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STATE OF HAWAII  
**STATE PUBLIC CHARTER SCHOOL COMMISSION**  
**('AHA KULA HO'ĀMANA)**

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**APPLICATIONS COMMITTEE RECOMMENDATION**

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DATE OF SUBMITTAL: December 10, 2021 (updated on 12/16/2021)  
DATE OF MEETING: December 16, 2021  
TO: John S.S. Kim, Chairperson  
FROM: Mitch D'Olier, Applications Committee Chairperson  
AGENDA ITEM: VI.1. Applications Committee Report - Action on Restarting the Suspended 2020 Applications Cycle

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I. DESCRIPTION

Applications Committee recommendation for action on restarting the suspended 2020 RFP - Applications cycle.

II. POLICY CONTEXT AND AUTHORITY

Pursuant to §302D-3(b), Hawaii Revised Statutes ("HRS"), "[t]he mission of the commission shall be to authorize high-quality public charter schools throughout the State." To achieve this mission a core function of a charter school authorizer is to solicit, evaluate, and approve or deny applications for new charter schools as found in HRS §§302D-5 and 13.

With respect to the process, HRS §302D-13 provides that the charter school application process and schedule shall be determined by the authorizer. The authorizer shall publish a request for proposal on its website that at a minimum: presents the authorizer's strategic vision for chartering; includes or directs applicant governing boards to the performance framework developed by the

authorizer in accordance with HRS§302D-16; includes criteria that will guide the authorizer’s decision to approve or deny a charter application; states clear, appropriately detailed questions and provides guidelines concerning the format and content essential for applicant governing boards to demonstrate the capacities necessary to establish and operate a successful charter school; and requires charter applications to provide or describe all essential elements, as determined by the authorizer, of proposed school plans.

### III. BACKGROUND

At the March 27, 2020 General Business Meeting, the Commission approved the 2020 Request for Proposals for Conversion Charter Schools and Start-up Charter Schools.

On March 30, 2020, the 2020 Request for Proposals was posted to the Commission website.

On April 3, 2020, Commission staff conducted a mandatory orientation to interested applicants on the RFP and its requirements.

On April 3, 2020, Executive Memorandum 20-01, Amendments to Executive Memorandum 19-02, FY20 Budget Execution Policies and Instructions was issued. The memo states, “No new programs should be contemplated because they may not be sustainable in the future. This does not apply to programs directly addressing the COVID-19 situation that are funded by coronavirus (COVID-19) federal funds.”

On April 13, 2020, as required by the 2020 RFP, Intent to Apply Packets were due to the Commission by 12:00 Noon.

On April 15, 2020, prospective applicants were notified of eligibility to submit an application via letter that was emailed to the primary contact noted on the Intent to Apply Packet.

On April 23, 2020, the Commission suspended the 2020 RFP process due to the Governor’s Executive Memorandums and the state’s overall financial condition and would restart the RFP at an appropriate time.

On June 25, 2020 the Commission reviewed all intent to apply packets that were deemed incomplete and affirmed the staff’s determination for all eleven applicants.

On July 1, 2020, and August 26, 2020, two applicants who had their Intent to Apply packets determined to be incomplete, filed an appeal to the Board of Education (“BOE”).

On July 20, 2020 and September 3, 2020 the BOE accepted their appeals.

On October 27, 2020, and on November 6, 2020 the BOE determined that the Commission had

erred in finding that the applicant's Intent to Apply packets were incomplete and ordered that the Commission reconsider all eleven applicants that had been deemed incomplete.

On November 12, 2020, the Commission took action to place all eleven applicants back into the 2020 RFP process and sent all Intent to Apply packets back to the Commission's Applications Committee for review and recommendation to the full Commission as to which applicants should be invited to proceed with a full proposal and which applicants the Commission should decline to invite to write a full proposal.

On November 24, 2020, the Applications Committee met and determined that the Committee will review all 12 applicant's Intent to Apply packets.

At the December 9, 2020 Application Committee meeting, the Committee met to make a recommendation to the Commission on which applicants should be invited to write a full proposal as articulated in the 2020 RFP.

At the December 22, 2020 Commission General Business meeting, the applications committee presented its recommendation on which applicants should be invited to write a full proposal as articulated in the 2020 RFP. The full Commission moved to invite seven applicants to move forward in the process and submit a full application to be evaluated when the RFP process was reopened, and declined to invite five applicants to continue with the process. The five applicants that the Commission declined to continue were issued denials and allowed to appeal their denials to the Board of Education.

One of the five applicants that the Commission declined to continue appealed to the Board of Education. On March 5, 2021, the Board of Education reversed the decision of the Commission to decline to have the applicant move forward. On March 11, 2021, the Commission accepted the Board's decision to place the appellant back into the Applications process.

As of March 11, 2021, eight applicants to the 2020 RFP remain in the process. The eight applicants are:

1. Hana Hana High
2. Hui Malama
3. Kulia Academy
4. Maui Academy of Arts and Sciences
5. Milolii Charter School
6. Namahana School
7. Purple Maia Kula
8. Lima No'eau Career Academy

However, the Commission's 2020 RFP process remained suspended due to the state's financial condition and the Governor's Executive Memorandum 20-01, Amendments to Executive Memorandum 19-02, and FY20 Budget Execution Policies and Instructions.

At the [October 28, 2021 Applications Committee meeting](#) the Committee received an update on the status of the 2020 RFP process. Director Craig Hirai of the Department of Budget and Finance responded to an inquiry from the Commission regarding the state's financial condition and whether the Commission may restart its authorizing process for new public charter schools. In his August 5, 2021 memo regarding the restarting of the process, Director Hirai stated that while it now appears feasible for the Commission to consider restarting the new public charter school applications process, the earliest that funding for any newly authorized public charter school(s) could not be made until the next biennium budget or FB 2024-2025. As there will be no funding for any newly authorized public charter school until the next biennium budget, which would be the 2024-2025 biennium budget, the Commission may decide to restart the process early next calendar year (2022). Any applicants approved in this restarted process will begin operations (open the charter school) no earlier than July 2024; there can be no exceptions to this July 2024 start date due to the state budgetary process.

The Committee asked that staff re-set the deadlines in the 2020 RFP timeline and make any needed adjustments to restart the 2020 Applications process beginning in the 2022 calendar year.

On November 22, 2021, the Applications Committee met to review the amendments to the 2020 RFP, took action to add additional amendments, and recommends the restart of the 2020 Applications process.

#### IV. ITEMS FOR CONSIDERATION

**Exhibit 1 – Final Revised 2020 RFP for Restart in 2022** provides a revised 2020 RFP-Applications Timeline as well as clarifying language for the Committees review and approval and recommendation to the full Commission at its December 2021 General Business meeting. Green highlighted items identify the changes recommended for the November 22, 2021 Applications meeting, with the blue highlighted items added by members of the Applications Committee at the November 22, 2021 meeting.

**Exhibit 2 - 2020 Completeness Checklist** is the document that the Applications Committee will use to document for each applicant the completeness of their submitted Application (School Information Sheet, Narrative Proposal, and other required documentation), to be sent on Friday, February 11, 2022. This Checklist will be sent to each applicant that submits their Application by the February 4, 2022, 12 noon, Hawaii Standard Time deadline. For those Applicants that have incomplete Applications, this form will also be sent to the Applicant which provides a detailed listing of any missing elements of the application, and allows them a reasonable opportunity (Monday, February 14, 2022 at 9:00 AM via email to cure any deficiency (any missing documents).

Additionally, there are some other adjustments to the [2020 Request For Proposals](#) that have been made, specifically, the Commission is no longer using the Epicenter system and will now provide applicants with a ShareFile system to upload their full applications. Commission staff will also include a re-orientation and training session to all eight applicants on how to upload their applications in the ShareFile system on **Friday December 17, 2021** and Monday, December 27, 2021, well prior to the February 4, 2022, 12 noon HST deadline for submission of their full applications.

All eight applicants should continue to prepare for the submission of their full applications during this time.

V. DECISION MAKING STATEMENT

Applications Committee recommends the following:

**Motion to approve the proposed document with amendments based on the suggestions provided at the Applications Committee meeting (11/22/2021) and recommend to the Commission as the next General meeting to restart the process.**

**Exhibit 1**  
**Final Revised 2020 RFP for Restart in 2022**



# State Public Charter School Commission 2020 Request for Proposals

## Conversion Charter Schools and Start-up Charter Schools (as defined by Hawaii Revised Statutes Chapter 302D)

Issued: March 30, 2020

**Revised Draft: November 2021**

### **Mandatory Orientation for Prospective Applicants (via Zoom):**

April 3, 2020

11:00 AM, Hawaii Standard Time

### **Intent to Apply Packet Due:**

April 13, 2020

12:00 Noon, Hawaii Standard Time

### **Application Due:**

**February 4, 2022**

12:00 Noon, Hawaii Standard Time

Please direct questions to: [Applications@spcsc.hawaii.gov](mailto:Applications@spcsc.hawaii.gov)

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**Message to prospective applicants from the State Public Charter School Commission**

Thank you for your interest in applying to operate a public charter school to serve Hawaii's public school students. The Commission is committed to authorizing new schools that will contribute to Hawaii's public education system and will also provide meaningful outcomes for students.

