

Characteristics of High Quality Sustainable Charter Schools

Clear **mission, values and goals**

Passion for what you are about

Strong charter governance board and authorizer **support**

PLANNING, PLANNING, PLANNING

5 year **strategic plan** aligned to mission, values, and goals and including:

- Enrollment
 1. Enrollment goals/targets (growth projections)
 2. Recruitment/marketing plan
- Staff
 1. Staffing plan
 2. Method of securing specially trained/qualified staff
 3. Plan to accommodate stages of forming a team (form, norm, storm, perform)
 4. Staff development needs
- Finances
 1. Budget needs- by year and aligned to growth projections
 2. Plan to expend grant funds for length of funding cycle
 3. Materials and equipment projections for each year
 4. Plan if grant funding is not forthcoming
 5. Fund raising requirements
- Facility Needs
- Board
 1. Selection of members
 2. Expectations of members
 3. Development and training plan
 4. Functions
 - a. Hire administration and staff that share the dream and are willing to work for it
 - b. Develop written policies maintain them in an easily accessible manner
 - c. Keep accurate board minutes

- d. Follow open meeting laws
- e. Conduct adequate board training and retreats
- Recognize the phases of board's and the school's growth:
 1. Founding
 2. Implementation
 3. Maintenance
 4. Growth/Next Step
- Parent involvement plan
- Sustainability/Succession Plans
 1. Board
 2. Administration
 3. Staff
 4. Financial
 5. Facility
 6. Enrollment

One year **action plan** including each goal with:

- Corresponding activity(ies)
- Responsible person(s)
- Start and completion time(s)
- Measures of success
- Budget alignment

An **expansion plan**

A **renewal plan**

A **leadership plan**

- Show, mentor, monitor, allow to fly
- Realize that it takes one type of administrator and/or board to build the school from scratch and another to manage it long term

DATA, DATA, DATA

- Five year revenue spread sheets of revenues
- Five year spread sheets of expenditures
- Five year spread sheets of staffing allocations and costs
- Five year spread sheet of enrollment data, promotion and retention data, graduation rates, special education referrals, attendance data, suspension and expulsion data, post secondary school attendance and completion rates

- Test scores (state and other) broken down into sub-sets and analyzed for relationship to the curriculum
- Rubric, portfolio or other authentic assessment data

TRAINING, TRAINING, TRAINING

- For board and staff
- Basic information about charter schools, charter school laws and federal grant requirements
- Site based management
- Team building
- Group process
- Best educational practice research

A quality **web site**

- To communicate your message
- To use as a recruitment tool

Other issues

- You are inventing the system on the go (As Bob Gilpatrick said, “You are building the airport while you are flying the plane.”)
- You will need a six hundred pound gorilla at the door to protect the new entity

