

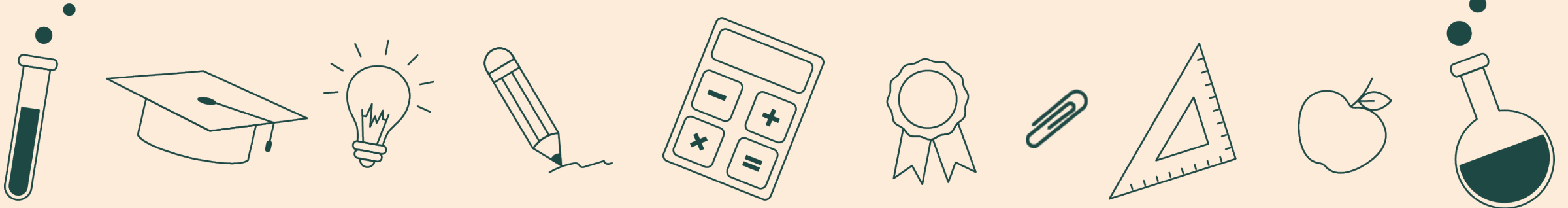


FY24 Charter Application

State Charter Schools Commission of Georgia

Erin Wright, Deputy General Counsel

Kiara Thompson, Legal Programs Coordinator



Vision

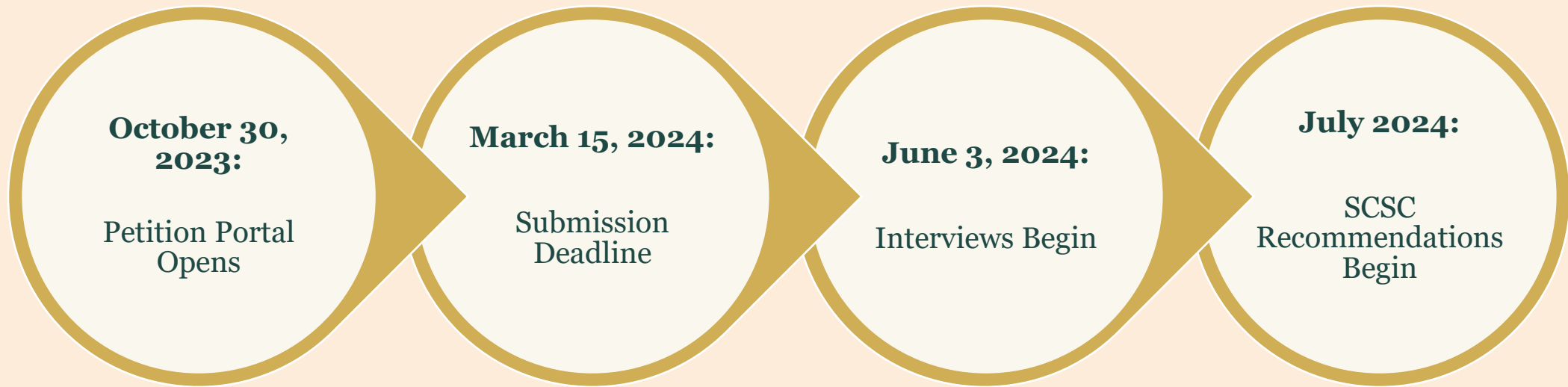
Innovative and superior charter schools advancing education *in every community*.

Mission

To improve public education by authorizing high-quality charter schools that provide students with better educational opportunities than they would otherwise receive in traditional district schools.



FY24 Start-up Petition Timeline



Start-up Petition Contents

Narrative

Budget
Template

Required
Appendices

*Examples: Concurrent
Submission, Nonprofit
Registration, Community
Engagement documentation,
Conflict of Interest forms, etc.*

Petition Orientation

All FY24 petitioners are required to view the SCSC's Petition Orientation.*

Petition Orientation will be asynchronous and intended to clarify SCSC expectations for the charter petition, budget templates, and capacity interview in advance of the petition deadline.

