

Conversion Charter School Guidance and Notice of Intent

For Conversion Charter Schools Seeking to Open in School Year 2021-2022

Office of School Choice
VanHoose Education Center
3332 Newburg Road
Louisville, Kentucky 40218

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502-485-3138

LAST MODIFIED DATE 11/15/2019

WHAT IS A CONVERSION CHARTER SCHOOL?

Conversion charter schools are traditional public schools that have been authorized to take on charter status.

KENTUCKY CHARTER SCHOOL LAW

Jefferson County Public Schools (JCPS) recommends that potential applicants review applicable statutes and administrative regulations relating to charter schools in Kentucky as they consider whether to petition and submit an application to convert an existing JCPS school to a charter school. Applicants are encouraged to review the [Kentucky Department of Education's webpage](#) for links to relevant statutes and regulations.

PROCESS

Kentucky's Charter School law requires local boards of education, including the Jefferson County Board of Education (Board), to serve as charter school authorizers. Instructions provided in this document are for conversion charter school petitions and applications to the Board.

A complete application for the creation of a JCPS conversion charter school shall include both a valid petition and a complete application submitted to the Executive Administrator of School Choice, who is responsible for managing the review and approval process of the Jefferson County Board of Education in its role as an authorizer. **Both processes require attention to detail – please read carefully below.**

Regulation requires that the submission and review of the petition and application are completed in the same school year (July-June). For a school to be converted in the next school year, the petition and application must be submitted and the application review process started by October 30 (e.g. submitted by October 30, 2019, for conversion in the 2020-2021 school year). The petition must be valid and the application must be approved by the Board in order for the conversion to be final.

Petition

Pursuant to 701 KAR 8:040, a petition may be initiated by a petitioner, which is defined as “the persons or organizations initiating and circulating a petition to convert an existing public school to a charter school.”

Prior to circulation of the petition, the petitioner must file the form, **Notice of Intent to Convert an Existing Public School** (included in this guidance) with the Executive Administrator of School Choice. This document includes instructions for submission of that form.

Petitioners must use the [Public Charter School Conversion Petition](#) provided on the KDE website.

The petitioner must acquire the signatures of sixty (60) percent of the parents or guardians of students who attend the school proposed to be converted. There shall be only one signature per student attending the school. JCPS will provide each petitioner a notice indicating the required number of signatures following receipt of the [Notice of Intent to Convert an Existing Public School](#) and instructions for submitting the petition once all required signatures have been collected.

Once the petitioner submits the requisite number of signatures to the Executive Administrator of School Choice, district personnel will authenticate the signatures and ensure the validity of the petition process. This process shall be completed within 30 days and reported in accordance with 701 KAR 8:040.

IMPORTANT NOTE: The district has 30 days to review the petition. Therefore, a petitioner **MUST submit the petition to the district by 60 days after the first signature is obtained in order to ensure the petition is completed by the required 90 days.**

A completed petition that has been verified by the District must be in the possession of the Executive Administrator of School Choice by **January 3, 2020 at NOON, EST.**

Any person who has reason to believe that the petition process was not conducted pursuant legal requirements or that the signatures were procured through fraud, intimidation, bribery, or harassment, may file a [written complaint with the commissioner of education](#).

Application

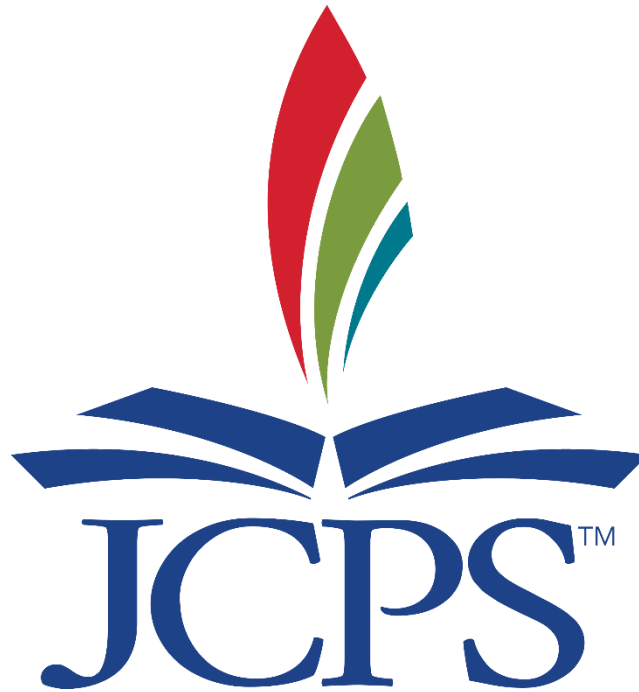
A charter school applicant seeking to serve as the operator for the conversion charter school successfully completing the process above, must file the form, [Notice of Intent to File a Charter School Application](#) after a successfully verified petition has been received by the Executive Administrator of School Choice. This must occur no later than **January 3, 2020, NOON, EST.** It is possible for the [Notice of Intent to File a Charter School Application](#) form to be submitted before the petition is verified.

