

# 2021 CHARTER INSTITUTE AT ERSKINE

## REPLICATION APPLICATION

*For charter schools planning to replicate and open for the 2022–23 school year*

Letter of Intent Due: June 1, 2021

Deadline for Receipt of Applications: July 6, 2021 5:00PM EST

Board Decision: August/Sept. TBD

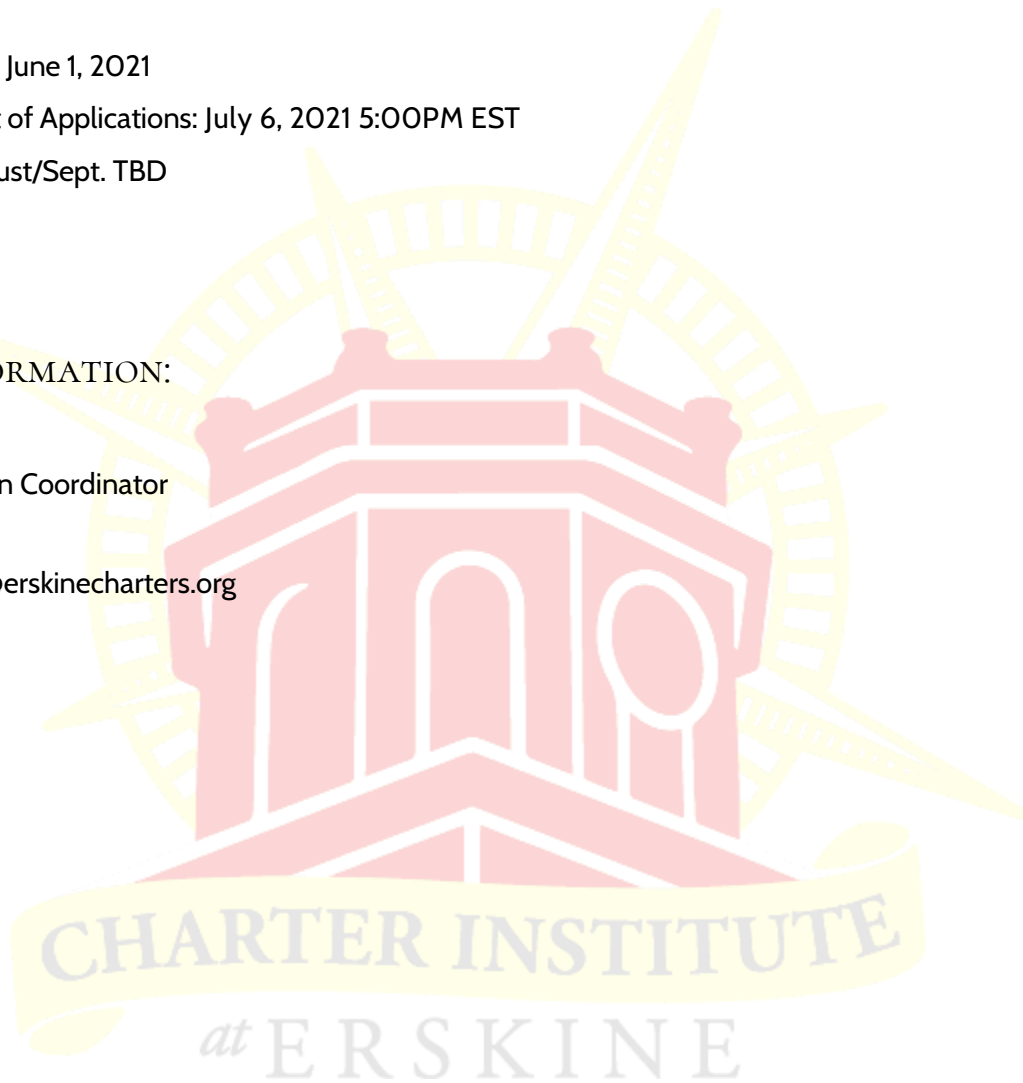
### CONTACT INFORMATION:

Kirby Jerry

Charter Authorization Coordinator

803.849.2328

[authorizationcoord@erskinecharters.org](mailto:authorizationcoord@erskinecharters.org)



*Disclaimer: The applicant is to model the structure of this document when developing responses and submit the final application in PDF format.*

Name of Original School/Model to be Replicated

Name of Proposed Replication School

Mailing Address (if known)

City

State

Zip

Name of Applicant Group

Point of Contact

Name

\*Position

Address

City

State

Zip


Cell

Email

Grade Level(s) Opening Year

Grade Levels at Full Matriculation

*\*The planning committee chairperson is the designated point of contact for the application.*



CHARTER INSTITUTE  
*at* ERSKINE

## PART I

Executive Summary (no more than 2 pages, single-spaced)

## PART II

### *1. EVIDENCE OF NEED AND COMMUNITY SUPPORT*

- A. A description of your target 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 specifically what has been done to assess and build parent and community demand for the replication school(s).