All petitioners must upload a certificate of completion certifying they viewed the Petition Orientation with the petition. Petitions that do not include the required certificate of completion may be withdrawn from further review and not considered for SCSC approval.

**The orientation will be available on January 12, 2024. Sign up for SCSC's newsletter to receive notice once the orientation is available for viewing. In addition, the petition will be updated with a link to the orientation once available.*



Resources

[Start a New School | State Charter Schools Commission of Georgia](#)

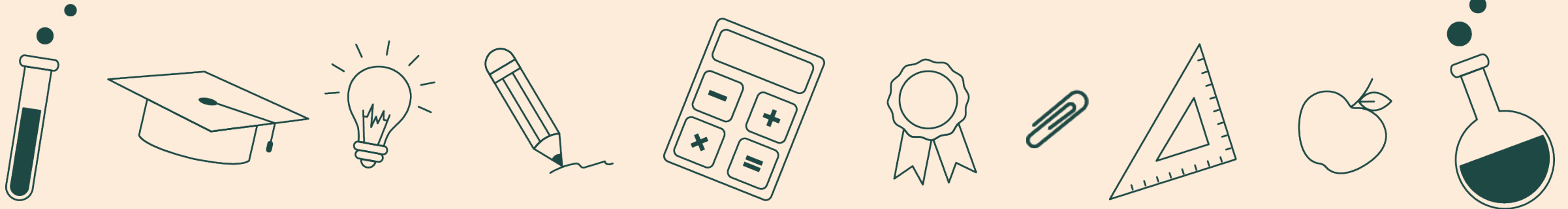
Includes links to:

- Petitioner Bootcamp recording & slides
- FY24 Petition Priorities
- Relevant laws and policies
- Sample Charter Contract
- New Guidance Documents





Online Application Overview





SCSC website link.

Accessing the Portal

The screenshot shows the SCSC website interface. The browser address bar displays `scsc.georgia.gov`. The header includes the text "An official website of the State of Georgia." and navigation links for "How you know", "English", and "Organizations". The main navigation menu includes "About the", "Start a School", "School Accountability", "For SCSC Schools", "Find a School", and "For Families". A red arrow points to the "Start a School" dropdown menu, which is open, showing two options: "Start a New School" and "Replicate Existing School". Another red arrow points to the "Start a New School" option. The background image shows a child with pigtails and a backpack holding hands with an adult. The main heading reads "State Charter Schools Commission of Georgia" with the subtitle "Georgia's state-level, independent charter school authorizer." and a "LEARN MORE" button.

scsc.georgia.gov

An official website of the State of Georgia. How you know English Organizations

STATE CHARTER SCHOOLS COMMISSION of GEORGIA

SEARCH

About the Start a School School Accountability For SCSC Schools Find a School For Families

- Start a New School
- Replicate Existing School

State Charter Schools Commission of Georgia

Georgia's state-level, independent charter school authorizer.

