

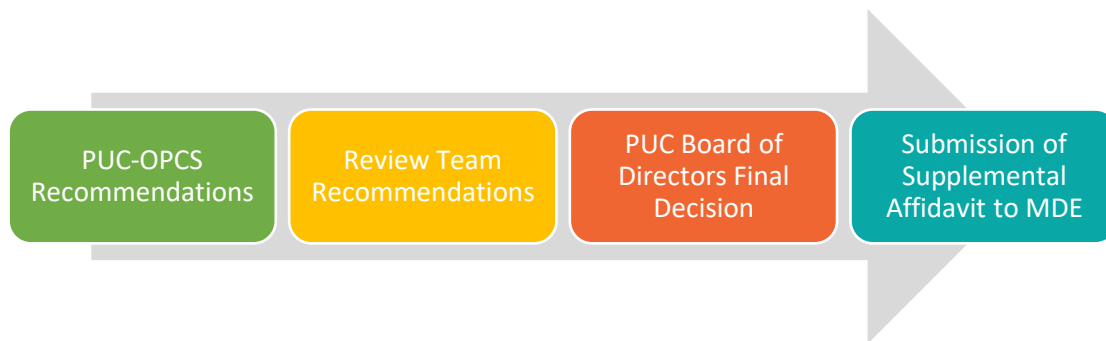
Appendix 17: Grade Expansion Application

Grade Expansion Application

Updated: September 2016

This application is for a grade expansion(s) request. Pillsbury United Communities (PUC) reserves the right to request additional information and/ or to address the school board with additional questions.

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 grade 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 grade 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 grade levels.

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 grade levels.
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 grade(s). Include a kindergarten readiness assessment if expanding to pre-kindergarten.
 - d) *Student Achievement*: What mechanisms will be taken to limit disruption to current grades served and current achievement levels? How will you know that new grade levels 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.) and the changes the school will make in the facility to accommodate additional classrooms or larger class sizes.
 - 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

Grade Expansion Application – Signature Page

Board Chair

Signature _____ Date _____

Printed _____

Charter School Leader

Signature _____ Date _____

Printed _____

Grade 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 grade 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.](#)