

# 2024-2025 Charter School Application (New Operator)



# Introduction

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The Louisiana State Board of Elementary and Secondary Education (BESE) is the administrative body for all Louisiana public elementary and secondary schools. BESE also performs certain administrative functions for the state’s nonpublic elementary and secondary schools. BESE adopts regulations and enacts policies governing the operations of the schools under its jurisdiction and exercises budgetary oversight of their educational programs and services.

Louisiana serves nearly 800,000 students within 164 Local Education Agencies (LEAs). The students of Louisiana are diverse and thus, shall be provided with school choice options that best fit their individual needs. The graphics below provide more detail on the student demographics.

DATA POINT	NUMBER
Local Education Agencies (LEAs)	164
Public and Nonpublic Schools	1,711
Public and Nonpublic Students	791,474
English Learners*	5%
Economically Disadvantaged*	72.5%
Students with Disabilities**	13.8%
Publicly-Funded Early Childhood Sites	1,443
Publicly-Funded Early Childhood Children	16,402

\* Public school students only.

\*\* Public school students as well as nonpublic school students served by an LEA but not enrolled in a Louisiana public school.

Data as of October 2023.

# Current Portfolio

The charter school law (La. R.S. 17:3971 et seq.) was enacted by the Louisiana Legislature to create a structure whereby city, parish, and other local public school boards and BESE can authorize the creation of innovative schools for students in Louisiana.

In Louisiana, the purposes of charter schools include providing opportunities for educators and others interested in educating pupils to form, operate, or be employed within a charter school, with each such school designed to accomplish one or more of the following objectives as cited in [Bulletin 126 - Charter Schools](#):

1. Improve pupil learning and, in general, the public school system;
2. Increase learning opportunities and access to quality education for pupils;
3. Increase educational opportunities for students in formerly failing schools;
4. Increase learning opportunity choices for parents and students;
5. Encourage the use of different and innovative teaching methods and a variety of governance, management, and administrative structures;
6. Require appropriate assessment and measurement of academic learning results;
7. Account better and more thoroughly for educational results;
8. Create new professional opportunities for teachers and other school employees, including the opportunity to be responsible for the learning program at the school site;
9. Provide competition within the public school system to stimulate continued improvement in all public schools; and/or
10. Expand the capacity of the public school system.

# Charter Types

There are six types of charter schools in Louisiana, outlined in the table below. The oversight for Type 1, 3, and 3B charter schools lies with the local district by which the schools are authorized, while the Louisiana Department of Education (LDOE) is directly responsible for the oversight of Type 2, 4, and 5 charter schools.

**BESE accepts applications for Type 2, Type 4, and Type 5 charter schools, and local charter authorizers accept applications for Type 1, Type 3, and Type 3b charter schools, each of which have specific pathways and requirements for submission:**

CHARTER TYPE	DEFINITION
Type 1	A new school operated as a result of and pursuant to a charter between the nonprofit corporation created to operate the school and a local school board.
Type 2	A new school or a preexisting public school converted and operated as the result of and pursuant to a charter between the nonprofit corporation created to operate and BESE.
Type 3	A preexisting public school converted and operated as the result of and pursuant to a charter between a nonprofit corporation and the local school board.
Type 3b	A former Type 5 charter school transferred from the Recovery School District (RSD) to the administration and management of the transferring local school system.
Type 4	A preexisting public school converted and operated or a new school operated as the result of and pursuant to a charter between a local school board and BESE.
Type 5	A preexisting public school transferred to the Recovery School District (RSD) as a school determined to be failing pursuant to state statute and operated as the result of and pursuant to a charter between a nonprofit corporation and BESE.

# Operator Tracks

An applicant shall choose to be considered as one of the two operator tracks, based upon the requirements set forth.