LEARN MORE

`https://scsc.georgia.gov/start-new-school`



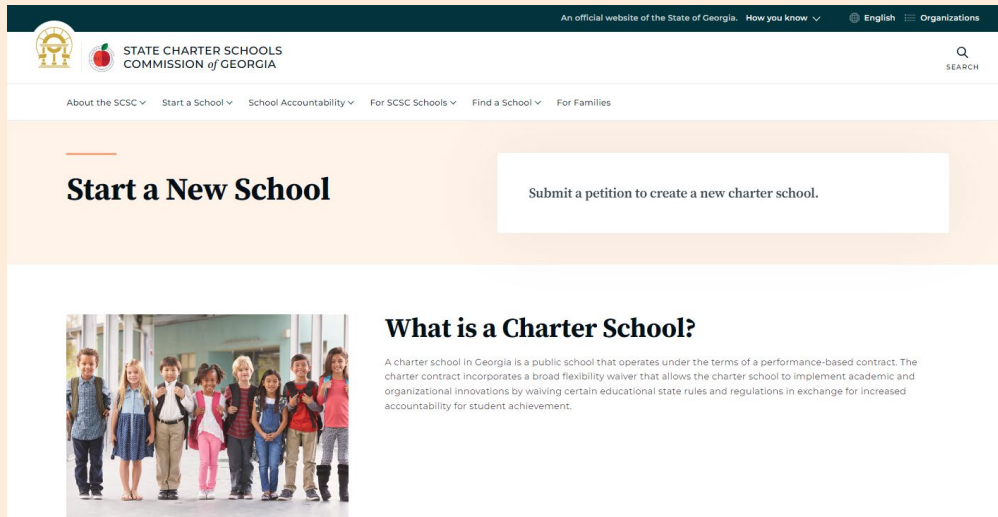


SCSC Electronic Submission Portal

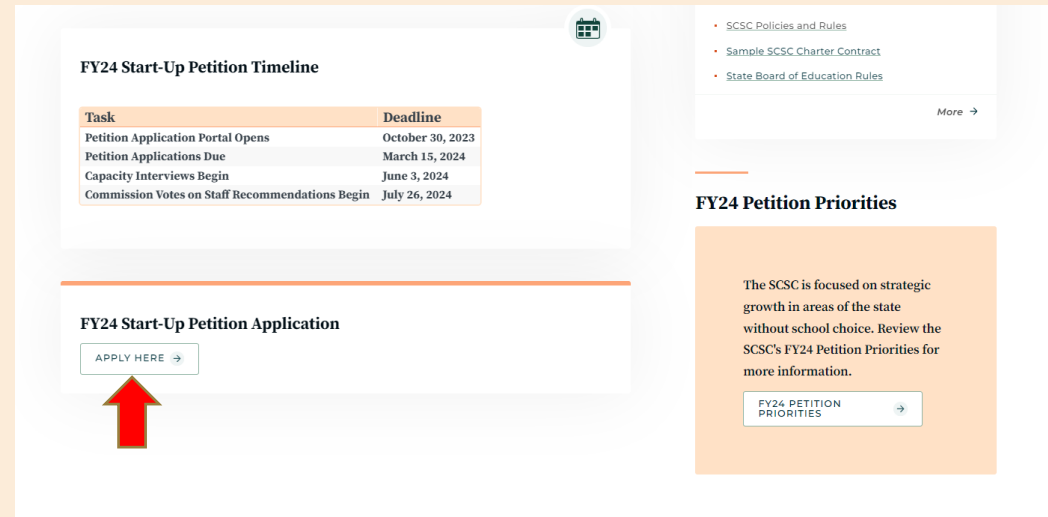
- Petitions must be submitted through the online portal.
- The remainder of this presentation is intended to familiarize petitioners with the online platform and the format of the charter application.



Accessing the Portal



The screenshot shows the homepage of the State Charter Schools Commission of Georgia. The header includes the commission's name and a search bar. The main navigation menu lists: About the SCSC, Start a School, School Accountability, For SCSC Schools, Find a School, and For Families. The 'Start a New School' section features a button to 'Submit a petition to create a new charter school.' Below this, the 'What is a Charter School?' section includes a photo of a group of diverse children and a brief explanation of charter schools in Georgia.



The screenshot displays the 'FY24 Start-Up Petition Application' page. It features a 'FY24 Start-Up Petition Timeline' table, a 'FY24 Start-Up Petition Application' section with an 'APPLY HERE' button, and a 'FY24 Petition Priorities' section. A red arrow points to the 'APPLY HERE' button.

