

Portland Public Schools

Application for a Public Charter School

Completeness Checklist: 2025

Application Received Date: [Click here to enter a date.](#) (Due July 15, 2025, by 5 P.M. local time.)

Completeness Review Date: [Click here to enter a date.](#)

Within 30 days from July 15, 2025, the Charter Schools Director will notify the applicant if this application is complete. If the application is complete, the review process continues. If the application is not complete, the applicant will have 30 days to submit a revised application. See also the Review Process flowchart.

This is an initial review to determine whether or not the application is complete in that it provides the information required by ORSs 338.045 and 338.055 and District Policy 6.70.010-P. An application that does not address or leaves out any of the required components is not complete and will be returned to the applicant within 30 days of receipt. An application that includes, for example, a reprinting of the charter school statutes as its response to a required component would not be considered to minimally address that component and would not be complete. An application that addresses a required component based on an incorrect budget assumption or in a manner that is unsatisfactory to the District, however, would nonetheless be complete.

If the application is found to be incomplete, the applicant will have 30 days to revise and resubmit the application. The applicant will be allowed ONE opportunity to revise and resubmit an incomplete proposal.

This completeness determination is separate from the staff review of the application that will follow. This is not a determination of the merits of the application.

_____ **Letter of intent to apply was submitted by May 1, 2025.**

_____ **Pages 4 and 5 of the Application are complete.**

Section 1: General Information

Directions: Circle C (“complete”) or I (“incomplete”) in the space next to each question to indicate completeness. If an answer is incomplete, make notes in the box to indicate why it is incomplete.

Question in application	Complete/Incomplete
1. State the projected enrollment to be maintained and the ages or grades to be served when the school is fully enrolled. (For the 2025 application year, ONLY applications that do NOT include a high school component will be considered.)	<div style="display: flex; justify-content: space-around; align-items: center;"> C I </div> <div style="margin-top: 10px;">Reason:</div>
2. Describe the target population of students the public charter school will be designed to serve.	<div style="display: flex; justify-content: space-around; align-items: center;"> C I </div> <div style="margin-top: 10px;">Reason:</div>
3. State the legal address, facilities and physical location of the public charter school, if known. If not known, state the region within Portland Public Schools District boundaries the charter applicant intends to locate the charter school.	<div style="display: flex; justify-content: space-around; align-items: center;"> C I </div> <div style="margin-top: 10px;">Reason:</div>
4. Describe the rationale for selecting the location and targeting the specified population.	<div style="display: flex; justify-content: space-around; align-items: center;"> C I </div> <div style="margin-top: 10px;">Reason:</div>
5. Describe how the location and	

facilities will accommodate the school's operations and the targeted student population, including students or staff with disabilities, and meet state and district standards for schools.	C	I	Reason:
6. Describe the plan to provide for any future space needs.	C	I	Reason:
7. Provide a description of proposed admission policies and application procedures.	C	I	Reason:
7a. Include a description of the proposed lottery procedures and how they will comply with statutory requirements (ORS 338.125).	C	I	Reason:
8. Assure the school's compliance with all statutes and rules that shall apply to the public charter school, all applicable district policies and administrative directives and procedures, and its cooperation with district staff at all levels.	C	I	Reason:

9. State the date upon which the public charter school would begin operating.	<div>C</div> <div>I</div> <div>Reason:</div>
10. State the requested term of the proposed charter.	<div>C</div> <div>I</div> <div>Reason:</div>
11. Exhibit I is complete, and the methods used to collect the data are provided.	<div>C</div> <div>I</div> <div>Reason:</div>
12. Exhibit II is completed.	<div>C</div> <div>I</div> <div>Reason:</div>

Section 2: Demand for the Program

Directions: Circle C ("complete") or I ("incomplete") in the space next to each question to indicate completeness. If an answer is incomplete, make notes in the box to indicate why it is incomplete.

