2015-2016 Application Cycle

Application Timeline

Preview of 2015-2016 Request for Proposals

Overview of the Start-Up Process

Request for Proposals ("RFP") and Orientations

September 11, 2015	Pre-RFP Orientation
September 18, 2015	Release of the RFP
September 25, 2015	RFP Orientation

Intent to Apply and Eligibility

October 16, 2015	Deadline to submit Intent to Apply Packets
October 23, 2015	Notification of eligibility to submit an application

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

How to Submit the Intent to Apply

* FluidReview, web-based application management system
* **Primary contact** creates user login
* Complete the online Intent to Apply form
* Be sure to submit (must receive confirmation email)

How to Submit the Intent to Apply (continued)

How to Submit the Intent to Apply (continued)

Ready to go?

We just need a bit more information from you before you can start.
Once you sign up, you will need to check your email for an account activation link. You should receive the email within a couple of minutes. Make sure to type your email correctly!
If you already have an account, you can log in here.

Full name

John Smith

Email

you@example.com

Create a password

Create a password

How to Submit the Intent to Apply (continued)

In 100 words or less, describe the mission and vision of your proposed school.

To rule the world

Words entered: 4. Min: Max: 100

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Applying

February 12, 2016	Deadline to submit completed applications
February 19, 2016	Applicants receive notification of completeness
February 21, 2016	Deadline to submit missing information (if applicable)

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

Final Application Evaluation

February 22 through April 1, 2016	Application initial evaluation window
April 4-8, 2016	Applicant interviews
April 22, 2016	Requests for Clarification distributed to applicants
May 6, 2016	Deadline to submit responses to Requests for Clarification
May 12, 2016	Public hearings

* Evaluations of applications are conducted by an Evaluation Team.

Evaluation (continued)

* Interviews – conducted by the Evaluation Team for the purposes of assessing capacity and better understanding applications
* "Request for Clarification" – information requested by the Evaluation Team to clarify sections of the application as necessary
* Public Hearings – held by the Commission to allow for public testimony on each application

Decision-making

June 24, 2016	Applicants receive Recommendation Reports
July 8, 2015	Deadline to submit written responses to Recommendation Reports
July 28, 2015	Application Committee Meeting
August 11, 2015	Commission General Business Meeting
August 12, 2015	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 report, and the Evaluation Team's rebuttal to the applicant's response

* Application Committee Meeting – Committee reviews staff recommendation and 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 2017-2018 school year is the first year of operation for applicants approved this cycle.

August 2016 to July 2017	New charter school start-up period
July 2017	Opening of new charter school

Parts of the RFP

* RFP

* Intent to Apply Packet

* Applicant Information Sheet

* Application Requirements and Criteria

* Exhibits

RFP

* Eligibility and Legal Requirements

* Application Process Overview and Timeline

* Application Guidelines

Applicant Information Sheet

* Applicant Summary

* Identifying Information

Application Requirements and Criteria

* School Overview

* Academic Plan

* Organizational Plan

* Financial Plan

* Applicant Capacity

School Overview

* Mission and Vision
* Geographic Location
* Anticipated Student Population
* Community Engagement
* Contribution to Public Education System
* Enrollment Plan and Rationale

Academic Plan

* Academic Plan Overview, Academic Philosophy, and Student Population
* Curriculum and Instructional Design
* Special Populations and At-Risk Students
* School Culture
* Professional Culture and Staffing
* School Calendar and Schedule
* Supplemental Programs

Organizational Plan

* Governance
* Performance Management
* Ongoing Operations
* Student Recruitment, Admission, and Enrollment
* Parent Involvement and Community Outreach
* Nonprofit Involvement
* Geographic Location and Facilities
* Start-Up Period

