

Replication Application

For an anticipated start date of Fall 2021

The mission of the Charter Institute at Erskine is to empower families and local communities through the establishment and competent operation of high-quality charter schools throughout South Carolina.

www.erskinecharters.org



TIMELINE Fall 2020 Cycle

•**July 15:** Institute releases application for schools seeking to replicate in Fall 2021.

•**August 15:** A Letter of Intent to apply for replication must be submitted to the Institute. This may be found on the website at: <https://erskinecharters.org/start-a-new-school/>

•**September TBD:** Technical assistance workshop provided to interested applicants.

•**October 30:** The replication application is due to the Institute.

•**November TBD:** Interviews are held with the Institute Review Team.

December 9: The application hearing occurs, and the Institute Board acts upon the replication application.

Note: All approved schools must satisfy pre-opening conditions in order to open in Fall 2021.



Replication Overview

THIS APPLICATION CONTAINS INFORMATION ON THE CONSIDERATIONS, TIMELINE, PROCESS, AND CRITERIA THAT WILL BE USED TO DETERMINE THE READINESS OF APPLICANTS SEEKING TO REPLICATE A CURRENTLY OPERATING CHARTER SCHOOL.

School or Model Replication? Replication Readiness

The fundamental difference between an application to replicate a school versus replication of a model or program is the origin of the development.

A school replication builds out of the successes and capacity of the existing or flagship school leadership. With this in mind, many of the application components are meant to draw out information about the performance and effectiveness of the existing school, as well as the capacity of school leadership to broaden the scope and/or reach of the school without adversely impacting the original school(s).

A model replication is usually driven by a planning committee that is independent of existing school structures and frameworks, but recognizes the effectiveness of a particular model, method, or program, and is seeking to replicate that within their own governance and operational structures. As such, the application used is a new school application, but relies upon the data and success of the model being replicated to substantiate the proposed educational program.

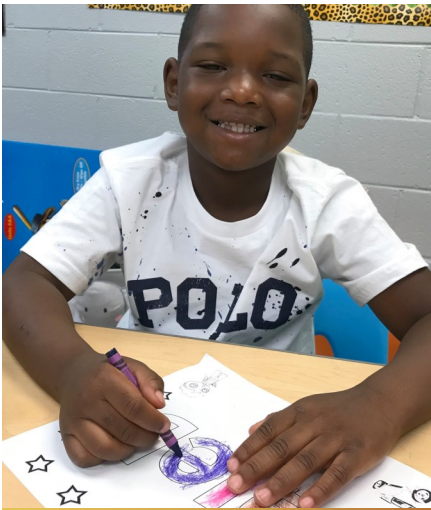
The content of this application is specific only to school replication. If you are interested in model replication, or you are unsure which pathway works for your design, please reach out to the Institute at authorization@erskinecharters.org for guidance.

In alignment with national best practice, readiness for replication is defined by the following elements:

- A clear and compelling mission;
- A strong educational program with demonstrated effectiveness;
- Evidence of community demand for expanding the existing option;
- A solid business and financial plan;
- Effective governance and management structures and systems;
- Founding team members demonstrating diverse and necessary capabilities;
- Clear evidence of the applicant's capacity to execute its plan successfully.

Typically, assessing this level of readiness requires multiple years of operation of a school. The Institute recommends that schools considering replication have at least 3 years of academic, operational, and financial data to assess in order to make that determination. Schools exploring replication should certainly refer to the content of the application as a point of reference for self-assessing readiness.

The Institute is always available to provide guidance and support to currently operating schools that are considering any level of charter development.



Application Content

The following items will comprise the four essential components of your replication application.

Formatting Guidance

Please provide two copies of your replication application to the Institute—one hard copy sent via certified mail and another electronic version. You may mail your paper application to 1201 Main Street, Suite 300 Columbia, SC 29201. Your electronic copy can be emailed to authorization@erskinecharters.org. Please be consistent with your font, ensure at least 1/2-inch margins are used, and provide labels for all tables and graphs. Please include the application component (numbers 1-4) and subcomponent (letters A-H, for example) in your narrative.

The primary method of evaluation for a school seeking to replicate with the Institute is the assessment of the existing academic, operational, and financial performance of the flagship school or existing schools. At the foundation of this evaluation is the Institute's Student Success Profile (SSP). This system of annual review and reporting was developed in conjunction with Institute partners and portfolio schools to identify the measures that are the strongest predictors of charter school success and viability. Information on the SSP can be found here:

<https://erskinecharters.org/wp-content/uploads/2019/09/Student-Success-Profile-Guide.pdf>

Much of this information can be pulled from public record, but you'll note that several of the items requested in the remaining sections of this application are aimed at obtaining information on the current levels of performance of the school(s).

Additionally, as a replication, much of the founding elements of your charter—spanning programming and operations—likely mirrors your existing charter(s). For that fact, you'll also see that your application will primarily focus on your current performance and identifying distinctions in your plan for replication that differ from the currently operating school(s). In areas of charter development that you do not plan to alter (i.e. there are no changes), simply note that in the relevant sections of your replication application, and cite the page(s) of the provided charter that are being replicated.

