

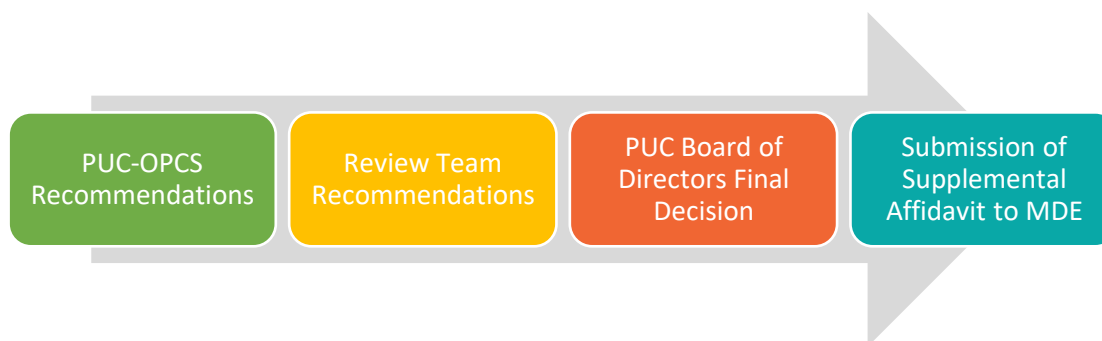
## Appendix 16: Site Expansion Application

## Site Expansion Application

Updated: September 2016

This application is for Pillsbury United Communities authorized charter schools that are planning site (s) expansion(s).

PUC-OPCS will collaborate with the school to determine an appropriate timeline for that will not interrupt with school operations and student learning. The decision period is generally a 6-8 week process that will result in an official written communication to the school.



The request will initially be reviewed by PUC-OPCS. A team of reviewers consisting of individuals from the PUC-OPCS and/or Advisory Council will review all information gathered from the school to make a determination regarding site expansion. Recommendations from this review committee will be reviewed by PUC-OPCS staff and presented to the PUC Board of Directors for a final decision. Pillsbury United Communities (PUC) reserves the right to request additional information and/or to address the school board with additional questions at any point throughout. In accordance with State Statute and associated timelines, PUC-OPCS submits a supplemental affidavit to MDE at the conclusion of this process.

### Application Guidelines:

- Submit completed application electronically or mail by assigned date to Office of Public Charter Schools
- Include a table of contents
- Include page numbers, header or footer with school name and page numbers.
- All attachments should be clearly labeled.

Upon review of the application, if PUC-OPCS find that items are missing the school will be contacted and given 3 days to provide the missing content.

A complete site expansion application includes the following components.

1. **Need:** Describe the reasons for the request(s) - Include data on student/parent demands, letters of support from parents, community, etc. that support your request.
2. **Current Academic Data:** Provide student academic data and analysis on current students enrolled. Include progress on the academic and non-academic goals contained in the charter contract with PUC.
3. **Board Approval:** Describe how the board was involved in this decision. Provide a letter of support from the charter school board chair. Attach board minutes approving the expansion for the intended site.
4. **Contract Amendments:** State the modification(s) the school board would like to the current contract. Include edits to the academic and non-academic goals which includes progress monitors of the expansion and/or student achievement in the expansion site.

5. Operations / Finances: Indicate how the school will address the following areas based on the expansion request.
- a) *Marketing and Student Recruitment Efforts*: Who is the intended audience for the expansion? Describe how student projections for the desired enrollment will be met.
  - b) *Student and Family Engagement*: Describe how the school will support current students and families during this transition. How will existing students be engaged in this process?
  - c) *Curriculum/ Instructional Models*: Describe the curriculum and evaluation for the additional site (s).
  - d) *Student Achievement*: What mechanisms will be taken to limit disruption to current site served and current achievement levels? How will you know that new sites are successfully serving students?
  - e) *Staff Capacity*: Indicate how the school will modify its organizational structure or current staff's roles and responsibilities. What is the model candidate
  - f) *Facilities*: Indicate the school's facility capacity (including total number of classrooms, class size, and other programmatic spaces (special education, etc.). Include the following documents on the expansion:
    - 1. Letter of intent from landlord
    - 2. Insurance requirements
    - 3. Inspection report
    - 4. ADA compliance report
    - 5. Scope of renovations and architectural drawings of any planned or necessary renovations
    - 6. A detailed timeline of construction plans
    - 7. A contingency plan in the event that construction timelines fall behind schedule and the facility cannot be occupied by the target date
    - 8. Proof of release from the current lease, if applicable
  - g) *Budget*: Attach a detailed budget that includes the changes. How will the proposed changes increase or decrease financial stability over time (i.e. 1 year, 3 years, 5 years)?
6. Application must be signed by the Charter School Leader and the School Board Chair

**Site Expansion Application – Signature Page**

**Board Chair**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed \_\_\_\_\_

**Charter School Leader**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed \_\_\_\_\_

## Site Expansion Application Evaluation

This portion is filled out by the evaluators reviewing the expansion application. No information is necessary from the charter school applicant.

*Directions to Evaluator: Check to see if the following are included in the site expansion application. If something is missing, indicate so.*

- Current student academic data
- Description of student projections and how they will be met
- Description of curriculum and evaluation for additional grades
- Description of organizational structure, including roles, responsibilities, and need of additional staff
- Description of facility capacity to accommodate additional space needs
- Detailed budget addressing financial changes over time as a result of the expansion
- Description of how the expansion will positively affect student achievement
- Application signed by the Charter School Leader and the School Board Chair

Any additional documents/ information needed prior to the final decision: [Click here to enter text.](#)

*Directions to Evaluator: Select Satisfactory or Unsatisfactory for each category. Include comments where applicable.*

Plan aligns with PUC-OPCS mission, vision, values, and strategic goals? [Choose an item.](#)

Comments: [Click here to enter text.](#)

Plan is founded in realistic enrollment and budget projections? [Choose an item.](#)

Comments: [Click here to enter text.](#)

Plan demonstrates realistic, positive impact on student achievement? [Choose an item.](#)

Comments: [Click here to enter text.](#)

Plan demonstrates overall benefit to community, families, and students? [Choose an item.](#)

Comment: [Click here to enter text.](#)

Application Status: [Choose an item.](#)

Comments: [Click here to enter text.](#)