Task	Deadline
Petition Application Portal Opens	October 30, 2023
Petition Applications Due	March 15, 2024
Capacity Interviews Begin	June 3, 2024
Commission Votes on Staff Recommendations Begin	July 26, 2024

FY24 Start-Up Petition Application

[APPLY HERE →](#)

FY24 Petition Priorities


The SCSC is focused on strategic growth in areas of the state without school choice. Review the SCSC's FY24 Petition Priorities for more information.

[FY24 PETITION PRIORITIES →](#)



Accessing the Portal





FY24 SCSC Start-up Charter School Application

Welcome to the 2024 State Charter Schools Commission of Georgia (SCSC) Petition Cycle!

The State Charter Schools Commission for Georgia (SCSC) is a state-level charter school authorizer working in collaboration with the Georgia Department of Education (GaDOE) under the authority of the State Board of Education (SBOE). The SCSC evaluates charter applications (petitions) to ensure that all charters for state charter schools are consistent with state education goals.

A charter school petition is a proposal to create a new school or renew the charter of an existing charter school. The petition describes the charter school's mission and proposed operations. For the 2023 cycle, all start-up and renewal charter petitions must be submitted through this online submission system.

Petitions must be submitted by . The SCSC will not consider petitions received after this deadline. Submitting a petition does not guarantee charter authorization. All petitions and attachments submitted to the SCSC are subject to the Georgia Open Records Act.

Please visit the SCSC website for petition resources and guidance documents:
<https://scsc.georgia.gov/information-applicants/start-new-charter-school/petitioner-resources>

See my application

APPLY

Oct 30 2023 10:00 AM (EDT)

Mar 15 2024 10:00 PM (EDT)



Accessing the Portal

A screenshot of a web application showing a modal dialog box titled "Name your application". The dialog has a close button (X) in the top right corner. Inside, there is a text input field with the placeholder text "e.g. Name of Proposed Charter School" and the example text "The Best Charter School". Below the input field, it says "75 characters maximum". At the bottom of the dialog, there are two buttons: "CANCEL" and "CREATE APPLICATION". A red arrow points to the "CREATE APPLICATION" button. The background is a blurred screenshot of the SCSC website.

A screenshot of the "Register for an applicant account" form. At the top, it says "Apply" with a logo. Below that, it says "Register for an applicant account". There are three social media login buttons: Facebook (f), Twitter (t), and Google (G). Below these, it says "OR". Then, there are input fields for "First name", "Last name", "Email", "Password", and "Confirm password". Below the password fields, there is a link to "terms of service" and "privacy policy". At the bottom, there is a checkbox for "I'm not a robot" and a reCAPTCHA logo. A red arrow points to the "CREATE ACCOUNT" button at the bottom right.



Accessing the Portal

0 of 26 required tasks complete

Last edited: Oct 30 2023 09:15 AM (EDT)

REVIEW

SUBMIT

Deadline: Mar 15 2024 05:00 PM (EDT)

KT

Kiara Thompson (Owner)
kiara.thompson@scsc.georgia.gov

Add collaborator

FY24 SCSC Start-up Charter Sch... [Link](#) Preview ...

The Best Charter School

ID: FY23-0000000004

APPLICATION

ACTIVITY

Your tasks

Petition Instructions

>

Petitioner Information

Cannot be started at this time

>

Enrollment Information

Cannot be started at this time

>

School Overview

Cannot be started at this time

>

Academics, Operations, Governance and Finance

Cannot be started at this time

>

Concurrent Submission

Cannot be started at this time

>

Assurances and Signatures

Cannot be started at this time

>

Upload Certificate of Incorporation

Cannot be started at this time

>

Upload By-laws

Cannot be started at this time

>

Upload Resumes

Cannot be started at this time

>

Upload Agreements with Third-Parties (Excluding the ESP

(optional)

State Charter Schools Commission

scsc.georgia.gov

The logo of the State Charter Schools Commission of Georgia. It features a circular emblem with a red apple in the center. The apple is split vertically, with the left half being a darker red and the right half being a lighter red. The letters 'SCSC' are written in white across the middle of the apple. The words 'STATE CHARTER SCHOOLS COMMISSION' are written in a circular path around the apple, and 'OF GEORGIA' is written at the bottom.