The Commission is deeply invested in our mission to "authorize high quality public charter schools throughout the State" and designed a comprehensive application process based on national best practices that will enable us to authorize excellent schools of choice. Applicants must possess the ability to meet the Commission's high standards related to governance, operational management, fiscal management, and academic performance. The Commission is compelled to authorize only strong applications and believes that applicant capacity, coupled with a well-developed application is an indicator of a school that has the potential for great success.

During these uncertain times brought to us by the COVID-19 pandemic, the Commission is steadfast in our commitment to solicit applications for new charter schools. However, due to the changing nature of the COVID-19 situation, the applications timeline, as well as how the Commission interacts with prospective applicants, are subject to change.

Prior to submitting your intent to apply packet, we encourage you to familiarize yourself with the expectations that charter schools are subject to in Hawaii by reviewing Chapter 302D, HRS and the Commission website ([charter.commission.hawaii.gov](http://charter.commission.hawaii.gov)). Please direct all questions regarding your charter school application to [Applications@spcsc.hawaii.gov](mailto:Applications@spcsc.hawaii.gov).

We look forward to reviewing your application and plans to provide innovative learning opportunities to serve Hawaii's public school students.

With Aloha,

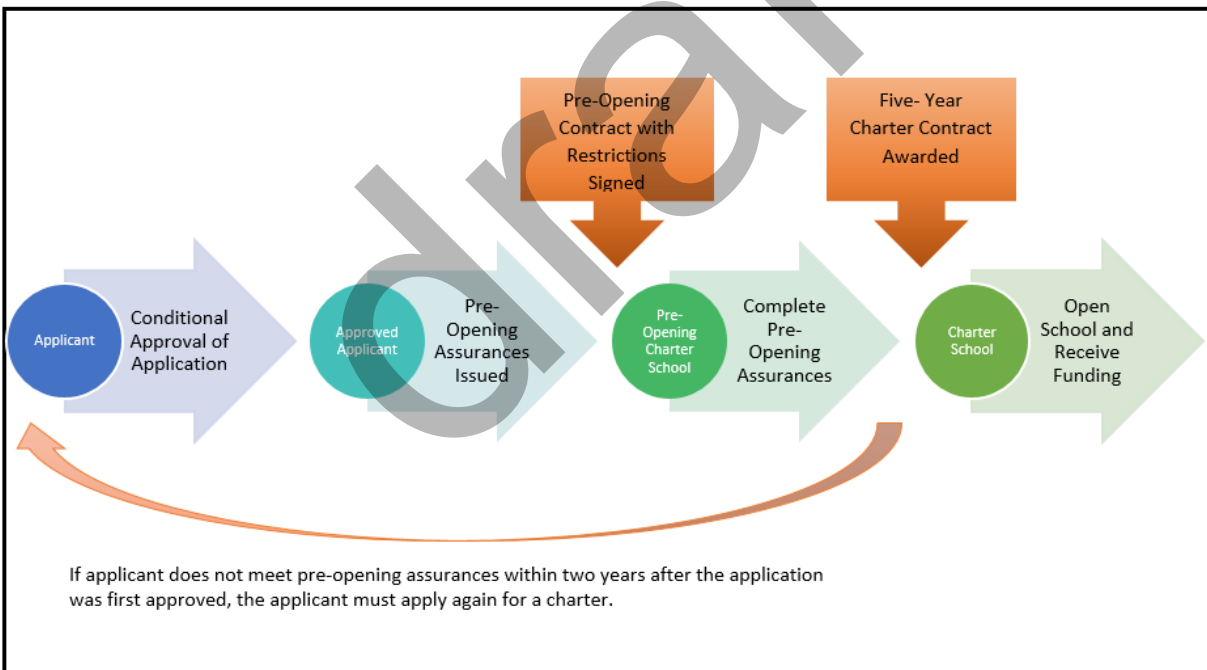
John S.S. Kim

# REQUEST FOR PROPOSALS

## I. Introduction

The State Public Charter School Commission (“**Commission**”) was created in 2012 through Act 130, SLH 2012. The Commission holds chartering jurisdiction and authority throughout the State of Hawaii and enters into contracts (“**Charter Contract**”) with every existing charter school and every newly approved charter school applicant. HRS Chapter 302D-3(b), sets forth the Commission’s mission which is “to authorize high quality public charter schools throughout the state.”

Unlike public charter schools in the continental United States, every public charter school in Hawaii is considered a State agency. Currently, there are 37 public charter schools authorized statewide across the islands of Hawaii, Kauai, Maui, Molokai, and Oahu.



**Figure 1: Charter School Start-up Process**

### A. Applicant Types

HRS Chapter 302D governs the establishment and operation of public charter schools. Applicants are expected to read HRS Chapter 302D to fully understand its requirements so that the application is consistent with the law. Pursuant to HRS Chapter 302D, two types of public charter schools may be established:

- I. Start-up Charter School means a new charter school established under HRS §302D-13 that is not a Conversion Charter School.
- II. Conversion Charter School means:
  - Any existing school operated by the Department of Education (“DOE”) that converts to a charter school in accordance with HRS §302D-13; or
  - Any existing DOE school that converts to a charter school and is managed and operated by a nonprofit organization in accordance with HRS §302D-13.

Two narrative templates are issued for this application cycle: one for Start-up Charter Schools, and one for Conversion Charter Schools. Applicants shall ensure that they are using the correct template for the type of school that they would like to start. This RFP for new charter schools may be cancelled and any and all proposals may be rejected when it is determined to be in the best interest of the State of Hawaii.

## **B. Autonomy and Accountability**

The key premise of charter schooling is sometimes referred to as “the Charter Bargain.” In exchange for relatively more rigorous accountability, a public charter school is granted relatively greater freedom and flexibility to innovate in certain areas compared to traditional public schools.

A charter school has substantial operational autonomy over a number of areas, that include governance, design and delivery of its academic plan, school management and operations, finances, and, if applicable, Charter Management Organization (“CMO”), Educational Management Organization (“EMO”), or Education Service Provider (“ESP”) agreements. All charter schools in Hawaii are funded through a per-pupil allocation. Unlike other state agencies, Charter schools are the only state agencies that receive funding that is not restricted in its use. All other state agencies are restricted in the spending of the funds allocated to them by line item (i.e. personnel, equipment, travel, etc.). Although charter schools have autonomy in these areas, they are nevertheless state agencies that shall comply with applicable federal, state, and county laws, ordinances, codes, rules, and regulations. For example, charter schools are subject to collective bargaining agreements between the State and the Hawaii State Teachers Association (HSTA), the Hawaii Government Employees Association (HGEA), and the United Public Workers (UPW) union. As a result, the employees and teachers of a charter school are unionized state employees and shall belong to the same collective bargaining units as DOE employees in similar positions. Like all state employees, charter school employees and teachers have access to health and retirement benefits provided by the Hawaii Employer Union Health Benefits Trust Fund (EUTF) and the Employees Retirement System of the State of Hawaii (ERS).

With the autonomy that charter schools are given, comes strong accountability. The governing board of every charter school and its employees must comply with HRS Chapter 84, the State

Ethics Code. In addition, charter schools are accountable for meeting performance standards as described in HRS Chapter 302D and the Performance Framework of the Charter Contract. The Performance Framework is a unified framework that guides the Commission’s evaluation of the governance, operational management, fiscal management, and academic performance of each school. The Performance Framework is composed of the following sections:

**Governance:** This section includes financial and organizational performance as well as governing board practices. Each charter school governing board is responsible for ensuring that the charter school complies with all applicable laws. The governing board itself is required to adhere to the laws that apply to it, particularly as outlined in HRS §302D-12. Charter schools must demonstrate the proper use of public funds as evidenced by annual budgets, quarterly financial reports, annual financial statements, and annual independent audits.

**Structures and Conditions for Learning:** This section examines curriculum, instruction and assessment, data-driven decision making, equity in access to learning opportunities, and continuous professional development of administrators and teachers.

