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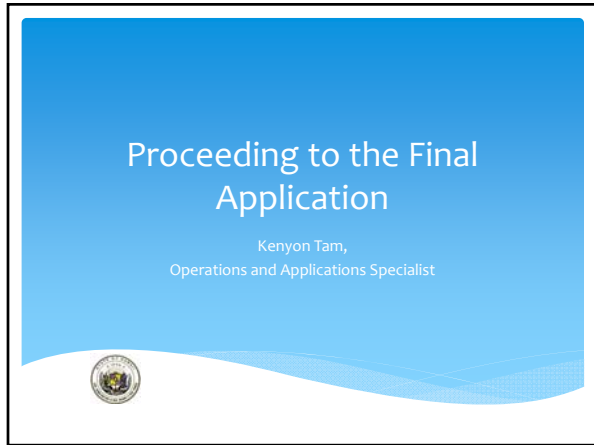
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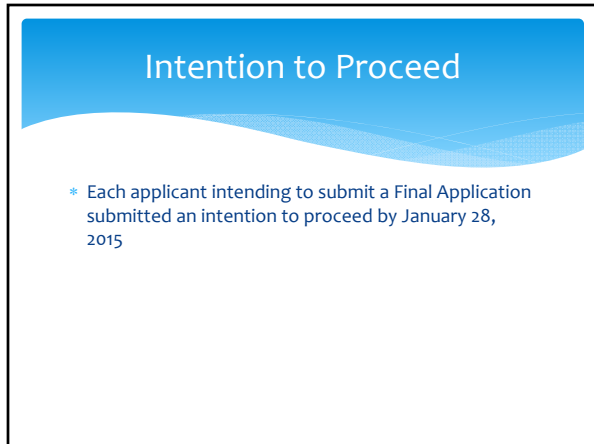
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### Writing the Application

- \* Read all instructions **carefully**
- \* Templates (Exhibits)
  - \* Use when provided
  - \* Do **NOT** modify unless instructed
- \* **All** information must be contained in the application
- \* Pay attention to word/page limits, formatting, and organization
- \* Review your work **before** submitting

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### Final Application Submission

- \* Primary contact person responsible for submitting through FluidReview
- \* All required questions must be completed prior to submitting
- \* Must be submitted by 12:00 pm, HST, on **March 6, 2015**
- \* Once submitted, **CANNOT BE UNDONE**

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### Completeness Determination

- \* Completeness review is **not** an application evaluation
- \* Applicants receive Completeness Determinations by March 13, 2015
- \* Within 48 hours of receiving determination, applicants must submit the incomplete sections

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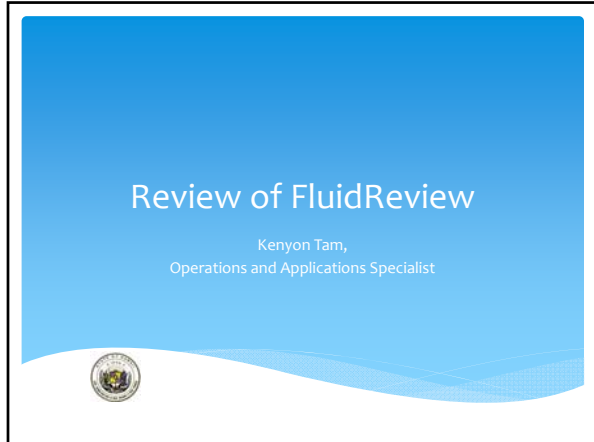
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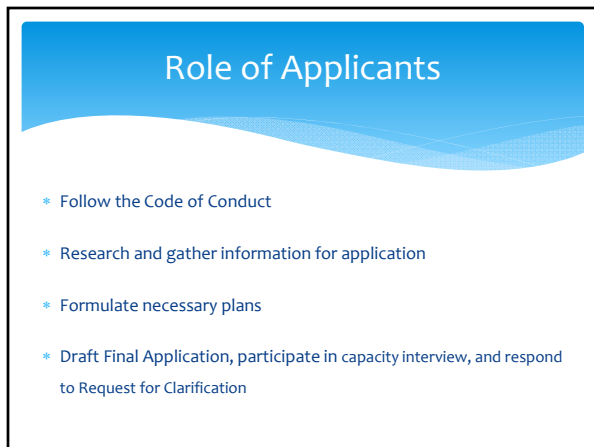
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### Role of Evaluation Team

- \* Evaluate the Components of the Application
- \* Interview applicants
- \* Provide the Commission with a recommendation
- \* Provide a rebuttal to Applicant's response, if applicable

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### Role of Commission

- \* Review the Recommendation Packet
- \* Consider public testimony and DOE comments
- \* Issue a decision on whether to approve an applicant

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### Role of Commission Staff

- \* Depends
  - \* Evaluation Team
  - \* Operations Team
- \* Level of assistance
  - \* We will not tell you **how** to comply with any requirements
  - \* Will not provide legal analysis
  - \* Can tell you what is required under the contract and HRS Chapter 302D
  - \* We can direct you to resources – Applicant Resources page on Commission website at: <http://www.chartercommission.hawaii.gov> (use the “Start a School” drop down menu).

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## How to Communicate with Staff

- \* Email is best
- \* Staff will may follow-up phone calls with an email to memorialize the phone conversation

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## Roles in Application and Evaluation Process

Action	Party
Perform Completeness Determinations	Commission staff
Evaluate Components of Application	Evaluation Team
Distribute Requests for Clarification and process responses	Commission staff
Interview applicants	Evaluation Team
Creates Evaluation Team Recommendation Reports	Evaluation Team
Reviews and drafts rebuttal to Applicant's Response to Evaluation Team's Recommendation Report	Evaluation Team
Receives public testimony	Commissioners
Compiles Evaluation Team Recommendation Report, Applicant Response, Evaluation Team Rebuttal and any written public testimony for Commissioners' review	Commission staff
Makes a decision to approve or deny the application	Commissioners

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## Questions?

Proceeding and Review of Expectations

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