Question in application	Complete/Incomplete
1. <u>Not</u> including individuals involved in the development of the charter school proposal, explain how educators, families, and community members demonstrated and continue to demonstrate sustainable levels of support for the proposed charter school.	<div style="display: flex; justify-content: space-around;"> C I </div> <p>Reason:</p>
2. Describe the manner in which community groups may be involved in the planning and development process of the public charter school.	<div style="display: flex; justify-content: space-around;"> C I </div> <p>Reason:</p>
3. Considering the following goal from the PPS Racial Educational Equity Policy: “The District shall welcome and empower families, including underrepresented families of color (including those whose first language may not be English) as essential partners in their student’s education, school planning and District decision-making. The District shall create welcoming environments that reflect and support the racial and ethnic diversity of the student population and community. In addition, the District will include other partners who have demonstrated culturally-specific expertise -- including government agencies, non-profit organizations, businesses, and the community in general -- in meeting our	<div style="display: flex; justify-content: space-around;"> C I </div> <p>Reason:</p>

<p>educational outcomes.”</p> <ul style="list-style-type: none">a. Explain how the charter school, acting in partnership with the District, would help meet this goal.b. Explain how the groups described in the goal support the development of the proposed charter school.c. Explain how the groups described in the goal above have been engaged in the development of this proposal to help mitigate negative impact on underrepresented families of color.	
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4. Exhibit III is complete, the methods used to collect the data are described, and how the data provides quantifiable evidence of demand is explained.	C	I	Reason:
5. Exhibit IV: Completed parent/family surveys are provided. Evidence of support represents students who will be in the grade levels served during the proposed term of the charter, and the surveys include at least the required minimum components.	C	I	Reason:
6. Exhibit V is complete, the methods used to collect the data are described, materials used to collect information from organizations or individuals are attached, and resumes for each founder are included.	C	I	Reason:
7. Exhibit VI is complete and letters of reference are included for each person and/or organization listed in Exhibit V.	C	I	Reason:

Section 3: Financial and Organizational Plans

Directions: Circle C ("complete") or I ("incomplete") in the space next to each question to indicate completeness. If an answer is incomplete, make notes in the box to indicate why it is incomplete.

Question in application	Complete/Incomplete
1. Describe the governance structure of the public charter school.	<div style="display: flex; justify-content: space-around; align-items: center;"> C I </div> <div style="margin-top: 10px;">Reason:</div>
2. Explain how the board was established and how it supports: <ul style="list-style-type: none"> a. the school's mission b. governance c. racial and cultural equity d. community outreach efforts e. fiscal stability 	<div style="display: flex; justify-content: space-around; align-items: center;"> C I </div> <div style="margin-top: 10px;">Reason:</div>
3. Describe the plan to train and recruit board members.	<div style="display: flex; justify-content: space-around; align-items: center;"> C I </div> <div style="margin-top: 10px;">Reason:</div>
4. Explain how the directors' roles are different from the school administrators' roles.	<div style="display: flex; justify-content: space-around; align-items: center;"> C I </div> <div style="margin-top: 10px;">Reason:</div>
5. Describe any advisory or other board	

committees and how they will relate to the school's board and administration.	C	I	Reason:
6. Describe the manner in which the program review and fiscal audit will be conducted.	C	I	Reason:
7. Describe the plan for performance bonding and/or insuring the public charter school, including buildings and liabilities.	C	I	Reason:
8. Exhibit VII is complete and all narrative questions are answered.	C	I	Reason:

9. Exhibit VIII is complete, and all required components (a-e) are included.	<div>C</div> <div>I</div> <div>Reason:</div>
10. Exhibit IX is completed.	<div>C</div> <div>I</div> <div>Reason:</div>
11. Exhibit X is complete, and an Acknowledgment of Understanding is submitted for each person named in Exhibit IX.	<div>C</div> <div>I</div> <div>Reason:</div>
12. Exhibit XI is completed.	<div>C</div> <div>I</div> <div>Reason:</div>
13. Exhibit XII is completed.	<div>C</div> <div>I</div> <div>Reason:</div>

Section 4: Instructional Program

Directions: Circle C ("complete") or I ("incomplete") in the space next to each question to indicate completeness. If an answer is incomplete, make notes in the box to indicate why it is incomplete.

For all questions: If replicating or using an existing program, provide data showing the program's measurable effects on students' academic achievement.