**Student Academic Outcomes:** This section examines student academic outcomes as measured by Strive HI and additional (optional) valid, reliable student academic outcome measures that are selected or developed by the school and approved by the Commission. Charter schools are required to administer all student testing required by federal and state law, rules, policies, and procedures. Charter schools are also required to serve students with special needs.

The Performance Framework is part of the Charter Contract, which every successful applicant will execute with the Commission. All charter schools, including newly opened charter schools, are evaluated annually under the Performance Framework. Charter schools that are unable to meet performance standards in accordance with the Performance Framework or are unable to comply with legal, contractual, or financial requirements may face nonrenewal or revocation of their Charter Contract.

## **C. Strategic Vision for Authorizing and Priority Needs**

The Commission is statutorily tasked with authorizing “high-quality public charter schools throughout the State.” For purposes of applications, the emphasis here is on “high-quality.”

The Commission’s strategic vision for the chartering of these high-quality schools is that they not only provide excellent and diverse educational options for Hawaii’s families but that they also contribute meaningfully to the continued improvement of Hawaii’s public education system as a whole. This context is important for prospective applicants to bear in mind as they consider the kind of institution they envision creating. The Application Requirements and Criteria ask the applicant to articulate what contributions the new school is expected to make to public education in Hawaii.

For this year’s Request for Proposals, the Commission will **grant preference** in inviting proposals that would address the following Priority Needs:

- I. New schools that would provide additional school capacity for STEM, middle school, arts, **Career and Technical Education (previously referred to as vocational programs)**, or special demographics (for example: Chamorro, Micronesian, Native Hawaiian, or other protected classes, etc.); and/or
- II. New schools that would serve communities where existing public schools are not performing well academically, as measured by the State’s Strive HI Performance System and other student outcomes, and that present a plan for improving these outcomes.

The preference for Priority Needs does not foreclose the opportunity for applicants to propose other school models. Prospective applicants not proposing schools that would meet a Priority Need must describe and cite evidence of other significant, documented educational needs that their school would meet in their targeted community, which would be a noteworthy contribution to Hawaii’s public education system. The Commission will assess these alternative needs at the “Intent to Apply” stage before inviting a prospective applicant to submit a full application.

It is important to emphasize that every application, even one that proposes to address the above Priority Needs, will be considered on its own substantive merits. The fact that an application proposes to address these Priority Needs will not compensate in the evaluation for substantive deficiencies in its proposed Academic, Financial, or Organizational Plans or the Applicant Governing Board’s capacity. Nonetheless, a plan to address these system challenges will be an additional positive consideration and could also be a compelling means for the Applicant Governing Board to garner the participation and support of high-capacity strategic partners.

## D. Start-Up Period

Applicants that receive conditional approval of the application will enter into a two-year pre-opening charter school contract with the Commission and will be known as a pre-opening charter school. The pre-opening contract will contain pre-opening assurances that must be completed within the allotted two-year start-up period. Should the applicant fail to complete the pre-opening assurances within the two-year start-up period, the applicant must reapply for a charter. The start-up period encompasses the period between an application being conditionally approved in June **2022** and the new charter school opening its doors during School Year **2024-2025** or School Year **2025-2026**. Applications approved under this RFP will not be allowed to open a school prior to School Year **2024-2025**.<sup>1</sup>

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<sup>1</sup> Per August 5, 2021 Budget and Finance Memo, no funding is available for new charter schools until FB 2024-2025

## E. Contract Period

Following the successful completion of pre-opening assurances, a five-year charter contract will be awarded. After the initial five-year contract term, the Commission will review the charter school's performance and may renew the Charter Contract for a subsequent term on the basis of the charter school's performance.

## F. Modification of Application

Following the due date, a change to any part of the application **is not allowed, and will not be considered. Applicants that would like to present changes to the application after the due date will be required to re-submit the application for evaluation in another application cycle.**

During the start-up period, any changes to an application that has been conditionally approved by the Commission must receive Commission approval. If there are material changes to the application, i.e., loss of applicant board members, or a change in the implementation of the plan, the Commission reserves the right to reject the application and revoke the applicant's conditional approval. **If the Commission does not approve the changes made, the applicant will be required to submit the application for evaluation in another application cycle.**

## G. Glossary of Terms

The following words and terms are used in the RFP as defined below:

Applicant Governing Board	The founding board of a proposed charter school that is the entity that submits an application and, if approved, has authority to execute the initial Charter Contract, thereby becoming the governing board of the charter school.
Applicant Information Sheet	The cover page to the formal application that includes basic information about the applicant.
Application Requirements	The formal requirements of the application that the Narrative Proposal and relevant attachments must address.
Blended Learning Model	All students enrolled in a blended program must come to a school facility or location for instruction for all or part of the coursework. A blended school must have a facility or location for instruction for all or part of the coursework.
Board Member Information Form	The form attached as <u>Exhibit 3</u> .
BOE	The Hawaii State Board of Education.
Charter Contract	The State Public Charter School Contract between the Commission and a charter school.
CIPA	Children's Internet Protection Act.
CMO	Charter Management Organization, specifically a nonprofit organization that has started and/or provides administrative support to a group of charter schools that may have a shared vision and mission.

COPPA	Children’s Online Privacy Protection Act.
Commission	The Hawaii State Public Charter School Commission.
Components of the Application	The elements listed in <u>Section IV.A.</u>
Conversion Charter School	A Conversion Charter School as such term is defined by HRS §§302D-1 and 13.
DES	District/Complex Area Special Education Office.
DOE	The Hawaii Department of Education.
Educationally Disadvantaged Students	Economically disadvantaged students, students with disabilities, migrant students, English language learners, neglected or delinquent students, or homeless students.
ELL	English Language Learners.
EMO	Educational Management Organization, specifically a for-profit organization that has started and/or provides administrative support to a group of charter schools that may have a shared vision and mission.
Epicenter	The system that applicants must use to submit intent to apply packets and other components of the application.
ESP	Education Service Provider, specifically an organization, either nonprofit or for-profit, that provides educational design, implementation, or comprehensive management services.
ESSA	The federal Every Student Succeeds Act
Evaluation Team	An independent team of evaluators assembled by Commission staff.
FERPA	Family Educational Rights and Privacy Act.
FAPE	Free and Appropriate Public Education.
Financial Plan Workbooks	The forms attached as <u>Exhibits 4 and 4a.</u>
Hawaii Common Core Standards	The unified set of state academic standards defining the knowledge and skills students need to succeed in college and careers when they graduate.
Hawaii DOE Subject Standards	For Hawaiian Immersion Schools, the Kaiapuni Student Outcomes (Nā Ana A’o Kaiapuni) are considered a part of the unified set of state standards encompassed by the Hawaii DOE Subject Standards.
High-Quality Charter School	A charter school that shows evidence of strong academic results, based on the following factors: <ul style="list-style-type: none"> <li>a. Increased student academic achievement and attainment (including, if applicable and available, high school graduation rates and college and other postsecondary education enrollment rates) for all students, including <i>educationally disadvantaged students</i> served by the charter school;</li> <li>b. Either—</li> </ul>



	<ul style="list-style-type: none"> <li>i. Demonstrated success in closing historic achievement gaps for the following subgroups of students at the charter school: <ul style="list-style-type: none"> <li>1. Economically disadvantaged students;</li> <li>2. Students from major racial and ethnic groups;</li> <li>3. Students with disabilities; and</li> <li>4. English language learners; or</li> </ul> </li> <li>ii. No significant achievement gaps between any of the above subgroups of students at the charter school and significant gains in student academic achievement for all populations of students served by the charter school;</li> <li>c. Results (including, if applicable and available, performance on statewide tests, annual student attendance and retention rates, high school graduation rates, college and other postsecondary education attendance rates, and college and other postsecondary education persistence rates) for low-income and other <i>educationally disadvantaged students</i> served by the charter school that are above the average academic achievement results for such students in Hawaii;</li> <li>d. Student academic outcomes on the Performance Framework that meet or surpass the average performance of public schools statewide; and</li> <li>e. No significant compliance issues (<i>i.e.</i>, no violation that could, if not addressed or if it represents a pattern of repeated misconduct or material non-compliance, lead to the revocation of a school’s charter contract), particularly in the areas of student safety, financial management, and equitable treatment of students.</li> </ul>
HRS	Hawaii Revised Statutes.
IEP	Individualized Education Program defining the learning objectives of a student who has been found to have a disability, as defined by federal law.
Intent to Apply Packet	The completed and signed Intent to Apply School Summary together with all applicable documentation listed on the Intent to Apply Packet Cover Sheet.
Master Collective Bargaining Agreements	The master agreement between the Hawaii State Teachers Association and BOE, and any agreements between the DOE or BOE and United Public Workers and Hawaii Government Employees Association and any other unions.
MOU	Memorandum of Understanding.
NACSA	National Association of Charter School Authorizers.
Narrative Proposal	An applicant’s formal application to the Commission.