TRACK	REQUIREMENTS
<b>New Operator</b>	<ul style="list-style-type: none"> <li>Nonprofit organization whose primary members (founder and/or proposed school leader) do not have prior experience in leading or managing a public school; and</li> <li>Who do not intend to employ an educational service provider (ESP) with prior experience in leading or managing public schools.</li> </ul>
<b>Experienced Operator</b>	<ul style="list-style-type: none"> <li>Nonprofit organizations whose primary members (founder and/or proposed school leader) have prior experience in leading or managing a single public school; <b>and/or</b></li> <li>Nonprofit organizations which have operated more than one charter school; <b>and/or</b></li> <li>Nonprofit organizations which intend to employ an education service provider (ESP) which has operated more than one charter school.</li> </ul>

\*Experience leading or managing public schools is defined as one complete academic year.

# Application Submission Directions

All applicants must carefully read each of the sections and associated questions.

Charter applications must demonstrate all of the following formatting requirements:

- Include the completed LDOE Overview Template, saved as an Excel document using the following convention:
  - Non-Profit Name\_Proposed School Name\_Overview Template\_LDOE\_Date of Submission;

Typewritten in 11-point Arial or Times New Roman font;

- One-inch margins with a header showing the proposed charter school's name and a footer showing consecutive page numbers and date of submission to LDOE;
- Does not exceed a maximum of 65 single-sided pages (no double-sided pages), not including Executive Summary.
  - Attachments, or appendices and other supporting documents (200 page maximum);
- Questions are answered in the order in which they appear in the application;
- Create a cover sheet before each attachment within the application PDF;
- There shall be one .pdf application submitted including all labeled attachments, using the following conventions:
  - Non-Profit Name\_Proposed School Name\_Full Application\_LDOE\_Date of Submission;
- All background checks shall be submitted as a single .pdf using the following conventions:
  - Non-Profit Name\_Proposed School Name\_Background Checks\_LDOE\_Date of Submission;
- Upon submission, applications may be reviewed for incidences of plagiarism. It is the responsibility of the charter applicant to ensure proper citation and acknowledgement of any sources included within the application. Any charter application found to be plagiarized may be subject to disqualification. Charter school applicants found to be in violation of these requirements may be deemed ineligible for consideration of charter school approval.

\*Attachments and/or appendices should be included only if explicitly requested in the application question.

## Public Disclosure

All charter school proposals submitted to LDOE are considered public records, pursuant to the Louisiana Public Records Law, LSA-R.S. 44:1 et seq., and are subject to public release.

# Application Timelines

## 2024-2025 Annual RFA Timeline

Action	Date
LDOE releases common applications and toolboxes with application resources.	August 26, 2024
Local school authorizers release Charter Requests for Applications, Timeline, Process, and Point of Contact.	September 9, 2024
Local school boards submission deadline for the full application for Type 1 and Type 3 applicants.	October 25, 2024
Local school boards notify LDOE and state legislators of charter applications received within each district.	November 11, 2024
Local school boards deadline to consider Type 1 and Type 3 charter applications.	January 17, 2025
Local school boards notify LDOE of board recommendations.	January 31, 2025
LDOE application opens for Type 2, 4, and 5 applicants.	February 3, 2025
Letters of Intent due to LDOE.	February 10, 2025 (5p.m.)
Eligibility Determination Forms Due.	March 10, 2025 (5p.m.)
LDOE submission deadline for the full application for Types 2, 4, and 5 applicants.	March 31, 2025
Capacity Interviews for Type 2, 4, and 5 applicants conducted by 3rd party.	April/June, 2025
BESE considers the department's recommendation for approval or denial of Type 2, 4, and 5 charters.	August 19, 2025

## 2025-2026 Mid-Year RFA Timeline

Action	Date
LDOE application opens for Type 2, 4, and 5 applicants.	June 11, 2025
Letters of Intent due to LDOE.	July 11, 2025
Eligibility Determination Forms Due.	July 18, 2025
Application deadline to LDOE.	August 22, 2025
Capacity Interviews for Type 2, 4, and 5 applicants conducted by 3rd party.	Mid-October, 2025
BESE considers the department's recommendation for approval or denial of Type 2, 4, and 5 charters.	December 9, 2025

# Assurances Form

Please provide your assurances to the following items. Your responses serve as an attestation to fulfilling the following provisions if the application is approved.