1. Evidence of Need, Demand, and Community Support

- A. A description of your target student population. This should address size, grades, composition, and academic needs.
- B. Provide evidence that an adequate number of parents or guardians with students eligible to attend the proposed school pursuant to S.C. Code Ann. 59-40-50 support the formation of the charter school and justify the projected per pupil allocation in the application budget. You must include a table indicating interest documented by grade level or non-graded education groupings for the first year of operation.
- C. Explain the plan for student recruitment and marketing that will provide equal access to interested students and families. Include specifics such as the types of marketing that will be used, partners who will be engaged, and the number of families who will be reached. Describe how the plan will reach a diverse group of families.
- D. Discuss the type(s) of outreach that has been conducted thus far to make the student population and their families aware of the proposed charter school and the outcomes of this outreach.
- E. Provide information on community members, parents, and leaders who publicly support the replication and their role in the development or planning.
- F. Discuss specifically what has been done to assess and build parent and community demand for the additional school(s).
- G. Explain the plan to engage parents and the community in the life of the school (above and beyond governance opportunities).
- H. Describe any partnerships the school will have with community organizations, businesses, or other educational institutions. Specify the nature, purpose, terms, and scope of services, including any fee-based or in-kind commitments from these partners.

2. Educational Model and Serving Special Populations

- A. A description of the current trends and key findings in the academic performance of the school. This should address measures of academic achievement, student and school growth, measures of postsecondary and workforce readiness, indicators of early literacy, as well as measures of student engagement such as discipline, attendance, and satisfaction. This should identify any performance challenges or gaps, and how they were addressed.
- B. A description of any features in school curriculum, instruction, professional development, and educational structure that are distinct or differ from both the current school(s) being replicated and the area/comparable schools which students might otherwise attend.
- C. A description of any plans for serving special populations that are distinct from the current school(s). These should address serving students with an IEP or 504 plan, students who may be gifted or talented, students who may be English Learners, and students who may have social-emotional or other health needs. This should span plans for staffing, identification, testing and progress monitoring, as well as transition.
- D. A description of any plans for assessment or progress monitoring that are distinct from the current school(s). These should address diagnostic, formative, and summative assessments, processes for data-driven decision-making, and identified resources (technology, personnel, staff development).
- E. Outline goals that will provide evidence that the school is advancing its mission and meeting the purpose of S.C. Code Ann 59-40-20. Goals should be specific, measurable, attainable, realistic of the school's mission, and time-bound.

If you have any questions, please contact Kristen Stolpa, Chief of Authorization via email at authorization@erskinecharters.org

Educational Model (Continued)

- F. Virtual charter schools only: A description of how the replication school will satisfy the requirement defined in Section IV(E)(1) of SC SBE Regulation 43-601 that requires 25% of virtual instruction in core content areas will be real-time.
- G. Schools operating under another sponsor: Academic data must be supplied in the format of access to raw files or reports printed directly from the testing or state platform. This should include state assessment files and interim testing files (such as NWEA MAP).

3. Organizational Plan and Operations

- A. A description of the existing school's management structure and how that will change with the addition of the new school. This should specify key members of the current school leading and/or supporting the replication, outline their roles, powers, and duties, and describe the plan for transition from planning through opening.
- B. A description of any features in governance philosophy, structure, processes for board recruitment, appointment, election, or training that are distinct from the current school(s).
- C. A copy of the proposed organizational chart for the current and replication school(s), and a description of how the chart fulfills the needs of the school and plans for future growth.
- D. A description of staffing and/or services that the schools will share. This should clarify cost structuring, reporting, accountability, and employee practices across entities.
- E. A plan for allocating sufficient resources towards a successful replication without disadvantaging the existing school(s).
- F. A copy of the bylaws, the Articles of Incorporation, and the signed Certificate of Incorporation.
- G. A copy of the current charter and contract, including amendments, for the school(s) being replicated.

Organizational Plan and Operations (Continued)

- H. A copy of any sponsor, state, or external performance reviews of the school(s) for the past 3 years, including information on any citations for noncompliance, breach of contract, nonrenewal or revocation.
- I. A copy of your board policy manual, the most recent school leader evaluation, the most recent evaluation of the school's management company (if applicable), and a copy of the most recent strategic plan.

4. Business Plan

- A. A five-year detailed budget.
- B. A detailed description of budget assumptions that specifies the financial needs of starting a new school and does not adversely affect students at the current school(s).
- C. A description of any financial procedures, policies, staffing, structures, or reporting procedures that are distinct from the current school(s).
- D. A description of any plans related to retirement, transportation, or food services that are distinct from the current school(s).
- E. Discuss the process the school will follow to contract with a certified public accountant to conduct an annual, independent financial audit.
- F. Discuss the school's contingency plans for cash flow challenges, a budget shortfall, or lower than expected student enrollment.
- G. Present your facility needs assessment including number of classrooms, bathrooms, and other specified rooms or space needed to implement the proposed program.
- H. Identify prospective facilities and describe how they meet the identified needs. This should include address, location, and proposed lease or purchase agreement (if applicable).
- I. The plan and timeline for identifying, selecting, negotiating and renovating (or constructing) the facility. This should address contingency plans.



Addenda

Additional Information

If your school utilizes or plans to contract with a management organization, charter support organization, or other vendor(s) to provide a significant proportion of the educational program or manage school operations, please complete the EMO/CMO Narrative Requirements of the SCDE New School Application that are also relevant to replication. This can be found at the following link:

<https://ed.sc.gov/districts-schools/school-choice/charter-schools-program/charter-school-application-information/>

In addition to the narrative, the application should also include a copy of the proposed management agreement or contract that includes:

- A detailed scope of services;
- The compensation structure and payment schedule, including all fees, bonuses, loans, investments, expenses, and other financial arrangements;
- The relationship and reporting structure between the Board, the School administration and staff, and the management organization;
- The roles between the School and management organization related to employee selection, hiring, evaluation, and termination;
- The process and measures used to evaluate the management organization;
- The conditions for intervention or termination.



At the Charter Institute at Erskine, we believe schools deserve top quality support for students, families, and professional staff. We are committed to providing the support and opportunities for individual students and schools to achieve their full potential.

Want to learn more?
Call (803) 722-3841
to connect with the Institute

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