Performance Framework	The Performance Framework included in the Charter Contract, setting forth the domains and standards by which the Commission will evaluate each charter school's performance.
Pre-Opening Assurances	The criteria a Pre-Opening Charter School must fulfill before its Charter Contract is effectuated, thereby establishing it as a charter school.
Pre-Opening Charter School	A charter school that has restricted rights and obligations, such as not being allowed to hire employees or eligible to receive state funding, until it satisfactorily fulfills its Pre-Opening Assurances.
Priority Need	The Commission's strategic priorities for authorizing new charter schools as described in <u>Section I.C.</u>
Recommendation Report	A report recommending approval or denial of the application, which is generated by the Evaluation Team. The report evaluates the Components of the Application on its own merits against the published evaluation criteria.
Service Provider	The term used to collectively refer to Charter Management Organizations (CMOs), Educational Management Organizations (EMOs), and Education Service Providers (ESPs).
ShareFile	The system that applicants must use to submit the application and other components of the application. (Applicant Information Sheet, Narrative Proposal and all other required documents.)
Staffing Chart Template	The form attached as <u>Exhibit 1.</u>
Start-up Charter School	A new school established under HRS §302D-13 that is not a Conversion Charter School.
Statement of Assurances Form	The form attached as <u>Exhibit 2.</u>
Strive HI	Hawaii's Strive HI Performance System.
UIPA	Uniform Information Practices Act, HRS Chapter 92F.
Virtual Learning Model	Students are not required to come to a school facility or location for instruction. The students may choose to do so, but the school does not require the student to be at a school facility or location for instruction.

## II. Eligibility and Legal Requirements

1. Applicant Governing Boards must meet the requirements of HRS §302D-12. At a minimum, the Applicant Governing Board must possess expertise in **academic and financial management and oversight, best practices in nonprofit governance, human resources, and fundraising**. (Other recommended areas of expertise for the board include legal expertise, community relations, and facilities development.)
2. All Applicant Governing Board members should provide the Applicant Governing Board with a diversity of perspective and a level of objectivity that accurately represents the interests of the anticipated students and demonstrate an understanding of best practices of nonprofit governance.
3. Applicant Governing Boards must represent that they meet all requirements listed in the Intent to Apply Packet by submitting a signed copy of the forms.
4. Applicant Governing Boards must meet the eligibility requirements, as evidenced by their Intent to Apply Packet, in order to submit an application and continue with the application process.
5. Nonprofit organizations that establish an Applicant Governing Board must be registered with the State of Hawaii Department of Commerce and Consumer Affairs and in good standing and recognized as a tax-exempt entity under the Internal Revenue Code.
6. Applicant Governing Boards proposing a Conversion Charter School must submit all documentation required by HRS Chapter 302D.
7. No charter school may begin operations before obtaining Commission approval of its charter application and execution of a Charter Contract and fulfilling any pre-opening requirements that may be imposed by the Commission.

### III. Application Process Overview and Timeline

The applications process is conducted in two phases. **Phase I** commences with the release of the RFP and will end with either the conditional approval or denial of the application. Applicants that receive conditional approval of the application will then move to **Phase II** which will require the completion of pre-opening assurances in order to open the new charter school.

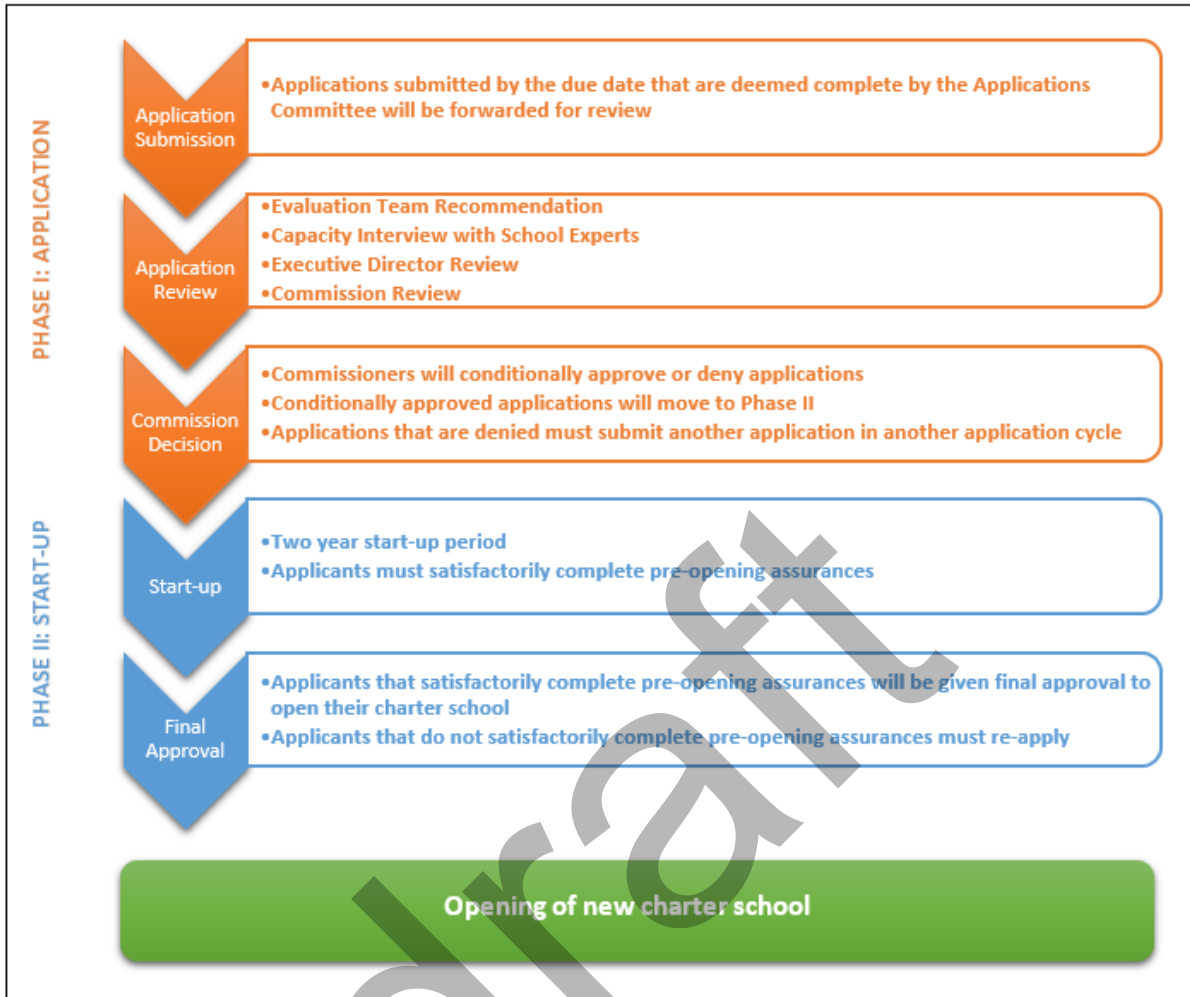
**Due to the evolving nature of the COVID-19 pandemic and government-imposed restrictions, the dates below are subject to change.**

Phase I: Application	
March 30, 2020	<b>Release of RFP</b>
April 3, 2020 11:00 AM, Hawaii Standard Time  <b>THIS TASK HAS ALREADY BEEN COMPLETED</b>	<b>RFP Orientation Via Zoom (mandatory attendance for applicants)</b> Commission staff to conduct a mandatory orientation to interested applicants on the RFP and its requirements. Go to link to register to attend orientation: <a href="https://zoom.us/meeting/register/tZ0of-iurT4sn-3k_0xBAYfbedALviMTHg">https://zoom.us/meeting/register/tZ0of-iurT4sn-3k_0xBAYfbedALviMTHg</a>
April 13, 2020 Noon, Hawaii Standard Time  <b>THIS TASK HAS ALREADY BEEN COMPLETED</b>	<b>Intent to Apply Packets Due</b> As required by HRS §302D-13(c)(2), applicants are required to submit the intent to apply packet to the Commission. Applicants must meet the requirements defined in HRS §302D-13(b), in order to be eligible to submit a charter application.
April 15, 2020  <b>THIS TASK HAS ALREADY BEEN COMPLETED</b>	<b>Prospective applicants are notified of their eligibility to submit an application</b> Based on the intent to apply packet that was submitted by the applicant, Commission staff will determine whether the applicant meets the requirements in HRS §302D- 13(b) to submit a charter application. Applicants will be notified on their eligibility to proceed with submitting a charter application.
<b>December 17, 2021</b>	Orientation for all 8 applicants on use of the ShareFile application to upload their application and questions pertaining to the RFP requirements. The Zoom session will be recorded for applicants demonstrating how to access and upload their Application (Applicant Information Sheet, Narrative Proposal and all other required documents) for the Commission’s evaluation. Each applicant will be provided an individual account to upload their application.
<b>December 27, 2021</b>	Orientation for all 8 applicants on use of the ShareFile application to upload their application and questions pertaining to the RFP requirements. The Zoom session will be recorded for applicants demonstrating how to access and upload their Application (Applicant Information Sheet, Narrative Proposal and all other required documents) for the Commission’s evaluation. Each applicant will be provided an individual account to upload their application.
<b>February 4, 2022</b> 12:00 Noon, Hawaii Standard Time	Deadline for eligible applicants to submit their Application (Applicant Information Sheet, Written Narrative and all other required documentation) via the ShareFile application OR applicants may mail one hard copy of their Application (Applicant Information Sheet, Written Narrative and all other required documentation) to