Portal Tips



- Use 'Account Settings' to change:
 - Email address
 - Name
 - Password
- Ensure you are able to receive emails from SM Apply – review this article
- You MUST click 'SUBMIT' for the SCSC to receive your petition. Selecting 'MARK AS COMPLETE' does not submit your petition to the SCSC.
- Download your petition



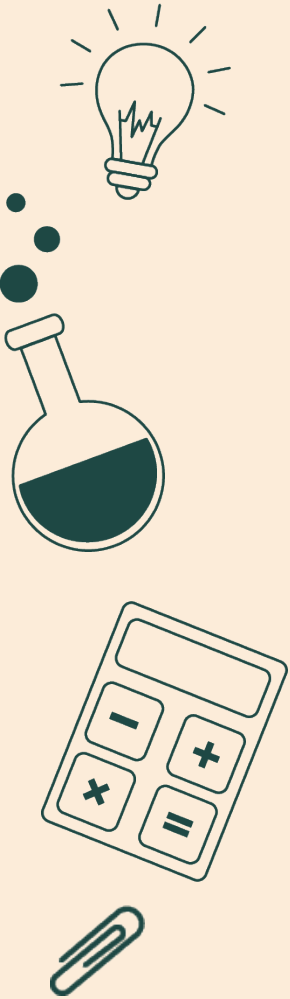
New Major Requirements

- Upload Evidence to Support Budget Expenses
 - Documentation may include quotes, catalog prices, or other communications with vendors that the school reasonably relied on to determine budget expenditures.
- Curriculum Documentation
 - Provide a list of the curriculum you intend to use for each grade in your requested grade band (template provided) and a preliminary scope and sequence for either Math or ELA, covering one grade from each grade band served.
- Organizational Chart
 - Details the relationship between the governing board and the individuals designated on the LEA Staffing Plan. This must also include the ESP's relationship, if applicable.



New Major Requirements (cont.)

- Concurrent Submission – Local Petition Submission
 - For defined attendance zones only, local petition submission is required in the portal.
- Community Engagement Information
 - Complete the template in the application and upload evidence of community interest in your school to support your selected attendance zone and projected enrollment targets.
- Certificate of Completion for Petitioner Orientation
 - Upload the Certificate of Completion for the FY24 SCSC Petition Orientation.
- Submission Acknowledgement
 - The petitioner must acknowledge that the SCSC will only evaluate this petition after it is submitted.



Questions?





State Charter School Petitioners Navigating the Budget Template

Budget Template Overview

Instructions

- Read First and Thoroughly!

Budget Template

- You will build your school budget using this template.

Staffing Plan

- The Staffing Plan allows you to align positions detailed in the school's petition to positions detailed in the Budget Template.
- The staffing plan is NOT linked to the budget tab, so make sure the positions on the staffing plan are in the personnel section of the budget tab.

Cash Balances

- The ending cash balance MUST be positive for each year.
- The goal is to have a positive operating cash balance for each year.

Cash Flow Proj Planning Year

Cash Flow Proj Year 1

Cash Flow Proj Year 2

- The Cash Flow Projection tabs will provide petitioners and reviewers a picture of monthly cash inflows and outflows.



Budget Template Overview

- Excel Format
- Use FY24 Budget Template in the application portal.
- Make sure the details in your school's petition are detailed as costs in the budget.
- The language in the petition must be reflected in the numbers you show in your budget template because together these make up a business plan.
- Petitioners must submit 2 budgets: 100% & 65%.



Budget Template – Understanding Its Purpose

- NOT an operating budget, it is a business plan.
- THIS IS an example of a budget that a school might utilize given specific circumstances and information.
 - Demonstrate an understanding of school funding – potential revenues, anticipated expenses, cash flow planning, etc.
 - Demonstrate prudent decision making.
 - Shows how the plans outlined in the petition would be operationalized.