If the answer to any item below is “No”, please submit a statement of explanation as an attachment.

ASSURANCES		YES	NO
1	The school and/or charter board is organized as a nonprofit corporation under Chapter 2 of Title 12 of the Louisiana Revised Statutes, Nonprofit Corporation Law.		
2	The school and/or governing organization is currently registered as a nonprofit corporation and is listed as in good standing with the Louisiana Secretary of State.		
3	The school is not affiliated with any religious organization and does not support nor engage in any religious activities.		
4	The school and/or governing organization does not have any liens, litigation history, and/or sanctions from any local, state, and/or federal regulatory agency against the nonprofit corporation.		
5	The school and/or governing organization does not have the same or substantially the same board of directors and/or officers as an existing private school.		
6	The school does not draw a substantial portion of the employees from an existing private school.		
7	The school does not receive a substantial portion of assets or property from an existing private school.		
8	The school is not located at the same site as an existing private school.		
9	The school will not create barriers of access to enrollment in accordance with <i>Brumfield v. Dodd</i> , 405 F. Supp. 528 (E.D. La. 1977).		
10	The school will provide free transportation to students as stipulated in the Charter Operating Agreement.		
11	The school charter includes provisions regarding the safety and security of the school.		
12	The school charter includes provisions regarding the inspection and operation of all fire prevention and safety equipment at the school.		
13	The school charter includes a plan for collecting data in accordance with R.S. 17:3911.		
14	The school charter includes personnel policies and employment practices applicable to the school's officers and employees.		
15	The school charter includes provisions regarding liability issues.		
16	The school charter includes employee grievance processes and policies.		
17	(Beginning August 1, 2024) Each president of a BESE authorized charter board shall participate in at least one hour of board governance, special education, and financial management training within one year of assuming the role.		
18	(Beginning June 1, 2025) Each new member of the board of directors of a BESE authorized		

	charter operator shall participate in at least one hour of board governance, special education, and financial management training within one year of appointment to the board.		
19	The charter school will ensure fiscal responsibilities per R.S. 17:3981.		
20	Charter schools will follow applicable state laws regarding the completion of approved numeracy skills per LAC28:CV.511, R.S. 17:24.13.		
21	Charter schools will follow applicable state laws regarding the display of the national motto per R.S. 17:262.		

## Certification

I certify that I have the authority to submit this application and that all information contained herein is complete and accurate, realizing that any misrepresentation could result in disqualification from the application process or revocations after award.

Name of Board Chair, Charter Governing Board:	
Signature of Board Chair: X	Date:



# Charter Request for Applications 2024-2025 New Operator Application

## Executive Summary

The executive summary shall not be longer than two pages and will not be included in the total page count.

1. **Mission and Vision.** State the mission and vision of the proposed school. The mission is a statement of the fundamental purpose of the school, describing why it exists. The vision statement outlines how the school will operate and what it will achieve in the long term. The mission and vision statement provides the foundation for the entire proposal. The mission and vision statement, taken together, should:
  - a. Identify the students and community to be served;
  - b. Illustrate what success will look like; and
  - c. Align with the purposes of the state charter school law admission requirements (Louisiana R.S. 17:3991).
2. **Anticipated Student Population and Educational Need.**
  - a. Describe the community in which the school will be located (including proposed physical address, if known, and jurisdiction) and anticipated student population the school seeks to serve.
  - b. Based on your outreach, research, and understanding of the community and students you seek to serve, what are the main challenges to the success of the students in the community you seek to serve? What does your proposed school intend to do to address these challenges?
3. **Education Plan.** Provide an overview of the education program of the proposed school, including major instructional methods.
  - a. Specify the grade levels to be served each year for the full term of the contract.
  - b. Provide the minimum budgeted and maximum enrollment per grade level per year for the term of the contract.
  - c. Summarize what the proposed school would do more effectively than the schools that are now serving the targeted population.
  - d. If virtual, please see the addendum for additional questions.
4. **Impact.** Explain how the proposed program will positively impact student outcomes fulfilling one or more of the purposes specified in charter school law and Bulletin 126.
5. Applicant groups that have submitted charter applications to the LDOE previously, list the dates of previous submissions.
  - a. Explain how you have taken the feedback from previous evaluations to reflect and revise the application.
  - b. Address the deficiencies identified in the most recent evaluation and describe the changes made.
  - c. Describe any changes to board leadership or school leadership since the most recent application.