Question in application	Complete/Incomplete
1. Provide a description of the philosophy and mission of the public charter school.	C I Reason:
2. Describe the curriculum of the public charter school and any distinctive learning or teaching techniques to be used.	C I Reason:
3. Provide a description of the expected results of the curriculum, and the verified methods of measuring and reporting objective results that will show the growth of knowledge of students attending the public charter school and allow comparisons with other public schools.	C I Reason:
4. Describe how the charter school will ensure that: <ul style="list-style-type: none"> a. students meet growth targets, b. students meet subgroup growth targets, c. students meet all associated standards using current 	C I Reason:

Oregon or federal accountability assessments in English/Language Arts, Mathematics, Writing, Science, and participation at grades 3-8 and 9-12, and attendance at all grades, where applicable.	
5. Explain how the proposed curricula, methods, and materials are based on sound and effective models or approaches that will result in increased learning and achievement for all students.	<div>C</div> <div>I</div> <div>Reason:</div>
6. Explain how the instructional program will support students of all races and ethnicities in meeting state content standards and benchmarks.	<div>C</div> <div>I</div> <div>Reason:</div>
7. Explain how the proposed charter school will offer students comprehensive instruction (where applicable) in English Language Arts and Literacy, Science, Literacy in Science and Technical Subjects, Health Education, Arts, Mathematics, Educational Technology, Social Sciences, Literacy in History and Social Studies, World Language, and Physical Education that meets the academic content standards adopted by the State Board of Education and meets other requirements adopted by the State Board of Education and the	<div>C</div> <div>I</div> <div>Reason:</div>

board of the public charter school.	
8. Explain how the instructional program and curriculum will be designed to be culturally responsive, and to close achievement and opportunity gaps specific to race and poverty.	<div>C</div> <div>I</div> <div>Reason:</div>
9. Explain how culturally relevant curriculum will be integrated into instruction at all levels.	<div>C</div> <div>I</div> <div>Reason:</div>
10. Explain how this charter school proposal will help meet the following strategic objectives (where applicable). a. Enter first grade: Ready to read – i.e., evidence of reading readiness by the school’s internal local performance measures. b. End of third grade: Reading to learn – Students meet or exceed state benchmarks on ELA assessments. c. Middle years: Ready for high school – i.e., student attendance is 90% or greater, students meet or exceed state benchmarks on ELA assessments, and students take and pass 8th grade algebra. d. Enter 10th grade: On track to graduate: i.e., students complete 9th grade with 6 credits and not lower than a C grade in core subjects. e. 12th grade: Graduating on time, ready for college and career.	<div>C</div> <div>I</div> <div>Reason:</div>
11. Explain how this charter school proposal will minimize barriers to equal access and meet the needs of all	<div>C</div> <div>I</div>

students.	Reason:
12. Explain how school performance data will allow comparisons with other public schools.	<div style="display: flex; justify-content: space-around;"> C I </div> Reason:
13. Explain how the instructional program will be differentiated or otherwise designed and implemented to meet the needs of students who are English Language Learners.	<div style="display: flex; justify-content: space-around;"> C I </div> Reason:
14. Explain how the instructional program will be differentiated or otherwise designed and implemented to meet the needs of students who are students identified as Talented and Gifted.	<div style="display: flex; justify-content: space-around;"> C I </div> Reason:
15. Explain how the proposed charter school will address the Oregon legislature's goals for charter schools in ORS 338.015: <ol style="list-style-type: none"> a. Increase student learning and achievement. b. Increase choices of learning opportunities for students. c. Better meet individual students' academic needs and interests. d. Build stronger working relationships among educators, parents, and other community members. 	<div style="display: flex; justify-content: space-around;"> C I </div> Reason:

<ul style="list-style-type: none"> e. Encourage the use of different and innovative learning methods that are not already provided by the district. f. Provide opportunities in small learning environments for flexibility and innovation, which may be applied, if proven effective, to other public schools. g. Create new professional opportunities for teachers. h. Establish additional forms of accountability for schools. i. Create innovative measurement tools. 	
<p>16. Exhibit XIII is completed.</p>	<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">C</div> <div style="text-align: center;">I</div> </div> <p>Reason:</p>
<p>17. Exhibit XIV is completed.</p>	<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">C</div> <div style="text-align: center;">I</div> </div> <p>Reason:</p>
<p>18. Exhibit XV is completed.</p>	<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">C</div> <div style="text-align: center;">I</div> </div> <p>Reason:</p>

Section 5: Educational Program for Academically Low-Achieving Students

Directions: Circle C ("complete") or I ("incomplete") in the space next to each question to indicate completeness. If an answer is incomplete, make notes in the box to indicate why it is incomplete.

