

Operational Services

Application to Establish A Public Charter School

1. General Requirements

a. Authority to File Applications.

Unless otherwise stated, all applications under this Policy shall be initiated by the authorized representative of the nonprofit corporation/entity which is petitioning the Board for the proposed charter school.

Applications required under this Policy shall be signed by the designated representative of the nonprofit corporation/entity. Further, the application to establish a charter school shall be in the form of a proposed contract entered into between the local school board and the governing body of a proposed charter school. As such, the application shall be deemed to be an offer of contract.

b. Deadline for Submitting Application.

A petition to establish a charter school must be received on or before August 1 of the school year preceding that which the charter school seeks to open such that there will be an entire school year between the date on which the charter application is received and the date on which the charter school will begin operations.

c. Form of Application.

The Superintendent shall establish guidelines setting forth the number of copies which must be submitted, the form in which the application must be submitted, the criteria which must be included in the application and which shall be consistent with the criteria set forth by state statute.

Applications shall be submitted in both written and electronic form and in such form and numbers as required by the Superintendent.

The guidelines for submitting an application and the application submittal materials may be obtained from the Special Assistant to the Superintendent.

d. Application Completeness.

The timelines set forth herein shall begin to run from the date of the receipt of the petitioner's deficient submission. An application shall be

considered complete if it is submitted in the required format and includes all mandatory information. Any application determined to be incomplete shall be returned to the petitioner with an explanation of the application's deficiencies.

To the extent the petitioner responds to the notice of deficiencies by revising and/or amending its prior submission, the petitioner shall be deemed to have withdrawn the deficient application. The subsequent application shall be treated as a new application, and the timelines set forth herein shall begin to run from the date of the receipt of the petitioner's revised/amended submission. To the extent the petitioner refuses to withdraw or cure the deficient application, the application shall be considered in the form submitted.

e. **Withdrawal of Application.**

The petitioner may withdraw the application at any point prior to the Board voting on the application. If the application is withdrawn to cure a noted defect, then the application may be resubmitted, in which case the timelines will begin anew as of the date of the receipt of the resubmitted application.

2. **Public Meeting Notices**

a. **Content and Approval.**

All public meeting notices required herein shall (1) indicate the date, time, and location of the public meeting, and (2) state that the purpose of the meeting is to gather information for the Board to consider in granting or denying the application for a charter school.

b. **Types of Notices.**

i. *Newspaper Notice.* Notice of the public meeting shall be published in a local newspaper of general circulation in the City of Rockford and Counties of Boone and Winnebago County.

ii. *Posted Notice.* Notice of the public meeting shall be posted at the proposed location of the charter school, at each public school in the school district, and the school board office.

c. **Timing of the Notice.**

Unless otherwise provided by state statute, notice of the public meeting shall be published and posted at least five (5) days prior to, but no more than ten (10) days before, the scheduled public meeting.

3. Public Meeting to Gather Information**a. Timing and Purpose.**

Unless otherwise provided by state statute, within forty-five (45) days from the receipt of the application, a public meeting shall be convened for the purpose of gathering information to assist the Board in its decision to grant or deny the charter school application.

b. General Rules for Public Meeting.

- i. A meeting moderator shall be authorized by the Board to regulate the conduct of the proceedings, in accordance with the procedures set forth herein.
- ii. The moderator will announce the name of the petitioner, the name of the proposed charter school, the age and/or grade range, minimum and maximum numbers of pupils to be enrolled in the charter school, and the location of the proposed charter school.
- iii. The moderator will first hear statements from the petitioner's representatives.
- iv. Upon completion of the petitioner's presentation, the moderator may ask questions after which time the Superintendent or members of the Superintendent's Cabinet may ask questions and/or provide statements or comments about the application.
- v. The moderator will then accept questions, statements or comments from the general public.
 - (1) Each person must state their name and address.
 - (2) Questions, statements or comments must be relevant to matters heard and be confined to the charter school application.
 - (3) No person may speak more than 2 minutes.
 - (4) Requests for speaking time must be submitted on designated cards and turned into the designated staff.

- (5) Cards will be accepted until 10 minutes prior to the scheduled beginning of the meeting.
- (6) The speaking order will be determined by the order of cards received.

- vi. Statements, comments, and/or questions which are cumulative, repetitious, harassing, argumentative, or irrelevant will be not be permitted.

- vii. The moderator will permit the petitioner to make a brief summation prior to closing the meeting.

- viii. Following the public meeting, the moderator shall prepare a written report of the proceedings.

- ix. Following the public meeting, the Superintendent and/or the Superintendent's designee shall prepare a written recommendation to the Board.

4. Board Meeting

Unless otherwise provided by state statute, within thirty (30) days of the information gathering public meeting, the Board shall vote to either grant or deny the charter school proposal.

5. Report to Illinois State Board of Education

Unless otherwise provided by state statute, within seven (7) days of the Board's vote upon the charter school application, the Board shall file a report with the Illinois State Board of Education granting or denying the proposal.

LEGAL REF.: 105 ILCS 5/27A-1 et seq.

Adopted: February 9, 2010