# Educational Program and Capacity

## School Establishment

6. Provide a clear and concise overview of the community you seek to serve, highlighting elements critical to success in serving the intended population.
  - a. Provide the applicant's rationale for selecting the community;
  - b. Performance of local schools in the community that serve a similar student population;
  - c. How the proposed school would serve the community you seek to serve more effectively than the schools that are now serving the intended community; and
  - d. Explanations of any partnerships or contractual relationships central to the school's operations or mission.
7. Provide an overview of the student population you anticipate serving based on the local demographics in the proposed school, which includes:
  - a. Racial and socioeconomic demographics;
  - b. Percentage of special education students;
  - c. Percentage of English Learners; and
  - d. Percentage of homeless students.
8. Provide a narrative description of the way in which stakeholders in the intended community were engaged regarding the proposed charter school, the depth of support from community stakeholders, as well as any opposition to the school.
  - a. Description of the stakeholders engaged.
  - b. Strategies used to solicit community input regarding the educational and programmatic needs of students and the plan to meet those needs.

**Appendix 1:** Submit documents that provide evidence of community support (e.g. letters of support from community stakeholders, emails with evidence of support, engagement sign-in sheets, and/or survey results. Please refrain from submitting signed petitions. Include a cover sheet with a table that identifies each document included with the evidence for this request, its page number, and a brief description of the document.

## Academic Plan

9. Provide a clear and concise overview of the proposed school model, highlighting the key design elements of the school model critical to its success in serving the intended student population, including:
  - a. The key design elements that reflect the school's mission and vision.
  - b. A clear rationale for the school model and key design elements, citing research and evidence of success for improving academic achievement with similar student populations, or for innovative or untested models, a strong rationale for the likelihood of success.
10. In Louisiana, charter schools are able to select their own curriculum and purchase instructional materials that are best for their students.
  - a. Provide evidence that the selected curriculum meets Louisiana grade progression and ultimately graduation requirements and sets students up to master Louisiana state standards.
  - b. Provide evidence that the selected curriculum aligns to quality indicators of the instructional materials review rubrics.
  - c. If applicable: Provide a narrative description of the materials that will be used to teach other content that is critical to the mission/vision of the school if the school has a specific academic focus (Ex. STEM).

11. Provide a detailed hybrid learning plan that includes the following:
  - a. Circumstances under which this plan would be implemented;
  - b. A plan to acquire and disseminate technology to students;
  - c. A plan to track and monitor attendance in a virtual setting;
  - d. Identification of the Learning Management System (LMS) to be employed;
  - e. A plan to provide training and technical support on the LMS to staff, families, and students; and
  - f. A plan to communicate with staff, families, and students virtually.

## Academic Goals

12. List and provide a detailed description of the charter school's measurable academic goals aligned to LEAP 2025, ACT, and graduation rate (as applicable) reflecting where the school envisions itself academically for each of the first five years of operation taking into consideration the proposed student population, including:
  - a. How the proposed school will establish baseline data;
  - b. A plan for collecting data in accordance with R.S. 17:3911;
  - c. A plan to establish student performance goals; and
  - d. Core components of professional development and how these components will support effective implementation of the educational program.

