

2014 Application Cycle

Application Timeline

Preview of 2014 Request for Proposals

Overview of the Start-Up Process



Application Timeline

Kenyon Tam,
Operations and Applications Specialist



Request for Proposals (“RFP”) and Orientations

October 10, 2014	Pre-RFP Orientation
October 17, 2014	Release of the RFP
October 24, 2014	Initial Proposal Orientation
February 6, 2015	Final Application Orientation

Intent to Apply and Eligibility

October 31, 2014	Deadline to submit Intent to Apply Packets
November 7, 2014	Notification of eligibility to submit an Initial Proposal

- * “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)

Home

Sign In

Sign Up



State Public Charter School Commission

2014 Charter School Application Cycle

Welcome to the State Public Charter School Commission's applications management system

This is the web-based application system that applicants will use to submit various forms relevant to the 2014 charter school application cycle, including the Intent to Apply Packet, Initial Proposal, and Final Application. For detailed information about the 2014 Charter School Application Cycle, please visit the [Commission's website](#). Questions regarding the application process or the Request for Applications may be directed to Kenyon Tam, Operations and Applications Specialist, at kenyon.tam@spcsc.hawaii.gov.

For technical support with this web-based application system, contact FluidReview at tech@fluidreview.com.

Sign In

Email:

Password:

[Trouble Signing In?](#)

Need An Account?

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

Email

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

Save & Continue Editing

Back

Next

Initial Proposal and Evaluation

December 1, 2014	Deadline to submit Initial Proposals
December 2, 2014 through January 2, 2015	Initial Proposal review window
January 15, 2015	Applications Committee Meeting
January 22, 2015	Commission General Business Meeting

- * “Initial Proposal” – the first substantive, formal submittal focusing on the academic plan
- * Evaluations of Initial Proposals are conducted by Commission academic performance staff.

Opting to Proceed or Withdraw

January 23, 2015	Applicants receive Commission's recommendation on whether to proceed or voluntarily withdraw
January 28, 2015	Deadline to submit intentions to proceed
February 6, 2015	Final Application Orientation

- * Commission Initial Proposal Recommendation – recommendation from the Commission to the applicant on whether to proceed with submitting a Final Application or to voluntarily withdraw
- * “Completeness Determination” – non-substantive review of applications to ensure completeness and to identify missing information, if any

Final Application

March 6, 2015	Deadline to submit Final Applications
March 13, 2015	Applicants receive Notifications of Completeness
March 15, 2015	Deadline to submit missing information (if applicable)

- * “Final Application” – the formal application to the Commission; focuses on the organizational and financial plans but also incorporates the Initial Proposal
- * “Notification of Completeness” – non-substantive review of applications to ensure completeness and to identify missing information, if any

Final Application Evaluation

March 16 through April 17, 2015	Final Application evaluation window
April 27-30, 2015	Applicant interviews
May 15, 2015	Requests for Clarification distributed to applicants
May 29, 2015	Deadline to submit Clarification Packets
June 10, 2015	Public hearings

- * Evaluations of Final 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
- * “Clarification Packet” – required documentation to fulfill the Request for Clarification
- * Public Hearings – held by the Commission to allow for public testimony on each application

Decision-making

June 19, 2015	Applicants receive Final Application Recommendation Reports
July 3, 2015	Deadline to submit written responses to Final Application Recommendation Reports
July 23, 2015	Application Committee Meeting
August 13, 2015	Commission General Business Meeting
August 14, 2015	Notification of Commission's decision

Decision-making (continued)

- * “Final Application Recommendation Report” – report developed by the Evaluation Team assessing the Final Application and ultimately recommending approval or denial
- * “Recommendation Packet” – packet for Commissioners consisting of the Final Application 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 2016-2017 school year is the first year of operation for applicants approved this cycle.

August 2015 to July 2016	New charter school start-up period
July 2016	Opening of new charter school

Preview of 2014 Request for Proposals

Alison Kunishige,
Chief Operations Officer



Parts of the RFP

- * RFP
- * Intent to Apply Packet
- * Initial Proposal
- * Final Application
- * Exhibits

RFP

- * Eligibility and Legal Requirements
- * Application Process Overview and Timeline
- * Application Guidelines

Initial Proposal

- * Identifying Information
- * School Overview
- * Academic Plan Design & Capacity

Final Application

- * Identifying Information
- * Organizational Plan & Capacity
- * Financial Plan & Capacity