IMPORTANT NOTE: The [Notice of Intent to File a Charter School Application](#) is a separate document from the [Notice of Intent to Convert an Existing Public School](#). **Both are required for conversion schools.**

Only after the petition, determined to be valid, is submitted to the Executive Administrator of School Choice and the Jefferson County Board of Education voted to approve the conversion, as required for schools not in the bottom 5%, can the applicant submit an application for the conversion charter school.

CONVERSION CHARTER SCHOOL CHECKLIST

Action for Petitioner	When	Complete?
Submit <u>Notice of Intent to Convert an Existing Public School</u> (follow the instructions on the Notice)	Before circulating the petition	
Executive Administrator of School Choice will provide letter with number of signatures required	Within 3 days of the <u>Notice of Intent to Convert an Existing Public School</u> being filed	
Submit complete Petition to Executive Administrator of School Choice for verification by District Staff	Within 60 days of first signature	
Receive Notification of Petition's status from Executive Administrator of School Choice	Within 30 days of the petitioner's submission for verification	
Petition must be completed and verified by the Executive Administrator of School Choice	Within 90 days of the first signature By January 3, 2020 at NOON	
JCBOE votes on Conversion (if school is not in the bottom 5%)	First meeting following the completion of the petition process	
Action for Applicant	When	Complete?
Submit <u>Notice of Intent to File an Application</u> (follow the instructions on the Notice)	By January 3, 2020 at NOON	
Submit Application after JCBOE votes (for schools not in the bottom 5%) or at completion of the petition process (if school is in the bottom 5%)	By January 13, 2020 at NOON	



**CHARTER SCHOOL NOTICE OF INTENT TO CONVERT AN
EXISTING PUBLIC SCHOOL**

For Potential Conversion Charter Schools Opening in School Year 2021-2022

Office of School Choice
VanHoose Education Center
3332 Newburg Road
Louisville, Kentucky 40218

Cassie Blausey, Executive Administrator of School Choice

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PURPOSE:

All petitioners shall submit the attached Notice of Intent to Convert an Existing Public School prior to circulating a petition for a Conversion Charter School under KRS 160.1599(2)(a) or (b). See 701 KAR 8:040, Section 2 (2).

All information presented in this notice is non-binding; however, intentional misrepresentation could result in denial or revocation after approval. As with all aspects of the application process, the Notice of Intent to Convert an Existing Public School is public information and will be made available on the JCPS webpage.

INSTRUCTIONS:

1. Review the JCPS Conversion Charter School Guidance.
2. Complete the Notice of Intent to Convert an Existing Public School provided in this template:
 - All entries must be typed in 11 point Font, Times New Roman.
 - Checkboxes must be highlighted in yellow.
 - Electronic signatures will not be accepted for the certification.
3. Save this as a single PDF file. Name your file according to the following convention (where name of school is the school to be converted):

NAME OF SCHOOL.Conversion.pdf

and email by **NOON, EST, on January 3, 2020** to:

AskAboutCharters@jefferson.kyschools.us

OR

4. A hardcopy may be hand delivered by **NOON, EST, on January 3, 2020** to:

Cassie R. Blausey
Executive Administrator of School Choice
VanHoose Education Center
3332 Newburg Rd.
Louisville, KY 40218

Petitions for conversion that do not have a previously submitted Notice of Intent to Convert an Existing Public School shall be considered incomplete.

OFFICIAL USE ONLY	
Time Received & Initial	
School to be Petitioned for Conversion	
School Address	
School Principal	

NOTICE OF INTENT TO CONVERT AN EXISTING PUBLIC SCHOOL

The following information can be directly pulled from the information required of the Public Charter School Conversion Petition incorporated by reference in 701 KAR 8:040.

Basic Information	
Petitioner	
Contact Information	Phone: Email:
JCPS School to be Converted	
Required Material for Petition	
Description of how the conversion public charter school shall accomplish the purposes of KRS 160.1591(2)*	

*KRS 160.1591(2) states:

- (2) The General Assembly hereby establishes a public charter school project to benefit parents, teachers, and community members by creating new, innovative, and more flexible ways of educating all children within the public school system and by advancing a renewed commitment to the mission, goals, and diversity of public education. The purposes of the public charter school initiative are to:
- (a) Improve student learning outcomes by creating additional high-performing schools with high standards for student performance;
 - (b) Encourage the use of different, high-quality models of teaching, governing, scheduling, or other aspects of schooling that meet a variety of student needs;
 - (c) Close achievement gaps between high-performing and low-performing groups of public school students;
 - (d) Allow schools freedom and flexibility in exchange for exceptional levels of results-driven accountability;
 - (e) Increase high-quality educational opportunities within the public education system for all students, especially those at risk of academic failure; and
 - (f) Provide students, parents, community members, and local entities with expanded opportunities for involvement in the public education system.

Jefferson County Public Schools thanks the Washington State Charter School Commission and the Orleans Parish Board of Education for the format and form of this Notice of Intent.