

Forming a Charter School: Suggested Steps

1. Incorporate under Idaho's Non-Profit Corporation Act
2. Elect a board of directors
3. Begin informal dialogue with local school district
4. Begin process of locating a facility
5. Arrange for liability/property loss insurance
6. Gather petition signatures
7. Develop charter petition

REQUIRED BY LAW:

Educational Program:

- Thoroughness Standards
- Measurable student standards
- How to measure student progress toward standards
- Provision for statewide testing

Governance:

- Person or entity legally accountable for school operation
- Process to ensure parental involvement

Staffing:

- Instructional staff – state certificated
- Administrator state certificated to receive state salary apportionment
- Provision ensuring PERSI, FICA, unemployment insurance, workman's compensation
- Transfer right of teachers
- Separate unit for collective bargaining

Admission/enrollment Procedures:

- Admission - open to all students
- Provision for over-enrollment- lottery

Annual Audit:

- Arrangement for fiscal audit
- Arrangement for programmatic audit

Resolving Disputes:

- Procedure for dispute resolution between charter school and granting entity

Special Education:

- Manner in which served (see requirements of IDEA)
- Manner in which GT students will be served

Discipline Procedure

- Procedures for discipline, including suspension, expulsion, reenrollment

OTHER CONSIDERATIONS:

- Philosophy and mission statement
 - Method used for accreditation
 - Manner in which Title I students will be served
 - Manner in which Migrant Education will be addressed
 - Child nutrition needs
 - Transportation plan
8. Arrange to be on the agenda of local board of trustees
 9. If petition is approved forward with state cover form to Idaho State Board of Education and to State Department of Education.
 10. If school petition is not approved by the local board of trustees, submit to the Idaho Public Charter School Commission
 11. If school petition is not approved by the Idaho Public Charter School Commission, begin the appeal process.