### APPENDICES

- a. Evidence Local Delegate Notification
- b. Evidence of Support

### *2. EDUCATIONAL MODEL AND SERVING SPECIAL POPULATIONS*

- A. A description of the current trends and key findings in the academic performance of the original 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. IF any features in school curriculum, instruction, professional development, and educational structure of the replication school are distinct or differ from the existing school and the area/comparable schools which students might otherwise attend, describe them here\*\*.
- C. IF the plans for serving special populations of the replication school are distinct from the existing school, describe them here. This includes 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; address plans for staffing, identification, testing and progress monitoring, as well as transition\*\*.
- D. IF the plans for assessment or progress monitoring of the replication school are distinct from the existing school, describe them here. 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 replication 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 (SMART).
- 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.

## APPENDICES

- c. Documentation of Existing School's Academic Performance for past 3-years
- d. [School Calendar](#) and Daily Schedule
- e. Supporting Documents for Educational Plan
- f. List of Teaching Positions
- g. Virtual School List of Courses (if applicable)

### 3. *ORGANIZATIONAL PLAN AND OPERATIONS*

Planning Committee Composition (check one): Existing School Board  New Planning Committee

- A. IF the existing school's management structure will change with the addition of the new school, describe it here\*\*. (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. Clearly identify who employs the school leader\*\*\*.
- C. IF any features in governance philosophy, structure, processes for board recruitment, appointment, election, or training of the replication school differ from the existing school(s), describe them here\*\*.
- D. A copy of the proposed organizational chart for the replication school.
- E. IF the replication school will share staffing and/or services with the existing school(s), describe them here. This should clarify cost structuring, reporting, accountability, and employee practices across entities\*\*.
- F. A plan for allocating sufficient resources towards a successful replication without disadvantaging the existing school(s).
- G. A copy of the bylaws, the Articles of Incorporation, and the signed Certificate of Incorporation.

## APPENDICES

- h. Planning Committee Resumes
- i. [Planning Committee Background Check Consent Forms](#)
- j. Bylaws
- k. Articles of Incorporation
- l. Organizational Chart
- m. Waiver Request (if applicable)
- n. School Start-Up Plan
- o. Draft Student Handbook/Draft Discipline Policy
- p. Transportation Services Contract (if applicable)
- q. Food Services Contract (if applicable)

### 4. *BUSINESS PLAN*

- A. A detailed description of budget assumptions that specifies the financial needs of a replication school and does not adversely affect students at the existing school(s).
- B. IF any financial procedures, policies, staffing, structures, or reporting procedures of the replication school differ from the existing school(s), describe them here\*\*.
- C. IF any plans related to retirement, transportation, or food services of the replication school differ from the existing school(s), describe them here\*\*.

- D. Discuss the process the school will follow to contract with a certified public accountant to conduct an annual, independent financial audit.
- E. Discuss the school's contingency plans for cash flow challenges, a budget shortfall, or lower than expected student enrollment.
- F. Present your facility needs assessment including number of classrooms, restrooms, amenities, etc. needed to implement the proposed program.
- G. IF a prospective facility is identified, include the following:
  - i. Address, location, and proposed lease or purchase agreement (if applicable)
  - ii. Construction or renovation plan that aligns with budget.

IF a prospective facility is not identified, include the plan and timeline for identifying, selecting, negotiating, and renovating (or constructing) the facility, and any contingency plans.

### APPENDICES

- r. [Student Enrollment Projection](#)
- s. SCDE Per Pupil Estimate Review (request from SCDE)
- t. Five-Year Budget (request from accountant or financial provider)
- u. Memorandum of Agreement for Negotiated Services (if applicable)
- v. Documentation of any Soft Funds (if applicable)
- w. Floor Plan of Identified Facility (if applicable)
- x. Proposed Lease or Rental Agreement (if applicable)

**\*\*If responses do not differ from the replicated school's charter, provide a copy of the charter, highlight and reference the information location for each item requested (i.e. *See replicated school's charter Page 34, Section III (4.1)*).**