## Assessments

13. Describe the primary diagnostic, formative, and summative assessments the school will use to evaluate student knowledge and skills. This response should:
  - a. Describe each assessment's purpose, design, format, and rationale for its selection;
  - b. If adopting or developing additional academic standards beyond state and authorizer standards, explain the types of standards (content area), the development process, and how these additional standards exceed the state and authorizer standards;
  - c. Provide exit standards that clearly set forth what students will know and be able to do.
  - d. Describe how the school will collect and analyze assessment results; and
  - e. Describe how instructional leaders and teachers will use the assessment data to inform programmatic and instructional planning decisions and adjust instruction, curricula, and professional development.

## Diverse Learners and Student Supports

14. Discuss the school's plans for identifying and successfully serving students with disabilities (SWDs), English language learners (ELs), students who are academically behind, and students who are academically advanced in order to comply with applicable laws and regulations.

## Behavior Management

15. Describe approach to student discipline, behavior intervention, and classroom management. Highlight key policies, systems, and structure related to these areas, including:
  - a. Describe how the school will communicate its approach and related policies to students and families;
  - b. Explain interventions and consequences the school will use as alternatives to exclusionary discipline;
  - c. Explain disciplinary policies and procedures for all students, including students with exceptionalities, that incorporate research-based discipline practices, in accordance with R.S. 17:252;
  - d. The system the school will use to monitor the suspension and expulsion and the approach that will be taken if data suggests disproportionate or over-identification of any sub group; and
  - e. The supervision plan for the alternate setting of suspended/expelled students.

**Appendix 2:** Provide a draft School Model Master Plan (in accordance with R.S. 17:252).

## Parent and Community Engagement

16. How will the school engage parents/guardians and the community once it's open, including:
  - a. How the school will build strong family-school partnerships to engage parents/guardians throughout the life of the charter and
  - b. Formalized mechanisms to ensure parents/guardians and the community are involved in decision making and have opportunities to provide regular feedback to the school leader and charter board.

**Appendix 3:** Provide a draft Grievance Policy.

# Organizational Plan and Capacity

## Staffing

17. Provide a clear description of the roles and responsibilities for the governing board, school's leadership, management team, and any other entities. If the charter board intends to contract or partner with an entity for management or educational service provider (ESP), complete the ESP addendum.
18. Provide a narrative explaining the organization's lines of reporting and accountability, the rationale of how this structure supports the proposed school model, and the roles of any contracted management or partner organizations.
19. Provide the teacher-student ratio, as well as the ratio of total adults to students for the school.
20. Outline the school's procedures for hiring and dismissing school personnel, including conducting criminal background checks.
21. Explain how the school intends to handle teacher changes /turnover.

## School Leadership Team Capacity

All responses in this section must speak specifically to the proposed school leadership team that includes instructional, operational, and financial leadership. Specifically, this should be the senior most individuals of the team in each of these areas. For new operators, a school leader must be identified. If other senior leadership roles have not yet been filled, provide a copy of the job description outlining the role and required experience.

**Appendix 4:** Provide the resume for every member of the proposed school leadership team. Provide a table for each member that includes their name, proposed role, expertise, and bullet-point rationale. Please note all information provided in the resume are subject to the Louisiana Public Records law.

## Charter Board Governance

22. Provide the board member roster including each person's role, a brief description of major responsibilities, and their expertise area (academics, finances, legal issues, management and operations, and/or community relations).

**Appendix 5:** Provide the resume for every member of the charter board. Please note all information provided in the resume are subject to the Louisiana Public Records law.