Question in application	Complete/Incomplete
1. Explain how the instructional program will be differentiated or otherwise designed and implemented to meet the needs of academically low achieving students.	<div>C I</div> <div>Reason:</div>
2. Describe the academic and other supports that will be available for students identified as academically low-achieving.	<div>C I</div> <div>Reason:</div>

Section 6: Additional Information Required by the District

Directions: Circle C (“complete”) or I (“incomplete”) in the space next to each question to indicate completeness. If an answer is incomplete, make notes in the box to indicate why it is incomplete.

Supports for Learning:

<p>1. Describe the key employment requirements and qualifications for each staff position listed below. Include an explanation of how all teachers in core subjects will be qualified per requirements of Every Student Succeeds Act (ESSA):</p> <ul style="list-style-type: none"> a. Teachers. (Include qualifications for serving ELL, TAG, SpEd, etc.) b. Teaching assistants. c. Counselors. d. Principals, directors, managers, and any other administrators. If any administrators have been identified or selected, provide their names and qualifications. e. Support staff. f. Others. 	<div style="display: flex; justify-content: space-around; font-size: 2em;"> C I </div> <p>Reason:</p>
<p>2. Explain how professional development needs will be identified and met for teachers and teaching staff.</p>	<div style="display: flex; justify-content: space-around; font-size: 2em;"> C I </div> <p>Reason:</p>
<p>3. Explain how professional development needs will be identified and met for administrators, support staff, and other staff.</p>	<div style="display: flex; justify-content: space-around; font-size: 2em;"> C I </div> <p>Reason:</p>
<p>4. Describe the plan for providing</p>	

professional development specifically focused on racial equity and cultural responsiveness.	C	I	Reason:
5. Explain the plan for providing child nutrition.	C	I	Reason:
6. Explain the plan for providing transportation.	C	I	Reason:
7. Explain the plan for providing co-curricular activities (if any).	C	I	Reason:
8. Explain the plan for providing counseling (if any).	C	I	Reason:

Performance and Accountability

1. State the school's specific annual student performance goals, as defined by the school. Explain how they are measurable for the proposed term of	C	I
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the charter.	Reason:
2. State the school's other specific goals. Explain how they are measurable. (Examples might include goals for parent involvement or staff training or professional development.)	<div style="display: flex; justify-content: space-around;"> C I </div> Reason:
3. Explain the school's plan to use student and school performance data to inform and adjust its education program, supports for learning, and school improvement plan.	<div style="display: flex; justify-content: space-around;"> C I </div> Reason:
4. Describe how the charter school will provide its students equal access to participation in its programs or activities.	<div style="display: flex; justify-content: space-around;"> C I </div> Reason:
5. Exhibit XVI is complete and includes all required components.	<div style="display: flex; justify-content: space-around;"> C I </div> Reason:
6. Exhibit XVII is complete and includes all required components.	<div style="display: flex; justify-content: space-around;"> C I </div> Reason:

Section 7: Value vs. Adverse Impact

Directions: Circle C (“complete”) or I (“incomplete”) in the space next to each question to indicate completeness. If an answer is incomplete, make notes in the box to indicate why it is incomplete.

1. Explain why a public charter school was selected as the desired educational option for the grade levels and target population(s). Compare and contrast the charter school option to other options already available in the district.	<div>C</div> <div>I</div> <div>Reason:</div>
2. Describe the proposed plan for the placement of public charter school teachers, other school employees and students of the public charter school upon termination or nonrenewal of the charter.	<div>C</div> <div>I</div> <div>Reason:</div>
3. Describe how and where enrollment trends of district schools may be affected if the proposed charter school opens.	<div>C</div> <div>I</div> <div>Reason:</div>

Section 8: Special Education

Directions: Circle C (“complete”) or I (“incomplete”) in the space next to each question to indicate completeness. If an answer is incomplete, make notes in the box to indicate why it is incomplete.