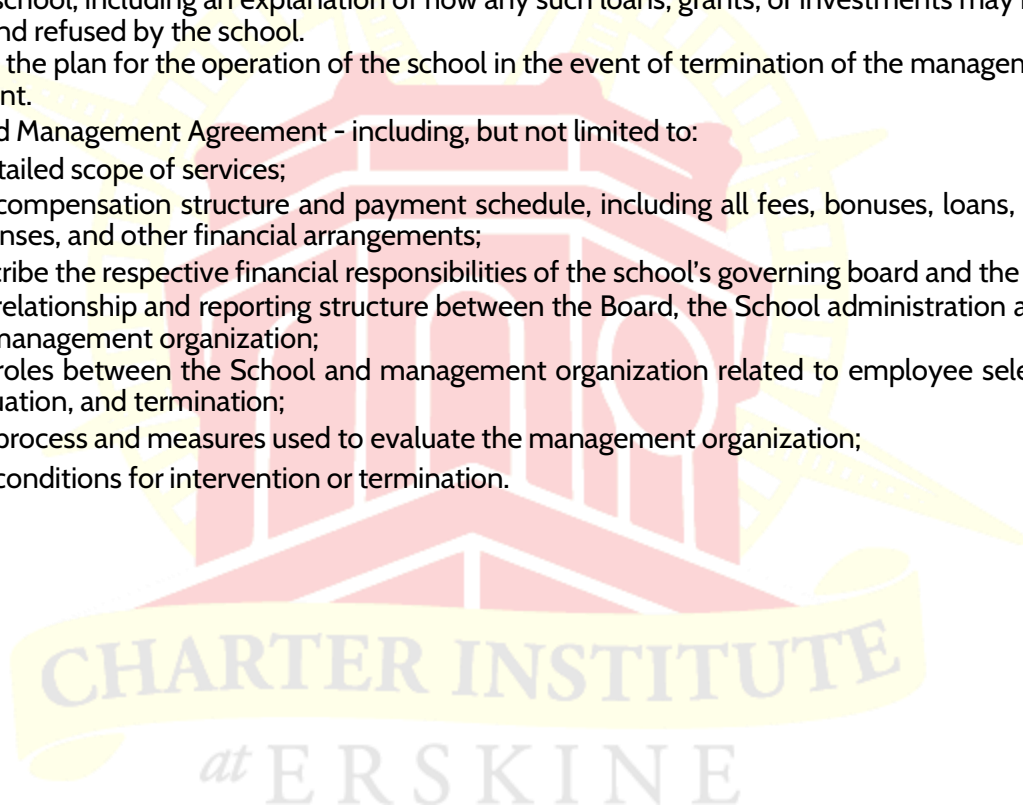
**\*\*\*IF the school leader will be employed by a management organization: pursuant to [Section VII of the Management Organization and Required Agreement Provisions Policy](#), the applicant may [request a waiver](#) for any "agreement that does not conform to the provisions outlined in this policy [...] not later than sixty days prior to the public meeting of the Institute Board where the waiver request will be heard and acted upon."**

at ERSKINE

## ADDENDUM

If your school utilizes or plans to contract with an educational management organization (EMO), charter management organization (CMO), educational service provider (ESP), or other vendor(s) to provide a significant proportion of the educational program or manage school operations, please provide the information below.

1. Describe the oversight and evaluation methods that the school's governing board will use to oversee the EMO/CMO; include the supervisory responsibilities of the EMO/CMO (if any), including which school employees the EMO/CMO will supervise, how the EMO/CMO will supervise these employees, and how the charter school board will oversee the EMO/CMO's responsibilities.
2. Provide evidence that the school's governing board is independent from the EMO/CMO and self-governing, including evidence of independent legal representation and arm's-length negotiating.
3. Describe any existing or potential conflicts of interest between the school's governing board, proposed school employees, proposed EMO/CMO, and any affiliated business entities.
4. List all subsidiaries or related entities that are affiliated or owned in whole or in part by the EMO/CMO, and identify the nature of those entities' business activities and explain whether the school has or will have any relationship with or receive any services from any of the entities listed in the previous question.
5. Describe and provide documentation of any loans, grants, or investments made between the EMO/CMO and the school, including an explanation of how any such loans, grants, or investments may be initiated, repaid, and refused by the school.
6. Describe the plan for the operation of the school in the event of termination of the management agreement.
7. Proposed Management Agreement - including, but not limited to:
  - a. A detailed scope of services;
  - b. The compensation structure and payment schedule, including all fees, bonuses, loans, investments, expenses, and other financial arrangements;
  - c. Describe the respective financial responsibilities of the school's governing board and the EMO/CMO;
  - d. The relationship and reporting structure between the Board, the School administration and staff, and the management organization;
  - e. The roles between the School and management organization related to employee selection, hiring, evaluation, and termination;
  - f. The process and measures used to evaluate the management organization;
  - g. The conditions for intervention or termination.



## APPENDICES CHECKLIST

- a. Evidence Local Delegate Notification
- b. Evidence of Support
- c. Documentation of Existing School's Academic Performance for past 3-years
- d. [School Calendar](#) and Daily Schedule
- e. Supporting Documents for Educational Plan
- f. List of Teaching Positions
- g. Virtual School List of Courses (if applicable)
- h. Planning Committee Resumes
- i. [Planning Committee Background Check Consent Forms](#)
- j. Bylaws
- k. Articles of Incorporation
- l. Organizational Chart
- m. Waiver Request (if applicable)
- n. School Start-Up Plan
- o. Draft Student Handbook/Draft Discipline Policy
- p. Transportation Services Contract (if applicable)
- q. Food Services Contract (if applicable)
- r. [Student Enrollment Projection](#)
- s. SCDE Per Pupil Estimate Review (request from SCDE)
- t. Five-Year Budget (request from accountant or financial provider)
- u. Memorandum of Agreement for Negotiated Services (if applicable)
- v. Documentation of any Soft Funds (if applicable)
- w. Floor Plan of Identified Facility (if applicable)
- x. Proposed Lease or Rental Agreement (if applicable)