Revenues – Estimated State Funding Calculated in Budget Template

Disclaimer: The information presented in this Budget Template, including calculated revenue, is intended for educational purposes only. There is no guarantee or assurance that a school, if approved, will receive the calculated level of revenue. Petitioner accepts the risk that revenues will vary by school. Additionally, the SCSC cannot guarantee financial success based on any estimates or plans presented within the Budget Template. If approved, petitioners will need to base all budgetary decisions, including estimated revenue and expenditures, on their own due diligence.



Budget Submission – Acknowledgement & Sign Off

- Required component of application.
- If submission does not comply with these requirements, it is likely the application will be rejected.
- Rejection requires re-application the following cycle.

Please acknowledge your understanding of the following:

- ☐ I acknowledge and affirm that I have used the FY 20 Budget Template as downloaded from this application. I understand that if I have changed or attempted to reproduce the template in anyway, that my application may be rejected.
- ☐ I acknowledge and affirm that the budget template must be completed using Excel and will not function properly with the use of other programs, such as Google docs. Failure to use the Excel-based template and upload it as an .xlsx file may result in the rejection of my application.
- ☐ I acknowledge and affirm that the budget template contains 5 separate tabs which I must complete. I understand that failure to complete all tabs in their entirety may result in the rejection of my application.
- ☐ I acknowledge and affirm that grants, including the Federal Implementation Grant, should not be included unless they have already been awarded to the school. Inclusion of grant monies without documentation of award may result in the rejection of my application.
- ☐ I acknowledge and affirm that only revenue that can be adequately assured should be included as "Additional Revenue". Although it is not necessary for revenue to be received to by the school to be included in the template, the school MUST have written evidence that the revenue will be provided upon receipt of a charter contract. Inclusion of additional revenue without sufficient documentation may result in the rejection of my application.

Signature



Common Budget Errors & Concerns

Revenue

- Over estimating student enrollment.
- Over estimating training and experience of teachers.
- Including unguaranteed revenue without proper documentation (e.g. competitive grants & grant award letter)



Common Budget Errors & Concerns

Expenses

- Underestimating personnel costs.
- Underestimating facilities costs.
- Not including costs for renovations.
- Academic program expenses not supported by budget.
- Not including an expense without explanation (e.g. donated student furniture).
- Amortizing expenditures inappropriately.

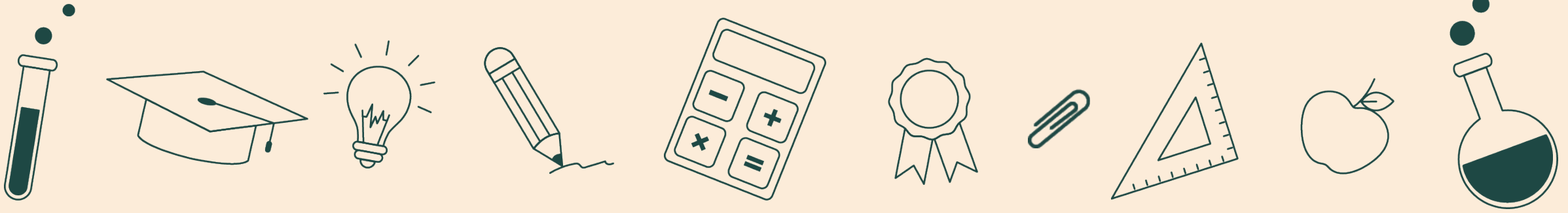




Petition Budget Template Demo



Questions?



Contact Us

Website: scsc.georgia.gov

Twitter: @SCSCGa

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205 Jesse Hill Jr. Dr., SE,
Atlanta, GA 30334

Phone: (404) 656-2837