requirements for the formation of a district sponsored charter school. A.R.S. 15-185 describes charter school funding and more specifically how district sponsored charter schools to be financed.

Charter school applications to the Wickenburg Unified School District, beginning July 1, 2013, will be due by May 1 of each year.

Questions regarding the charter school application process should be directed to the Superintendent of the Wickenburg Unified School District at (928) 668-5350.

### Application Process

To be considered for charter school operation a school a school must meet the following criteria.

- Submit a detailed education, operations and business plan to the District by May 1, to include fingerprint clearance card and criminal background check.
- Per A.R.S. 15-183 a fee of \$6,500 will be charged and is payable up front for entities wishing to charter a school through the Wickenburg Unified School District (does not apply to the conversion of current district schools to charters). This payment must be made by May 1 along with the application. Administrative review of the application will not take place until the funds are received and have cleared the school district's bank account.
- Applicants must be prepared to participate in a series of interviews regarding their application and its components.
- All applications must be aligned with WUSD's Strategic Portfolio and CAILL Framework.
- All applications must include a section which speaks to how the charter will comply with the components of the WUSD performance framework (attached).
- The Wickenburg Unified School District will take up to 90 days to complete a comprehensive review of each charter school application.
- The Wickenburg Unified School District will conduct reviews of the charter at 5 year intervals and will use the adopted performance framework for the reviews and renewal decisions.

## **Wickenburg Unified School District Performance Framework**

The performance framework adopted by the Wickenburg Unified School District (WUSD) Governing Board, focuses on four key components of school performance and accountability.

- Framework #1 - Alignment with the WUSD Strategic Portfolio and CAILL Framework through the creation of a comprehensive School Improvement Plan (SIP)
- Framework #2 - Performance on a parent survey which rates stakeholder perceptions on an A-F scale
- Framework #3 - Performance data which provides an in depth view of the school's academic effectiveness
- Framework #4 - Operational data which provides an in depth view of the schools legal and operational effectiveness and compliance

The performance framework, through its four components, serves to provide a broad view of the school's performance and level of accountability and challenges the school to set benchmarks for its performance during the year. Framework #1 requires that the school have an intimate working knowledge of three key documents, the Strategic Portfolio (see link below), the CAILL Framework (see link below) and the School Improvement Plan (SIP) (provided to school if approved). The school will design a "School Improvement Plan" (SIP) which is fully aligned to the standards and concepts outlined in these documents, will set performance benchmarks (which will be approved by the district superintendent) and on an annual basis will report its progress, both in writing and through verbal presentation, to the Wickenburg Unified School District Governing Board. This SIP will be developed in conjunction with the school's site council and will be used as the accountability and continuous improvement plan for the school's operation. Based upon feedback from the Governing Board, the District's administration and the school's site council, the SIP will be adjusted annually to achieve success. The school's principal will provide a statement of assurance each year that the school is following all applicable laws and policies as established by the WUSD Governing Board.

Framework #2 requires the school to conduct an annual parent survey which provides the opportunity for stakeholders to rate the school on an A-F scale. This measure will also be reviewed at the point when the school conducts its SIP presentation to the Board and provides an opportunity for the school to gain an outside perspective on its performance. We believe this to be important as it will allow us to learn how we are doing from an "affective" viewpoint. A majority of the school's performance is benchmarked upon academic data and performance, but this measure will tell us how we are doing regarding culture, customer service and student support.

Framework #3 looks at performance data and provides a comprehensive view of the school's academic effectiveness. The first component of Framework #3 looks at the school's report card from the State of Arizona, which will be reviewed on an annual basis at the point in time the school reports to the board. A second component of Framework #3 is an analysis of the school's assessment data which will be

reviewed throughout the year as it becomes available by the school's administration, site council and the district level administration.

These data will include, but are not limited to, the following.

- AIMS assessment data
- Galileo Benchmark assessments (to be administered 4 times/yr.)
- Formative assessment data which is collected by the school weekly and reported to the District Superintendent and Governing Board on a quarterly basis.
- Other data as may be individually required by the District.

Framework #4 requires a review of operational data on an annual basis which provides a view of the school's legal and operational effectiveness and compliance. This review will take place as part of the annual written and verbal presentation which is made to the Wickenburg Unified School District Governing Board and administration. The goal of Framework #4 is to ensure the school is operating in both an effective and compliant manner. If concerns are identified then the District Superintendent will work with the school and its principal on an intervention plan, as outlined in the Intervention and Improvement Plan section below. The Operational Effectiveness and Legal Compliance Checklist will be provided if the school is approved.

#### Intervention and Improvement

If the school is found to not be making adequate progress towards its academic and operational goals as outlined in the performance framework then the WUSD Superintendent will meet with the school's principal to revise the School Improvement Plan (SIP) for the succeeding year. The SIP will be the document where all intervention and improvement strategies will be addressed and measured.

#### Resources

Wickenburg Unified School District Strategic Portfolio:

<http://www.wickenburgschools.org/filestore/WUSDStrategicPortfolio2-27-12.pdf>

CAILL Framework:

[http://www.wickenburgschools.org/filestore/Wickenburg\\_CAILL\\_Framework-9-7-12\\_101312.pdf](http://www.wickenburgschools.org/filestore/Wickenburg_CAILL_Framework-9-7-12_101312.pdf)