23. Identify any existing relationships that could pose actual or perceived conflicts if the application is approved. Discuss specific steps that the board will take to avoid any actual conflicts and to mitigate perceived conflicts, in accordance with the Louisiana Board of Ethics' Ethics Code. If partnering with an ESP, specify how the board will identify any perceived conflicts of interest between the board and the proposed ESP or affiliated business entity and the steps that the board will take to mitigate the perceived conflict. Disclose and explain any existing or perceived conflicts of interest between the board and the proposed ESP or affiliated business entity.
24. Describe the process to effectively demonstrate that board members understand that a charter board is a governing board. Name the safeguards that will be in place to prevent the charter board from being too involved in the day-to-day management operations. Describe the governance structure and duties of the charter board. Describe any committees, advisory bodies, or councils and their roles and responsibilities. Explain how the proposed structure will ensure accessibility to staff, community, and families.
25. List and provide a detailed description of the charter school's measurable organizational and financial goals for each of the first five years of operation.

26. Explain how the board will monitor the academic, organizational and financial goals stated within the application, including actions that will be employed if the school is trending toward not meeting goals.
27. Provide an explanation of how the board will evaluate the school leader/CEO, monitor progress toward renewal standards, and actions that will be employed if the school is trending towards not meeting renewal standards, including:
  - a. The information the board will collect;
  - b. The specific measures and metrics to be used; and
  - c. The timeline and frequency of evaluation.
28. Describe the management and accounting practices to be employed for financial planning, accounting, purchasing, and payroll that the school and board will utilize. Explain how these plans will sustain the financial health of the organization and ensure legal compliance with any requirements (including audits) and restrictions for the use of public funds, including:
  - a. Identifying how the board will monitor the school's financial position and
  - b. Describing what financial controls the organization will have in place at the central and school level to ensure long term financial viability.
29. Describe the plan for the training and development of new members and continuing members.
30. Specify how frequently the board plans to meet. Describe the procedures that will be in place to ensure compliance with the Open Meetings Laws and Open Records Act.

**Appendix 6:** Provide a draft of the proposed charter board's governing bylaws.

# Financial Plan and Capacity

## Operational Management and Leadership

31. Describe the applicant team's individual and collective qualifications for implementing the Operations Plan successfully, including capacity in the areas of: staffing, professional development, performance management, general operations, and facilities management.
32. Describe how the school will manage its non-academic services once it opens and who will be responsible for overseeing which operational aspects of the school, including transportation, food services, facilities, purchasing processes, student records and school safety. State specifically how transportation will be designed to meet the needs of the special population subgroup (economically disadvantaged students and students with disabilities). You may use a table if applicable.

## Student Enrollment and Recruitment

33. Explain the plan for student recruitment and marketing that will provide equal access to interested students and families. Specifically, outreach for families in poverty; academically low-achieving students; students with disabilities; and other youth at risk of academic failure.

## Financial Plan

34. Provide a detailed explanation for all revenue sources outside of state and federal funds such as philanthropy, student fees, grants, etc., and specify what is committed or anticipated revenue.
35. Provide a narrative describing a contingency plan in the event that the actual revenues are lower or expenses are higher than anticipated in the financial model.
36. Do you plan to use a financial manager or back office service provider? If the entity that will provide your financial services has been chosen, provide the name and a description of services. If it is an individual financial manager, provide the resume as **Appendix 7**. Please note all information provided in the resume are subject to the Louisiana Public Records law.
37. Explain the process the school will use to develop its annual budget including:
  - a. Who will be involved;
  - b. How needs will be identified and weighed.
  - c. For virtual, include the process for recruiting and hiring virtual staff and serving students who require in-person intervention and related services.

**Appendix 8:** Provide a list of the types of insurance coverage the school will secure, a brief description of each, and describe the levels of coverage. Types of insurance should include worker's compensation, liability, property, indemnity, directors and officers, automobile, and other. Include provisions regarding the inspection and operation of all fire prevention and safety equipment at the school.

## High School Addendum (If Applicable)

For applicants proposing high school grades, the following questions must be completed. The high school addendum must not exceed 5 pages (excluding appendices).