1. Describe the arrangements for any necessary special education and related services provided pursuant to ORS 338.165 for children with disabilities who may attend the public charter school.	<div style="display: flex; justify-content: space-around; align-items: center;"><div style="text-align: center;">C</div><div style="text-align: center;">I</div></div> <p>Reason:</p>
2. Explain how the instructional program will be differentiated or otherwise designed and implemented to meet the needs of special education students.	<div style="display: flex; justify-content: space-around; align-items: center;"><div style="text-align: center;">C</div><div style="text-align: center;">I</div></div> <p>Reason:</p>

Section 9: Prior History

Directions: Circle C (“complete”) or I (“incomplete”) in the space next to each question to indicate completeness. If an answer is incomplete, make notes in the box to indicate why it is incomplete.

<p>1. Describe the prior history of any of the founding members of the charter school or any of the members of the charter school’s board in operating a public charter school.</p>	<div style="display: flex; justify-content: space-around; align-items: center;"> C I </div> <p>Reason:</p>
<p>2. Describe the prior history of any of the founding members of the charter school or any of the members of the charter school’s board in operating a 501(c)3 nonprofit organization.</p>	<div style="display: flex; justify-content: space-around; align-items: center;"> C I </div> <p>Reason:</p>
<p>3. Describe the prior history of any of the founding members of the charter school or any of the members of the charter school’s board in providing educational services.</p>	<div style="display: flex; justify-content: space-around; align-items: center;"> C I </div> <p>Reason:</p>

Section 10: Conversion of an Existing School to Charter School Status (if applicable)

Directions: Circle C (“complete”) or I (“incomplete”) in the space next to each question to indicate completeness. If an answer is incomplete, make notes in the box to indicate why it is incomplete.

<p>1. In the case of an existing public school being converted to charter status:</p> <p>a. Describe the alternative arrangements for students who choose not to attend the public charter school and for teachers and other school employees who choose not to participate in the public charter school.</p> <p>b. Describe the relationship that will exist between the public charter school and its employees, including evidence that the terms and conditions of employment have been addressed with affected employees and their recognized representative, if any.</p>	<table border="0"><tr><td style="text-align: center; vertical-align: top;">C</td><td style="text-align: center; vertical-align: top;">I</td></tr><tr><td colspan="2" style="vertical-align: top;">Reason:</td></tr></table>	C	I	Reason:	
C	I				
Reason:					

Appendix: Virtual Charter Schools (ORS 338.120)**(This will only be completed if the applicant is proposing to open a virtual charter school.)**

Directions: Circle C (“complete”) or I (“incomplete”) in the space next to each question to indicate completeness. If an answer is incomplete, make notes in the box to indicate why it is incomplete.

<p>1. Describe the school’s plan for student academic achievement that addresses how the school will improve student learning and meet academic content standards required by ORS 329.045.</p>	<div style="text-align: center;">C I</div> <p>Reason:</p>
<p>2. Describe the performance criteria that the school will use to measure the progress of the school in meeting the academic performance goals set by the school for its first five years of operation.</p>	<div style="text-align: center;">C I</div> <p>Reason:</p>
<p>3. Describe the plan for implementing the proposed education program of the school by directly and significantly involving parents and guardians of students enrolled in the school and involving the professional employees of the school.</p>	<div style="text-align: center;">C I</div> <p>Reason:</p>
<p>4. Provide a budget, business plan, and governance plan for the operation of the school.</p>	<div style="text-align: center;">C I</div> <p>Reason:</p>

5. Describe the plan for monitoring and tracking student progress and attendance, including the plan for ensuring and documenting that students in the virtual public charter school receive the minimum instructional time for their grade.	C	I
	Reason:	
6. Describe the plan for providing student assessments in a manner that ensures that an individual student is being assessed and that the assessment is valid.	C	I
	Reason:	
7. Describe the plan to ensure that all school administration (superintendents, assistant superintendents, principals, assistant principals, etc.) are licensed to administer by TSPC.	C	I
	Reason:	
8. Describe the plan to ensure that at least 95% of the school's instructional hours are taught by teachers licensed by TSPC and qualified as required by the Every Student Succeeds Act (ESSA).	C	I
	Reason:	
9. Describe the school's plan for maintaining student records and school records, including financial records, at a designated central office	C	I
	Reason:	

