2013 Application Cycle

Application Timeline
Preview of 2013 Request for Applications
Overview of the Start-Up Process

Application Timeline

Kenyon Tam,
Operations and Applications Specialist

Request for Applications ("RFA") and Orientations

September 6, 2013	Pre-RFA Orientation
September 20, 2013	Release of the RFA
October 11, 2013	Post-RFA Orientation

Intent to Apply

October 28, 2013	Deadline to submit Intent to Apply Packets

* "Intent to Apply Packet" – required documentation to indicate intent to submit a completed charter application and informs on the type of application

November 6, 2013	Notification of Eligibility to Apply

* "Eligibility to Apply" – informs Applicants if addenda need to be completed as part of the application or indicates ineligibility to apply

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Applying

January 6, 2013	Deadline to submit completed applications
January 10, 2013	Applicants receive Completeness Determinations
January 13, 2013	Deadline to submit missing information (if applicable)

* "Completeness Determination" – non-substantive review of applications to ensure completeness and to identify missing information, if any

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Evaluation

January 17 through February 14, 2014	Application evaluation window
February 19, 2014	Requests for Clarification distributed
March 5, 2014	Deadline to submit Clarification Packets
March 12, 2014	Applicant interviews
March 13, 2014	Public hearings

* Evaluations of applications are conducted by an Evaluation Team.

Evaluation (continued)

* "Request for Clarification" – information requested by the Evaluation Team to clarify sections of the application as necessary (not intended to be an application amendment or revision)
* "Clarification Packet" – required documentation to fulfill the Request for Clarification
* Interviews – conducted by the Evaluation Team for the purpose of understanding applications better
* Public Hearings – held by the Commission to allow for public testimony on each application

Decision-making

March 28, 2014	Applicants receive Recommendation Reports
April 4, 2014	Deadline to submit written responses to Recommendation Reports
April 15, 2014	Recommendation Packets are distributed to Commissioners
April 24, 2014	Application Committee Meeting
May 8, 2014	Commission General Business Meeting
May 9, 2014	Notification of Commission's decision

Decision-making (continued)

* "Recommendation Report" – report developed by the Evaluation Team assessing the application and ultimately recommending approval or denial
* "Recommendation Packet" – packet for Commissioners consisting of the Recommendation Report, the Applicant's written response to the Recommendation Report, and the Evaluation Team's rebuttal to the Applicant's response
* Application Committee Meeting – Committee reviews Recommendation Packet, clarifies with the Evaluation Team, and makes a recommendation to the full Commission
* Commission Meeting – Commission deliberates on Committee's recommendations and makes final decisions on applications

After Approval

* The 2015-2016 school year is the first year of operation for applicants approved this cycle.

May 2014 to July 2015	New charter school start-up period
July 2015	Opening of new charter school

Preview of 2013 Request for Applications

Alison Kunishige,
Chief Operations Officer

Parts of the RFA

* RFA

* Application

* Addendum

* Exhibits

RFA

* Eligibility and Legal Requirements

* Application Process Overview and Timeline

* Application Guidelines

Application

* School Overview

* Academic Program Design & Capacity

* Organizational Plan & Capacity

* Financial Plan & Capacity

School Overview

* Mission, Vision and Essential Terms
* Educational Needs and Anticipated Student Population
* Academic Plan and School Design
* Community Engagement
* Applicant Experience
* Contribution to Public Education System

Academic Program Design & Capacity

* Curriculum and Instructional Design

* High School Graduation Requirements

* Special Populations and At-Risk Students

* Student Discipline

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Organizational Plan & Capacity

* Governance
* Advisory Bodies
* Staff Structure, Management & Evaluation
* Operations
* Facilities

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Financial Plan & Capacity

* Financial Plan

* Financial Management Capacity

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Conversion Addendum

* School Community

* Performance Record

* Staff Plans and Evaluation

* Student Recruitment and Enrollment

* Non-profit Organization as Applicant

* Hawaiian Language Immersion Program

Exhibits

* Intent to Apply and Eligibility Forms
* Proposal Cover Sheet Form
* Staffing Chart Template Enrollment Projection Template
* Instructional Materials Chart Form
* Board Member Information Form
* Financial Plan Workbook
* Statement of Assurances

Overview of Start-Up Process

Alison Kunishige,
Chief Operations Officer

Overview of Start-Up Process

* Approval of Application

* Start-up Period (14 months)

* Commission Approval and Execution of Charter Contract

* Open School

Approval of Application

* Commission approves application at general business meeting

Start-up Period (14 months)

* Faculty and Staff
* Families
* Facility
* Finances
* Governance

Faculty and Staff

* Establish school calendar

* Develop staffing plan

* Get faculty fingerprints and background checks

* Register for Retirement and Hawaii Benefits Systems

* Enroll students and obtain student records

* Get access to DOE's eSIS system

Families

* Recruit students

* Market school

* Community outreach

Facility

* Obtain facility with all necessary certificates and permits

* Negotiate lease

* Renovations

Finances

* Fund start-up period

* Establish school budget

* Raise cash donations

Governance

* Governing Board bylaws
* Governing Board meeting
* Develop school policies and safety plans and procedures
* Hire school staff and faculty
* Submit Exhibit A and school-specific measures for contract

Approval and Execution of Charter Contract

* Commission approves application at general business meeting

Open School

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