1. In addition to core content offerings and graduation requirements, are there other classes or courses the proposed school will offer? If so, explain how these offerings align with the proposed school model and mission and how they will benefit the intended student population.
2. What diploma pathways, Jump Start 2.0 pathways, early access to college credit will the proposed school offer? Additionally:
  - a. Describe the plan to ensure that all students can meet the requirements of the given college and/or career preparatory program in four years or less (five for Transitional 9th-grade students);
  - b. Describe the reasoning for choosing the college and/or career preparatory program or curricula for your proposed school, including resulting post-secondary opportunities available to participating students, internships, additional teacher training/certification requirements, and the degree to which the chosen program will realistically result in post-secondary readiness and success;
  - c. Provide a description of the process by which students will select their desired diploma pathway;
  - d. What supports will be offered to students in their selection process; and
  - e. Methods by which the school will guarantee equity of access for all students.

**Appendix 9:** Provide an outline of course offerings by diploma type(s) offered at the proposed school by grade level for the first five years of operation.

3. Identify the Advanced Placement course offerings, International Baccalaureate, Dual Enrollment, ACT preparation, and Career and Technical Education courses you will offer to students, as well as a rationale for choosing these programs/curricula.

**Appendix 10:** Using a table, identify the Advanced Placement course offerings, International Bachelorette, Dual Enrollment, ACT preparation, and Career and Technical Education courses you will offer to students by grade level during the first five years of operation.

4. What Industry-Based Certificate assessments will be offered to students on a Jump Start 2.0 pathway and provide rationale for these selections. Additionally:
  - a. Describe the reasoning for those selections including the alignment to in-demand occupations;
  - b. How those selections will result in career opportunities for the proposed student population;
  - c. The use of community resources (if applicable); and
  - d. How the budget will support the additional training and/or certifications needed.
5. Describe how students will have access to [Internships, Cooperative Education, or Fast Forward Registered Apprenticeship On the Job Training](#).
6. Explain what systems and structures the school will implement for students at risk of dropping out.

## Corporate Partnerships Addendum (If Applicable)

For all applicants proposing a corporate partnership, the following must be completed. The page limit for the Corporate Partnerships Addendum is 3 pages (excluding appendices).

**Appendix 11:** Describe any proposed corporate partnerships, as specified in La. Bulletin 126, Ch. 39. Provide a Letter of Intent of the intended partner organization.



## Educational Services Provider Addendum (If Applicable)

For all applicants intending to contract with an Educational Service Provider (ESP), the following must be completed. The page limit for the Educational Services Provider (ESP) Addendum is 5 pages (excluding appendices).

1. Provide rationale for consideration of an ESP not already partnered with the non-profit organization, including:
  - a. List of all companies/organizations considered;
  - b. Evaluation of all companies/organizations considered;
  - c. Rationale for selected provider; and
  - d. Provide evidence of the service provider's success in serving the intended student population, including demonstrated academic achievement, fiscal responsibility, and organizational effectiveness.
2. Clearly specify the decisions and services the organization or provider will be responsible for. Disclose any existing or potential conflicts of interest between the charter board, the proposed service providers, or any affiliated business entities.
3. Provide a detailed plan outlining the mechanisms by which the charter board will oversee and hold the ESP accountable to the agreed upon terms. Explain the conditions under which the contractual relationship may be terminated.
4. Describe the ESP (if applicable) history, including:
  - a. List any current or past litigation, including arbitration proceedings, that has involved the organization;
  - b. Discuss the outcomes and/or any demands identified as part of the arbitration or litigation;
  - c. Cite any instances in which the organization's schools have had their contract terminated, voluntarily closed, or have not been renewed by their authorizer;
  - d. Describe all instances in which the ESP has exited a contract or partnership with a school, including instances where a school has terminated its agreement with the ESP;
  - e. Please explain the circumstances surrounding these incidents. Discuss any non-openings that the organization has experienced (i.e., a school received approval but did not successfully open); and
  - f. Describe the circumstances surrounding these incidents.