	the Commission via U.S. Mail, postmarked by the deadline. <b>No walk-in applications will be accepted.</b> Applicants must have a postal receipt showing mailing by the February 4, 2022, 12 Noon, Hawaii Standard Time deadline, in case the application is lost.
February 10, 2022	Applications Committee meeting to review and determine completeness of all Applications received.
February 11, 2022	Applicants to receive written notifications via email of a completed or incomplete Application (Applicant Information Sheet, Written Narrative and all other required documentation) as determined by Applications Committee on February 10, 2022
February 15, 2022 at 9:00 AM	Deadline for Applicants notified on February 11, 2022 of an incomplete Application (Applicant Information Sheet, Written Narrative and all other required documentation) to submit documents to complete their application. Missing documentation to be submitted via email to <a href="mailto:Applications@spesc.hawaii.gov">Applications@spesc.hawaii.gov</a> by 9:00 AM on February 15, 2022. Documents sent via email after 9:00 AM, Tuesday February 15, 2022 will not be considered and the application will be denied with no further review or evaluation. The Applicant will be issued a letter with a stated reason for denial.
February 15, 2022 through June 3, 2022	<b>Application evaluation window</b>
Week of May 9, through May 18, 2022	<b>Clarification Interview with Evaluation Team</b> As required by HRS §302D-13(c)(5)(A), the evaluation team will conduct an in- person interview with representatives from the applicant governing board.
Week of May 9, through May 18, 2022	<b>Capacity Interview</b> Applicants are interviewed by those with experience in leading a school to determine applicant capacity. Capacity interview date and time will be emailed to applicants at a later date.
May 5, 2022 and May 19, 2022	<b>Commission Public Hearing</b> HRS §302D-13(c)(5)(B), requires the opportunity in a public forum for the public to provide input on each charter application. (Tentatively, 4 applicants for each day)
June 3, 2022	<b>Applicants receive Recommendation Reports</b>
June 9, 2022	<b>Applications Committee Meeting on application decisions</b> The Applications Committee will deliberate and make recommendations to the Commission on the approval or denial of charter applications. HRS §302D-13(c)(6) requires the approval or denial of a charter application to be made in a meeting open to the public.
June 23, 2022	<b>Commission General Business Meeting on final application decisions</b> The Commission makes its final decision on the conditional approval or denial of charter applications. HRS §302D-13(c)(7) requires the authorizer to set a final date to approve or deny a charter application. HRS §302D-13(c)(6) requires the approval or denial of a charter application to be made in a meeting open to the public.
June 24, 2022	<b>Applicants are notified of the Commission’s decision</b>

	Applications that are approved by the Commission will receive conditional approval and will move on Phase II where the satisfactory completion of pre-opening assurances will be required. Applications that are not approved in Phase I must reapply with a new application in another application cycle.
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<b>Phase II: Start-Up</b>	
July 2022-June 2024	<p><b>New charter school start-up period for approved applications</b></p> <p>The start-up period encompasses the approximate two-year period between an application being conditionally approved in June 2022 and the new charter school opening its doors during School Year 2024-2025 or School Year 2025-2026. Applications approved under this RFP will not be allowed to open a school prior to School Year 2024-2025. During the start-up period, the applicant will be responsible for completing various pre-opening assurance tasks such as securing a school facility, recruiting personnel, finalizing the academic plan and finalizing needed policies and procedures.</p>
No later than June 2024	<p><b>Completion of all Pre-Opening Assurance Tasks</b></p> <p>Applicants that have satisfactorily completed the pre-opening assurance task will be granted final approval of the application to open the new charter school. Applicants that have not completed all pre-opening assurance tasks by June 2024 will not be allowed to open. Should an approved charter applicant be unable to satisfactorily complete the pre-opening assurances set by the Commission during the two-years allotted, the applicant will not receive final approval to open and must reapply as a new applicant.</p>
July/August 2024 or July/August 2025	<p><b>Opening of new charter school</b></p>



**Figure 2: Application Process**

## IV. Application Guidelines

The Commission is pleased to invite proposals for new high-quality public charter schools. Please read these guidelines fully before developing your application.

### A. Elements of the Application

**Note: All information that an applicant plans to submit for evaluation must be contained within the Elements of the Application, as described below.**

Public hearing testimony on the application and DOE comments will not be evaluated by the Evaluation Team. However, these elements may be considered by the Commission as described in Section IV.G. How all of these components fit into the Commission's Evaluation Process is set forth in Figure 4.

The following will be evaluated by the Evaluation Team:

1. Intent to Apply Packet. All applicants are required by HRS §302D-13 to submit the Intent to Apply Packet, including all applicable documentation listed on the Intent to Apply Packet Cover Sheet. **All 8 applicants have already completed this task and the Intent to Apply documentation previously received will be uploaded into each applicant's ShareFile account.**
2. Narrative Proposal. The Narrative Proposal is the formal application to the Commission and is a comprehensive description of the proposed school's academic, organizational, and financial plans.
3. Attachments. Throughout the application, specific documents are requested in addition to narrative answers. Attachments shall not contain additional narrative unless requested. A list of the mandatory attachments is provided in these guidelines. No additional attachments to those listed are permitted.
4. Interviews. As required by HRS §302D-13, the review and evaluation of the charter application will include an in-person interview with representatives from the applicant governing board. Representatives of the applicant governing board, the proposed school director, and proposed key school personnel are required to attend **two** in-person interviews: a clarification interview and a capacity interview. The clarification interview will be conducted by the Evaluation Team regarding the application. The capacity interview will be conducted by the Hawaii school experts who will evaluate the applicant's capacity to carry out the plan proposed in the application.



## B. ShareFile Submission Instructions

1. The Intent to Apply Packet (**Applicants have already completed this task; no further action is required for this task.**), Applicant Information Sheet, Narrative Proposal, and attachments shall be submitted through **ShareFile**. To submit these documents, the **primary contact** of the applicant governing board **will be sent via email access to their ShareFile Account by December 27, 2021**. Applicants should contact **[Applications@spcsc.hawaii.gov](mailto:Applications@spcsc.hawaii.gov)** if they need assistance with accessing their ShareFile account.
2. The Intent to Apply Packet (**Applicants have already completed this task; no further action is required for this task.**), Applicant Information Sheet, Narrative Proposal and attachments are individual files that must be uploaded to **your ShareFile account** in the specified file format. **If the uploaded file(s) do not appear on your screen, it has not been submitted and you will need to upload these documents again.** You should also save a copy of every document submitted as part of this applications process for your own records. **Depending on your internet access/speed, it may take time to upload your files. It is highly recommended that you upload your documents into ShareFile as you are completing them well ahead of the deadline.**
3. The Intent to Apply Packet has already been completed and Applicants will have their Intent to Apply Packet documentation uploaded into ShareFile for their reference.
4. Applicants must ensure all required fields within the Applicant Information Sheet and the Narrative Proposal are completed and all required attachments are uploaded in the specified file format, and submit the application through the Commission's **ShareFile Account** by 12:00 Noon, Hawaii Standard Time, on **February 4, 2022**. OR mail one complete hard-copy via U.S. Mail postmarked by the deadline. **No walk-in applications will be accepted.** Applicants must have a postal receipt showing mailing by the **February 4, 2022, 12 Noon, Hawaii Standard Time deadline**, in case the application is lost. **Late submissions through ShareFile or mailed submissions with postmarks after the February 4, 2022, 12 Noon, Hawaii Standard Time deadline, will be rejected. No exceptions will be made. Once the application is submitted, no changes may be made to the application.**
5. The Applications Committee will determine the completeness of each Applicants written submission and required documentation at its February 10, 2022 meeting. All Applicants that submitted a timely Application (Applicant Information Sheet, Narrative Proposal, and all required documentation) will be notified of the receipt of their completed Application. If any Applicant is deemed to have an incomplete application, the Applicant will be notified of this deficiency via email on February 11, 2022 and will have until 9:00 AM, Monday, February 14, 2022 to submit the missing documents. Documents sent via email after 9:00 AM, Monday February 14, 2022 will not be

considered timely and the application will be deemed incomplete and the application denied with no further review or evaluation will be made. Applicant will be issued a denial letter with the stated reason of an incomplete Application.

