

Novation Education Opportunities (NEO)

Grade Level and Site Expansion Application

2020-2025

Introduction

The NEO Comprehensive New School Application was developed to provide guidance in the writing and charter school site and grade level expansion application submissions and to align to and support a successful Charter School Program (CSP) grant application. The target audience for this document is the charter school (the applicant) as they plan for site and/or grade level expansion.

Application Format

Directions for completion of the application materials should be followed carefully. Incomplete applications **will not** be forwarded to the review team.

Application Submission

Applications must be received via email by **SEPTEMBER 1st at 4:30 CST** to be considered. Late applications will not be considered, although the NEO Board of Directors reserves the right to accept applications after the due date based on extenuating circumstances.

- Please use Arial 11-point font and double-space text when entering responses in the Work Plan Narrative template below. Please do not exceed approximately 40 pages total, not including additional documents required for each component.
- The application should be electronically submitted in MS-Word format on 8.5x11 pages.
- Please include the name of your school and number all pages in the footer of the application.

Email the application to: Wendy Swanson Choi executive.director.neo@gmail.com

Important: This application is to be original work of the applying program. If a source is used, the materials that are paraphrased or copied ***must be cited appropriately. NEO will not approve an application if it is discovered that it is not the original work of the applicant team.***

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

The applicant must complete and follow the directions for each of the following sections.

NEO evaluators will complete the evaluation of each of the following sections.

Section I Directions: 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:

- 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 Directions. The expansion is warranted, at a minimum, by a longitudinal record of demonstrated student academic performance and growth on statewide assessments under chapter 120B 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 under chapter 120B or on other academic assessments that measure longitudinal student performance and growth.
2. Provide plans for addressing any areas of relatively low academic performance.

Section II Evaluation:

To achieve a satisfactory rating for this section, the responses must include all of the following:

- Explain how the school is successfully implementing the primary purpose of charter schools to improve all pupil learning and all student achievement per Minnesota Statutes, section 124D.10, Subdivision 1(a).

Minnesota's charter school law (Minn. Stat. §124D.10, Subd. 10. Pupil Performance) 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.

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.

- Explain any areas of low performance or growth along with the school's plans to address student performance/growth in these areas.
- To be eligible to apply for site and/or grade level expansion, the school must have an overall satisfactory rating in each area (academic performance, climate, compliance/operations, and finance) 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, section 124D.10, Subdivision 1(a).

Minnesota’s charter school law (Minn. Stat. §124D.10, Subd. 10. Pupil Performance) 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.

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.

- Explain any areas of relatively low performance or growth along with the school’s plans to address student performance/growth in these areas.
- For an exemplary application rating, the school must not only have at least a satisfactory rating in each area (academic performance, climate, compliance/operations, and finance) as measured by the school's Performance Framework at the time the application is submitted, but also have an overall exemplary Performance Framework rating.

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

Section III Directions. Provide evidence that 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 5-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:

- 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 an exemplary 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 Directions. Provide evidence that 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:

- 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 Directions. Complete the following questions addressing the Performance Framework status to verify that the school is positioned for a successful site and/or grade level expansion.

Dates of Current Authorizer Contract:

Only schools receiving at least a "satisfactory rating" using the Performance Framework are eligible to submit an application for a grade level and/or site expansion. What is the school's current overall Performance Framework rating?

School Performance: Academic

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

School Performance: Climate

- a) On what indicators has the school achieved satisfactory and/or exemplary ratings this past year as measured by its Climate Performance Indicators in the Climate Performance section of the school's Performance Framework?
- b) What percent of points possible in the Climate Performance section of the school's Performance Framework has the school earned thus far?

School Performance: Compliance

- a) On what indicators has the school achieved satisfactory and/or exemplary ratings this past year as measured by its Compliance Performance Indicators in the Compliance Performance section of the school's Performance Framework?
- b) What percent of points possible in the Compliance Performance section of the school's Performance Framework has the school earned thus far?

School Performance: Finance

- a) On what indicators has the school achieved satisfactory and/or exemplary ratings this past year as measured by its Finance Performance Indicators in the Finance 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?