**Note:** Based on the severity of issues, deficiencies or litigation, additional information may be requested and reviewed as part of this application and included in the school's final evaluation. Failure to disclose requested information shall result in immediate disqualification from the application process.

**Appendix 12:** Provide an independent audit of the ESP. An acceptable submission includes the full ESP independent audit or an independent audit focused only on the charter operations of the ESP. To ensure page limits are adhered to, submit material findings within the application; send the full ESP independent audit separately to [charters@la.gov](mailto:charters@la.gov) by admission deadline.

**Appendix 13:** Provide the draft ESP MOU or Contract.

## Virtual Operator Addendum (If Applicable)

1. Identify the Learning Management System (LMS) that will be used.
2. Provide a detailed plan that includes the following:
  - a. A plan to acquire and disseminate technology to students;
  - b. A plan to ensure internet safety and filtering practices;
  - c. A plan to ensure that the loss of instructional time will be minimized in the event of unforeseen technical difficulties;
  - d. A plan to provide training and technical support on the LMS to families, and students;
  - e. A staff/teacher acceptable use policy for technology that complies with R.S. 17:3996(21); and
  - f. A school electronic communication policy that complies with the federal Child Internet Protection Act and R.S. 17:100.7, including information on school Internet safety and filtering practices and policies.
3. Describe the process of how the proposed school will ensure the following, given the various locations of families:
  - a. How training and support would be provided consistently;
  - b. A plan for providing orientations to enrolled students, their parents, and their instructional coaches on the course delivery model prior to the beginning of the class;
  - c. A plan outlining the nature, frequency, and location of all required and optional in-person meetings and interactions between parents and school faculty, including but not limited to parent/teacher conferences, open houses, and school community meetings; and
  - d. A plan for complying with Title 28, Chapter 11, §1119, Health Screening as part of enrollment and the ongoing functioning of the school.
4. Explain the process to track and monitor attendance in a virtual setting, including systems and practices set forth to monitor student engagement, daily attendance, and truancy. Include a plan for verifying student participation and performance, including specific intervention procedures when students are not participating as required.
5. Explain the plan for administering state assessments that meets the requirements in Bulletin 118 §317.
6. Describe plans to recruit, retain, and train a diversified school leadership and staff to serve within a virtual setting, including:
  - a. The process and timeline to recruit and hire a diversified staff, including how the statewide staffing model will impact hiring (if applicable);
  - b. Specific strategies for recruiting and training EL-certified, special education and related services, and other high need teacher specialties;
  - c. A process on how the school will service those students requiring related services;
  - d. A plan for providing professional development appropriate to the delivery method used and the acceptable use and electronic communication policies; and
  - e. A plan for providing adequate, timely, and appropriate technical support to students, teachers, facilitators, and instructional coaches.
7. Describe the efforts to date to secure a facility for the school to serve “struggling students” that require in-person instruction, including:
  - a. If the applicants have identified a facility, provide a description of the facility and how it meets the school's needs including its location, whether it is new construction, part of an existing public or private school building, or must be renovated for use;

- b. If the applicants have not identified a facility, explain the plans for securing a suitable facility and preparing it for use by the time the school would open (including assurance that it meets specifications). Also, explain any contingency planning including the associated costs;
  - c. A statement of the procedures to be followed and disposition of facilities and equipment should the charter be terminated or not renewed; and
  - d. A plan to provide at least 20% of instruction to struggling students in-person.
8. Describe how the school will meet the transportation needs of its students requiring in-person instruction.
9. Provide a summary of data protection and recovery procedures in the event of a catastrophic system failure.
10. Provide a description of the policy regarding cyber breaks and/or leaks, including provisions to limit the dissemination of any personal or identifying information collected in conjunction with reporting requirements and notification after an incident is identified.