## C. Specifications

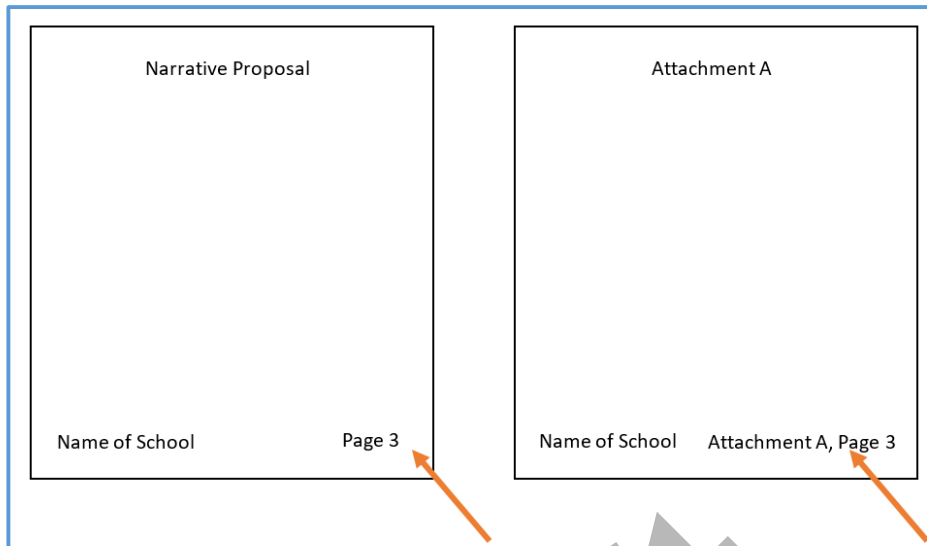
Applicants shall use the applicable templates to submit the Intent to Apply Packet, Applicant Information Sheet, Narrative Proposal and attachments, through [ShareFile](#). Please keep in mind that your application is a professional submission. The quality of your submission should reflect the quality of the school that you propose to open. Grammar, spelling, and formatting all make an impression on evaluators. Applications that are not clear and concise or are not easily discernible risk denial.

### Intent to Apply Packet

1. The Intent to Apply Packet must be submitted in PDF format using the applicable template and contain all mandatory documents. **An Intent to Apply Packet that contains any handwritten parts other than signatures will be rejected.** (Applicants have already completed this task; no further action is required for this task.),

### Narrative Proposal

1. All elements, including attachments, of the Narrative Proposal and Applicant Information Sheet must be submitted in PDF format using the applicable template unless otherwise specified. **An application that contains any handwritten parts other than signatures will be rejected. This includes labels for attachments.**
2. Adhere to page and word limits where applicable. The Narrative Proposal without attachments is limited to 75 pages. Pages in excess of the page limit for the Narrative Proposal or any attachment **will be redacted and will not be reviewed by the Evaluation Team.** The Narrative Proposal may contain a table of contents and/or a bibliography/references section that will not count toward the maximum page limit. **Hyperlinks to websites to explain the Narrative Proposal and Attachments will not be reviewed.**
3. Every page of the Narrative Proposal must have a page number and the full name of the proposed school in the footer of the document. All attachments must have the full name of the proposed school and a page number that specifically identifies the attachment (e.g., "Attachment A, Page 3" or "A-3"). **It is the responsibility of the applicants to meet the formatting requirements. Applications that do not meet these formatting requirements will be rejected.**



**Figure 3: Labeling Format**

4. Applicants shall answer the question that appears at the beginning of each template section.
5. If a particular requirement or criterion does not apply to your proposed school or plan, do not leave the section blank. Instead, respond “Not Applicable” **and** state the reason this requirement or criterion is not applicable to the proposed school or plan.
6. When submitting resumes, label each document with the individual’s affiliation with the proposed school (e.g., board member, school director, teacher).
7. Review all elements of your application for completeness using the final review checklist (be sure to initial each box) before submitting. **Late, incomplete, or incorrectly formatted submissions will be rejected.** **Once your Application is received and deemed complete,** Applicants will not be permitted to submit new information, as detailed in Section IV.H.
8. Complete all sheets (tabs) in the Financial Plan Workbooks.
9. The following is a list of **mandatory** attachments that shall be submitted with each Narrative Proposal. It is the responsibility of the applicant to ensure it submits all of the required attachments. The items in bold print are Commission forms that must be used and submitted with each application and appear as exhibit to this RFP. The Applicant shall be responsible for creating the format of the remaining mandatory attachments. All attachments must be clearly labeled according to the format prescribed in **Figure 3.**

**Attachment A.** Enrollment Plan

**Attachment B.** Listing of DOE complex areas and public and private schools

- Attachment C.** Curriculum overview
- Attachment D.** Plan for curriculum development
- Attachment E.** Proposed learning standards
- Attachment F.** Exit standards for graduating students
- Attachment G.** Proposed first year school calendar
- Attachment H.** Daily and weekly schedule for each division
- Attachment I.** Typical school day (student)
- Attachment J.** Typical school day (teacher)
- Attachment K.** Enrollment policy
- Attachment L.** Student discipline policy
- Attachment M.** Evidence of support from community partners
- Attachment N.** School director information
- Attachment O.** School director job description
- Attachment P.** School management team information
- Attachment Q.** Organizational charts
- Attachment R.** **Governing board member information (Exhibit 3)**
- Attachment S.** Nonprofit board members
- Attachment T.** Governing board code of ethics
- Attachment U.** **Staffing chart (Exhibit 1)**
- Attachment V.** Leadership evaluation tool
- Attachment W.** Teacher evaluation tool
- Attachment X.** Start-up plan
- Attachment Y.** **Financial plan workbooks (Exhibit 4)**
- Attachment Z.** Funds committed
- Attachment AA.** **Statement of assurances (Exhibit 2)**
- Attachment BB.** **Final review checklist (Exhibit 5)**

10. In addition to the mandatory attachment noted in item 9, the following is a list of mandatory attachments that shall accompany the Narrative Proposal for applicants that are proposing a **conversion charter school**. The Applicant shall be responsible for creating the format of the mandatory attachments. All attachments must be clearly labeled according to the format prescribed in **Figure 3**.

- Attachment CC.** Certification and supporting documentation for conversion application approval
- Attachment DD.** Additional evidence of support or opposition to conversion
- Attachment EE.** Nonprofit bylaws

11. In addition to the mandatory attachments noted in item 9, the following is a list of attachments that shall accompany the Narrative Proposal for applicants that are proposing to use a **service provider**. The Applicant shall be responsible for creating the format of these attachments. All attachments must be clearly labeled according to the format prescribed in **Figure 3**.

- Attachment FF.** Academic performance data for each charter school client of Service Provider
- Attachment GG.** List of charter schools operated or managed by Service Provider
- Attachment HH.** Accreditation report from one school operated or managed by Service Provider
- Attachment II.** Proposed Service Provider agreement

## **D. Public Documents Notification**

All information submitted to the Commission is a public record subject to HRS Chapter 92F, also known as the Uniform Information Practices Act (“**UIPA**”). Information that is submitted to the Commission may be redacted from a public record in accordance with exemptions provided under UIPA, provided that the applicant specifically identifies the information it believes should be redacted and provides an explanation justifying each redaction.

The Applicant Information Sheet will be posted to the Commission’s website for public review. The information contained in the Applicant Information Sheet will be the only publicly released information during the course of the application process.

## **E. Applicant Code of Conduct**

Commissioners and the Evaluation Team are obligated to make decisions and recommendations in the best interests of the students and the public, free from personal or political influences. Similarly, applicants have the responsibility of respecting and upholding the integrity of the charter school application process. **Specifically, applicants SHALL NOT:**

1. Direct any communications, including application documents, to any Commissioner or Evaluation Team member, or Commission staff. All communications from applicants should be directed to the Applications and Renewal Coordinator.
2. Initiate, or attempt to initiate, any activity with any Commissioner or member of the Evaluation Team that may be prohibited by HRS Chapter 84, Standards of Conduct.