<p>of operations that is located within the PPS school district. This plan should include how the school will maintain the confidentiality of these records.</p>	
<p>10. Describe the plan to ensure equitable access to the education program of the school by ensuring that each student enrolled in the school:</p> <ul style="list-style-type: none"> a. Has access to and use of computer and printer equipment as needed b. Is offered an internet service cost reimbursement arrangement under which the school reimburses the parent or guardian of the student, at a rate set by the school, for the costs of obtaining internet service at the minimum connection speed required to effectively access the education program provided by the school, <u>or</u> c. Has access to and use of computer and printer equipment and is offered internet service cost reimbursement. 	<p style="text-align: center;">C I</p> <p>Reason:</p>
<p>11. Describe the plan to provide access to computer and printer equipment and the internet service cost reimbursement as described in item #10 above for students enrolled in the</p>	<p style="text-align: center;">C I</p> <p>Reason:</p>

school who are from families that qualify as low-income.	
12. Describe the plan to conduct school-sponsored optional education events at least six times each school year at locations selected to provide convenient access to all students enrolled in the school who want to participate.	<div>C</div> <div>I</div> <div>Reason:</div>
13. Describe the plan to conduct meetings at least twice a week between teachers and students enrolled in the school, either in person or through the use of conference calls or other technology.	<div>C</div> <div>I</div> <div>Reason:</div>
14. Describe the plan to provide opportunities for face-to-face meetings between teachers and students enrolled in the school at least six times each school year.	<div>C</div> <div>I</div> <div>Reason:</div>
15. Describe the plan to provide, at the time of a student's enrollment, written notice to PPS and, if different, to the school district where the student is a resident. Please note that notification must be provided within 10 days of enrollment and must include: the name, age, and address of the student, and the name of the school in which the student was formerly enrolled.	<div>C</div> <div>I</div> <div>Reason:</div>
16. Describe the plan to provide, at the time of the student's withdrawal for a reason other than graduation from high school, written notice to PPS and, if different, to the school district	<div>C</div> <div>I</div> <div>Reason:</div>

<p>where the student is a resident. Please note that notification must be provided within 10 days of withdrawal and must include: the name, age, and address of the student, the reason the student is no longer enrolled and, if applicable, the name of the school in which the student will enroll, if known to the virtual school, and the last day on which the student was enrolled at the virtual public charter school.</p>	
<p>17. Provide an assurance that, upon request of PPS or a student's resident school district, the virtual public charter school shall provide a student's education records.</p>	<p style="text-align: center;">C I</p> <p>Reason:</p>
<p>18. Provide an assurance that no member of the PPS school board shall be: an employee of the virtual public charter school, a member of the governing body of the virtual public charter school, or an employee or other representative of any third-party entity with which the virtual charter school has entered into a contract to provide educational services.</p>	<p style="text-align: center;">C I</p> <p>Reason:</p>
<p>19. Provide an assurance that no person who is a member of the governing body of the virtual public charter school shall be an employee of a third-party entity with which the virtual public charter school has entered, or intends to enter, into a contract to provide educational</p>	<p style="text-align: center;">C I</p> <p>Reason:</p>

services.	
<p>20. Provide an assurance that, if the virtual public charter school enters into a contract with a third-party entity to provide educational services for the virtual public charter school:</p> <ul style="list-style-type: none"> a. No employee or member of the governing board of the third-party entity will attend an executive session of the PPS school board b. No employee of the virtual public charter school will promote the sale or benefits of private supplemental services or classes offered by the third-party entity c. The educational services provided by the third-party entity shall be consistent with Oregon state standards and requirements, and shall be changed on the same timelines that changes are imposed on the nonvirtual public charter school in Oregon d. The virtual public charter school shall have on file the third-party entity's budget for the provision of educational services, and that budget shall itemize: <ul style="list-style-type: none"> i. The salaries of supervisory and management personnel and consultants who are providing educational 	<p style="text-align: center;">C I</p> <p>Reason:</p>

<p>or related services for a public charter school in Oregon</p> <p>ii. The annual operating expenses and profit margin of the third-party entity for providing educational services to a public charter school in Oregon</p>	
<p>21. Provide an assurance that, upon request, PPS or a member of the public shall be given access to any of the documents described in this section that are public records, as provided by ORS 192.311 to 192.478.</p>	<p>C I</p> <p>Reason:</p>