School Overview

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

Academic Plan Design & Capacity

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

Organizational Plan & Capacity

- * Governance
- * Complaint Procedures
- * Staff Plans, Hiring, Management, and Evaluation
- * Professional Development
- * Performance Management
- * Geographic Location and Facilities
- * Start-Up Period
- * Ongoing Operations

Organizational Plan & Capacity (continued)

- * Student Recruitment, Admission, and Enrollment
- * Parent and Community Involvement
- * Nonprofit Involvement
- * Organizational Plan Capacity

Financial Plan & Capacity

- * Financial Plan
- * Financial Management Capacity

Exhibits

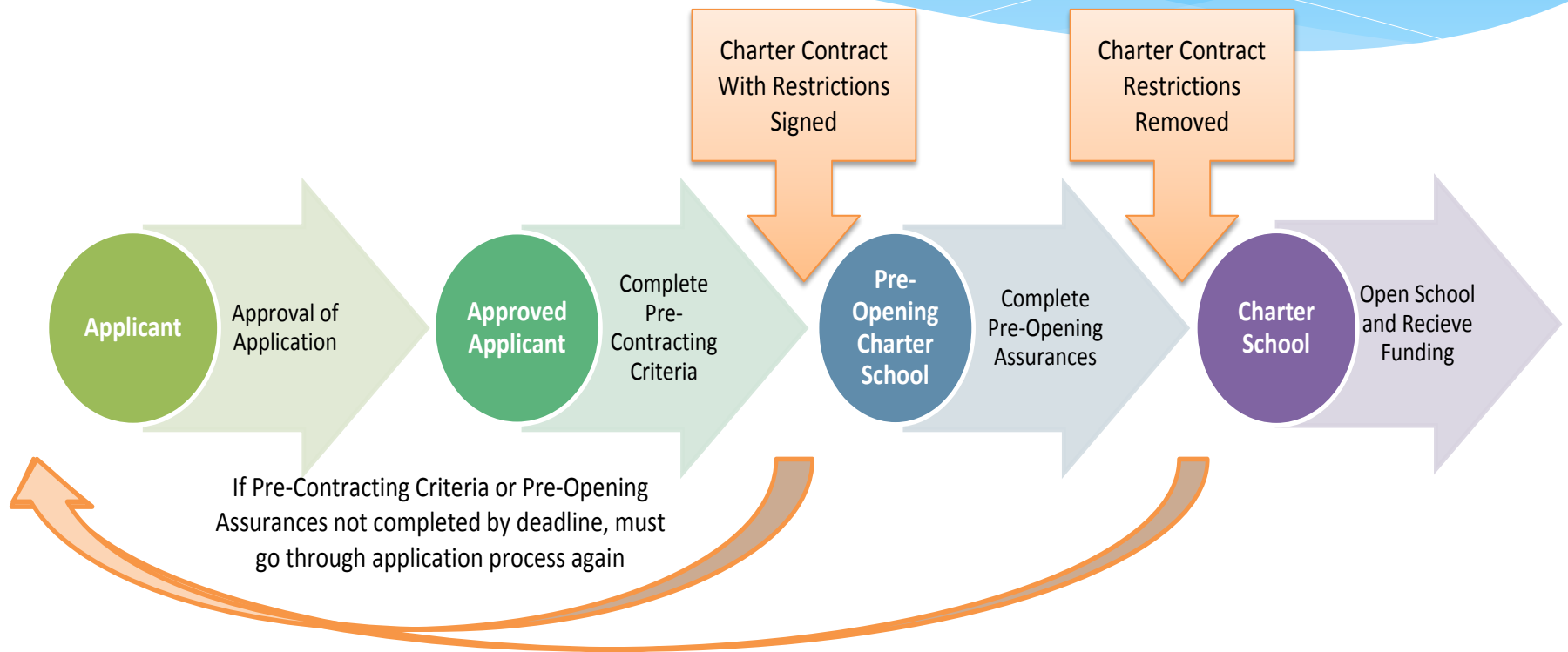
- * Enrollment Plan
- * Staffing Chart Template
- * Statement of Assurances
- * Board Member Information Form
- * School-Specific Measures
- * Financial Plan Workbook

Overview of Start-Up Process

Alison Kunishige,
Chief Operations Officer



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 will execute a document with limited charter contract rights and obligations.

Pre-Opening Assurances

- * Faculty and Staff
- * Families (student enrollment)
- * Facility
- * Finances
- * Governance

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
- * Submit Exhibit A and school-specific measures for contract

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?

2014 Application Cycle