If the Commission determines that an applicant has violated any of these requirements, the applicant’s application will be deemed ineligible for further consideration, and the application will be disqualified or rejected. If the Commission determines that any individual associated with any applicant has violated any of these requirements, including operating through third-parties with the intent of circumventing these requirements, the associated applicant’s application will be deemed ineligible for further consideration, and the application will be disqualified or rejected.

## **F. Academic Integrity of the Application**

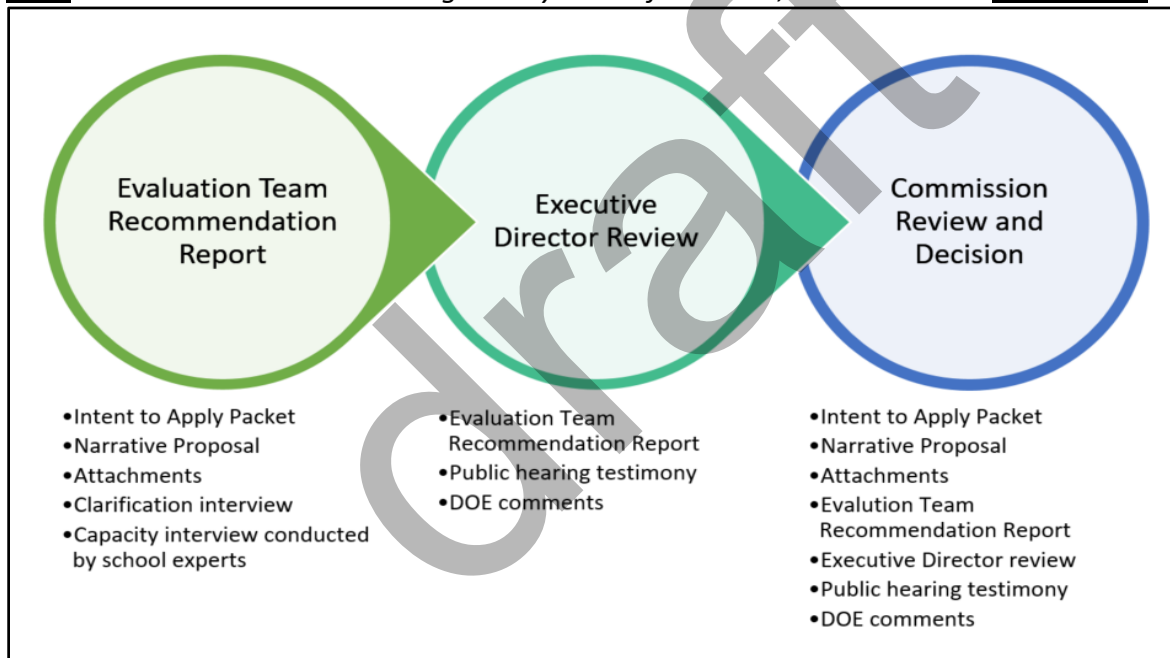
The Commission defines plagiarism as copying words, concepts, or ideas from any source and submitting the material as one’s own without acknowledging the source by the use of

footnotes, quotation marks, and/or parenthetical references.<sup>2</sup> Individuals and groups seeking the responsibility to educate public school children with public funds should be accountable to the highest standards of academic integrity. The Commission will reject applications that have been plagiarized, including the copying of language from any other charter application without proper attribution and citation.

The Commission is cognizant that in order to implement an existing curriculum, instructional framework, or educational model (e.g., Montessori, project-based learning, blended learning) with fidelity, key concepts must be discussed. However, a high-quality applicant with the capacity to operate a high-quality school should be able to explain thoughtfully in their own words how they intend to educate children. The Commission also understands that CMOs, EMOs, and ESPs may use their own intellectual property, which is appropriate and acceptable.<sup>3</sup>

## G. Application Evaluation Process

**Note:** *The Commission shall disregard any new information, as described in Section IV.H.*



**Figure 4: Commission’s Evaluation Process**

The evaluation period within the applications process consists of an assessment of the application by various individuals: The Evaluation Team, school experts, the Deputy Director, and the Commission

<sup>2</sup> Definition adapted from the University of Southern Mississippi’s Academic Integrity Policy and quoted in the Mississippi Charter School Authorizer Board’s (“MCSAB”) Fall 2014 Request for Proposals.

<sup>3</sup> Adapted from MCSAB’s Fall 2014 Request for Proposals (page 10).

### ***Evaluation Team Review***

The Evaluation Team is tasked with assessing the application against the stated evaluation criteria and providing its recommendation to the Commission to approve or deny an application through its Recommendation Report. The Commission will assemble an Evaluation Team that may include Commission staff, external national charter school evaluators, and external local evaluators. Commission staff may also observe the Evaluation Team as it conducts its evaluation and interview of applicants. In formulating its recommendation to approve or deny an application, the Evaluation Team will assess the Intent to Apply Packet, Narrative Proposal, and Attachments against the published evaluation criteria, and will take into consideration the applicant's performance in the clarification interview with the Evaluation Team and capacity interview. The Evaluation Team will then issue a Recommendation Report which details the Evaluation Team's recommendation to approve or deny the application.

### ***Capacity Interview***

The capacity interview will be conducted by the Hawaii school experts who will evaluate the applicant's capacity to carry out the plan proposed in the application. The school experts will provide their assessment of the capacity of the applicants to the Evaluation Team to be incorporated into the Recommendation Report.

### ***Deputy Director Review***

The Deputy Director will have the opportunity to present to the Commission a recommendation to approve or deny each application. The Deputy Director will consider the Evaluation Team's Recommendation Report, along with the public hearing testimony, and any comments submitted by DOE.

### ***Commission Decision***

The Commission has the ultimate decision-making authority to approve or deny each application. The Commissioners will have access to all application materials submitted and will conduct their own review of the application. After considering the recommendations made by the Evaluation Team, the Deputy Director review, comments submitted by the DOE, and public hearing testimony, the Commissioners will vote to approve or deny each application. The Commission's Application Committee will make a recommendation to the full Commission regarding approval or denial of each application. At its General Business Meeting, the Commission will make a final determination to conditionally approve or deny each application.

### ***Debrief***

Applicants who do not receive a charter may request a debriefing from the Evaluation Team to understand the basis for the denial of the application. If an applicant appeals the Commission's decision to deny a charter application to the BOE, a debrief will not be available until the BOE has rendered its final decision. If the BOE renders its decision and the next application cycle has commenced, a debrief will not be available. Applicants who are interested in a debrief must submit a written request for a debrief within three working days to [Applications@spcsc.hawaii.gov](mailto:Applications@spcsc.hawaii.gov) after the Commission's final decision on the applications.



## H. New Information

Pursuant to national standards for charter school authorizers, the purpose of a rigorous application process is to “[grant] charters only to applicants that have demonstrated competence and capacity to succeed in **all aspects of the school**, consistent with the stated approval criteria.”<sup>4</sup> Further, HRS Chapter 302D prohibits the Commission from providing technical support to charter applicants. As such, the application process is not intended to help applicants refine and finalize their applications. Applicants must be able to acquire the necessary expertise, competency, and capacity needed to develop a high-quality application on their own, and the information contained within the Narrative Proposal and attachments should be a complete and accurate depiction of the proposed plan.

After the application due date, the applicant shall not change any information provided in the Narrative Proposal, Applicant Information Sheet and Attachments, as the Evaluation Team will not have an opportunity to holistically evaluate such changes. Therefore, the Commission will disregard any new information that was not available to the Evaluation Team before the issuance of the Recommendation Report. “New information” means any information that substantially differs from what is provided in the Narrative Proposal, Applicant Information Sheet and Attachments and is revisionary in nature. Removal or addition of significant elements of curriculum that substantially change the academic plan, submittal of a substantially revised policy, or changing the geographic location or grades served are all examples of new information that the Commission will not consider in making its decision. Commission staff and the Evaluation Team will provide the Commission with guidance on what information is considered new or substantially different.

## I. Evaluation Criteria Overview

The Application Requirements and Criteria are the essential tools for the Evaluation Team, used in both their individual and team assessments of each application. The Evaluation Team presents both ratings on a scale and narrative analysis of each section of the application as compared to the Application Requirements and Criteria. Throughout the application evaluation process, evaluators will update their analysis to include additional information (due diligence, capacity interview, etc.) as it is presented. Within each section and subsection, specific criteria define the expectations for a response that “Meets the Standard.” In addition to meeting the criteria that are specific to that section, each part of the application should align with the other sections of the application. In general, the following definitions guide evaluator ratings:

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<sup>4</sup> Excerpt from the National Association of Charter School Authorizers’ *Principles & Standards for Quality Charter School Authorizing, 2018 Edition* (page 13, emphasis added).