Financial Plan

* Financial Oversight and Management

* Operating Budget

Applicant Capacity

* Academic Plan Capacity

* Organizational Plan Capacity
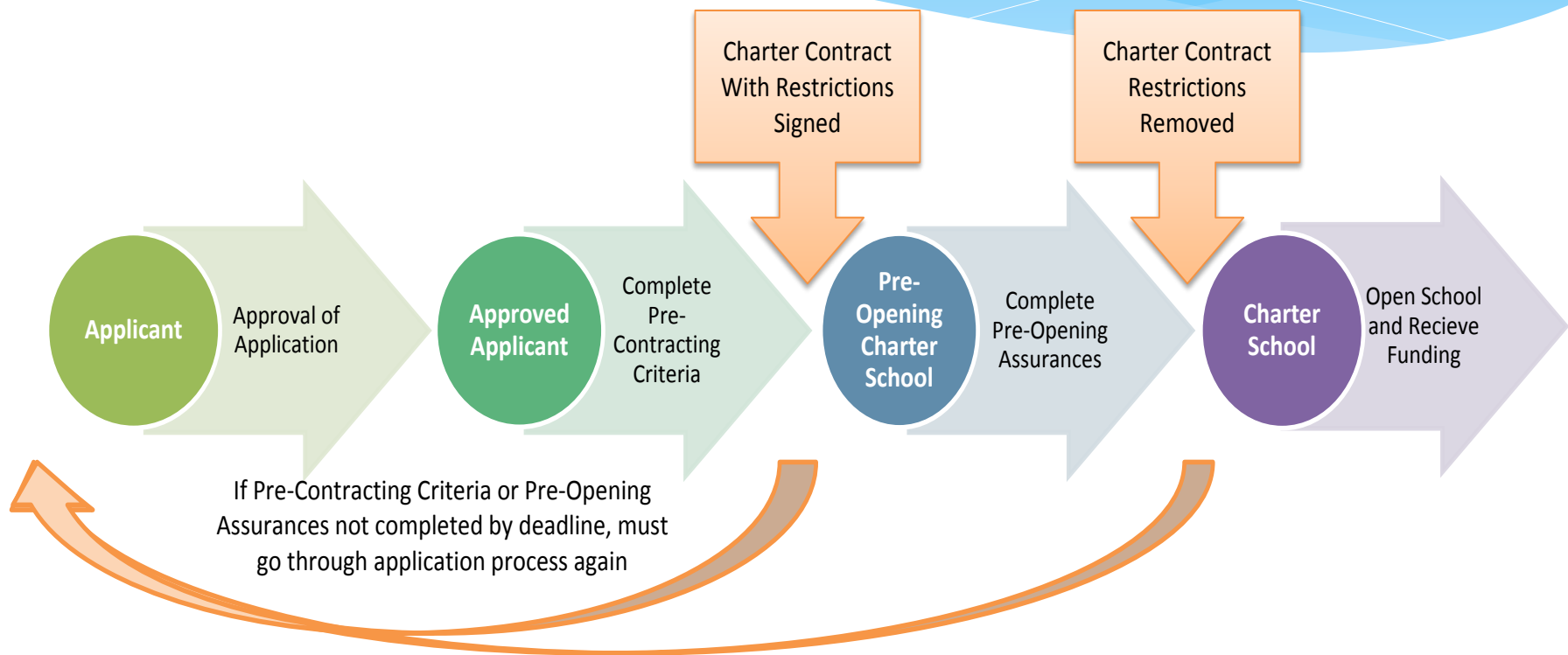
* Financial Management Capacity

Exhibits

* Enrollment Plan
* Staffing Chart Template
* Statement of Assurances
* Board Member Information Form
* School-Specific Measures
* Financial Plan Workbook

Overview of Start-Up Process

Kenyon Tam,

Operations and Applications Specialist

Overview of Start-Up Process

Approval of Application

* Commission approves application at general business meeting

Pre-Contracting

* Pre-Contracting criteria will be recommended by evaluation team and set by Commission.

* If Pre-Contracting criteria is met, the approved applicant governing board will execute a document with limited charter contract rights and obligations.
  * Submit Exhibit A and school-specific measures for contract

Pre-Opening Assurances

* Faculty and Staff

* Families (student enrollment)

* Facility

* Finances

* Governance

Dependent upon start-up project management plan

Faculty and Staff

* Establish school calendar

* Execute staffing plan

* Get fingerprints and background checks

* Prepare to register for Retirement and Hawaii Benefits Systems

* Professional development and training

Families
(student enrollment)

* Recruit and "enroll" 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 meetings
* Develop school policies and safety plans and procedures
* Hire school staff and faculty

Changes During Process

* **Faculty and Staff** – significant staffing changes

* **Families** (student enrollment) – any change in grade levels offered and significant changes in student enrollment numbers

* **Facility** – change in geographic location if facility was set or significant change in geographic location if facility was not set.

* **Finances** – significant changes to budget

* **Governance** – significant changes in governance structure (*e.g.*, addition or removal of a CMO)

COMMUNICATION WITH OPERATIONS STAFF

Approval of Pre-Opening Assurances

* Applications Committee recommendation
* Commission meeting to approve completion of Pre-Opening Assurances and execution of full Charter Contract

Open School

Questions?

2015-2016 Application Cycle