Rating	Characteristics
<b>Meets the Standard</b>	The response reflects a thorough understanding of key issues. It addresses the topic with specific and accurate information that shows thorough preparation; presents a clear, realistic picture of how the proposed school expects to operate; and inspires confidence in the applicant’s capacity to carry out the plan effectively.
<b>Does Not Meet the Standard</b>	The response meets the criteria in some respects but has substantial gaps, lacks detail and/or requires additional information in one or more areas and does not reflect a thorough understanding of key issues. It does not provide enough accurate, specific information to show thorough preparation; fails to present a clear, realistic picture of how the school expects to operate; and does not inspire confidence in the applicant’s capacity to carry out the plan effectively.

Opening a successful, high-performing charter school depends on having a complete, coherent plan, one that provides a thoughtful and rigorous system of instruction, curriculum and assessment. It is not an endeavor for which strength in one area can compensate for material weakness in another. Therefore, in order to receive a recommendation for approval, the application must demonstrate evidence of capacity to implement the proposed plan, meet the criteria for all main sections of the application (Educational Program Design & Capacity, Operations Plan & Capacity, Financial Plan & Capacity), and present an overall proposal that is likely to result in the successful opening of a *high-quality charter school*.

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## State Public Charter School Commission 2020 Intent to Apply Packet

All 8 applicants have already completed this task and the Intent to Apply documentation previously received will be uploaded into each applicant's ShareFile account.

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# INTENT TO APPLY PACKET

## I. Cover Sheet

Proposed School Name
Name:
Primary Contact Information
Name:
Current Employer & Position/Title:
Mailing Address:
Phone:
Email:

Type of charter school (select one)

<input type="checkbox"/>	1. Start-up charter school, as defined in HRS Chapter 302D
<input type="checkbox"/>	2. Conversion charter school, as defined in HRS Chapter 302D Name of DOE school to be converted: _____

Type of applicant group to establish an Applicant Governing Board (select one)\*

<input type="checkbox"/>	2. Community group
<input type="checkbox"/>	3. Group of teachers
<input type="checkbox"/>	4. Group of teachers and administrators
<input type="checkbox"/>	5. DOE school ( <i>conversion charter school applications only</i> )
<input type="checkbox"/>	6. School community council ( <i>conversion charter school applications only</i> )
<input type="checkbox"/>	7. Nonprofit organization ( <i>components 4-7 of the Intent to Apply Packet listed below are required</i> )** Name of nonprofit organization: _____

Submit the following mandatory components of the Intent to Apply Packet:

<input type="checkbox"/>	1. Completed Intent to Apply Packet Cover Sheet
<input type="checkbox"/>	2. Completed and executed Intent to Apply School Summary form
<input type="checkbox"/>	3. A resolution from the Applicant Governing Board approving the execution of the Intent to Apply Packet
<input type="checkbox"/>	4. Proof of nonprofit registration with the Hawaii Department of Commerce and Consumer Affairs and a Certificate of Good Standing ( <i>applicable only if applicant type is nonprofit organization</i> )
<input type="checkbox"/>	5. Copy of the Articles of Incorporation for the nonprofit ( <i>applicable only if applicant type is nonprofit organization</i> )
<input type="checkbox"/>	6. Copy of IRS tax-exempt certification - OR - acknowledgment letter from the IRS regarding the tax status of the nonprofit ( <i>applicable only if applicant type is nonprofit organization</i> )
<input type="checkbox"/>	7. A resolution from the nonprofit's board approving the establishment of an Applicant Governing Board ( <i>applicable only if applicant type is nonprofit organization</i> )

\*Only applicant group types listed are eligible to establish an Applicant Governing Board.

\*\*Only nonprofit organizations that provide components 4-7 are eligible to establish an Applicant Governing Board.

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## II. Intent to Apply School Summary

**Use this form to describe the proposed school, the Applicant Governing Board, and the nature of the plan for which you would like to submit a charter application to the Commission.**

Proposed School									
Name:									
Geographic Location:				DOE Complex Area(s):					
Location(s) of Anticipated Student Population:									
Grades Served Year 1 (SY 2022-2023):									
Grades Served at Capacity:									
Commission's Priority Need(s) the school would address (if applicable):									
(If not addressing a Priority Need) Other significant, documented Hawaii educational need the school would address:									
Research/evidence source(s) for documentation of educational need:									
Anticipated Student Population									
Describe the student population you anticipate serving.				%FRL:		% SpEd:		% ELL:	
Other:									
Proposed School Description									
School Model/Focus (check all that apply)	<input type="checkbox"/> Alternative <input type="checkbox"/> Arts <input type="checkbox"/> Blended Learning <input type="checkbox"/> Career and Technical Education <input type="checkbox"/> Cultural Focus ( <i>specify</i> ): <input type="checkbox"/> Disability ( <i>specify</i> ):	<input type="checkbox"/> Language Immersion ( <i>specify</i> ): <input type="checkbox"/> Montessori <input type="checkbox"/> STEM <input type="checkbox"/> Virtual Learning <input type="checkbox"/> Other ( <i>specify</i> ):							



### School Enrollment Projection

Academic Year	Projected # of Students	Grade Levels Served
Year 1 (2022-2023)		
Year 2 (2023-2024)		
Year 3 (2024-2025)		
Year 4 (2025-2026)		
Year 5 (2026-2027)		
At Capacity (specify year): _____		

Do any of the following describe the Applicant Governing Board or the school to be proposed in the application?

- Will contract or partner with an Education Service Provider, Charter Management Organization, or other organization to provide school management services.
- Already operates schools in Hawaii.
- Already operates schools elsewhere in the United States.

If any of the boxes above are checked, fill out the table below.

Partner Information <i>(if applicable)</i>	
Education Service Provider or Charter Management Organization (includes existing charter school operators)	Name: Primary Contact: Mailing Address: Phone: Email:

Does the applicant, any members of the applicant governing board, or any partners of the applicant have charter school applications under consideration by any other authorizer(s) in the U.S.?

- Yes *(if so, complete this table, adding lines as needed)*       No

State	Authorizer	Proposed School Name	Application Due Date	Decision Date

Does the applicant, any members of the Applicant Governing Board, or any partners of the applicant have any new schools scheduled, planned or projected to open in the U.S. in the next five years?

- Yes *(if so, complete this table, adding lines as needed)*       No

State	Authorizer	Proposed School Name	Grades Served	Opening Date

**Certification**

I certify that I have the authority granted by the Applicant Governing Board to submit this application and that all information contained herein is complete and accurate, and that a copy of the governing board resolution approving the execution of the Intent to Apply Packet is attached. I recognize that any misrepresentation could result in disqualification from the application process or revocation after award. The person named as the contact person for the application is so authorized to serve as the primary contact for this application on behalf of the Applicant Governing Board.

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**Signature of Application Primary Contact**

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**Date**

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**Title**

draft





# State Public Charter School Commission 2020 Applicant Information Sheet

**Application Due:**

February 4, 2022

12:00 Noon, Hawaii Standard Time

Please direct questions to: [Applications@spcsc.hawaii.gov](mailto:Applications@spcsc.hawaii.gov)

# APPLICANT INFORMATION SHEET

## I. Applicant Summary

<b>Proposed School</b>
Name: Click or tap here to enter text.
School Type: Click or tap here to enter text. <input type="checkbox"/> Start-Up Charter School <input type="checkbox"/> Conversion Charter School, Name of DOE school to be converted: Click or tap here to enter text.
Geographic Location: Click or tap here to enter text.
Grades Served Year 1 (SY _____): Click or tap here to enter text.
Grades Served at Capacity: Click or tap here to enter text.
Commission’s Priority Need(s) the proposed school will address, if applicable: Click or tap here to enter text.
(If not addressing a Priority Need) Other significant, documented educational need the proposed school will address: Click or tap here to enter text.
Mission Statement (limit 100 words): Click or tap here to enter text.
Enrollment Preferences or Priorities, if any (consistent with HRS §302D-34): Click or tap here to enter text.
<b>Primary Contact Information</b>
Name: Click or tap here to enter text.
Current Employer and Position/Title: Click or tap here to enter text.
Expected Role with the Proposed School: Click or tap here to enter text.
Phone: Click or tap here to enter text.
Email: Click or tap here to enter text.

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Proposed School Description		
School Model/Focus (check all that apply)	<input type="checkbox"/> Alternative <input type="checkbox"/> Arts <input type="checkbox"/> Blended Learning <input type="checkbox"/> Career and Technical Education <input type="checkbox"/> Cultural Focus <i>(specify)</i> : <input type="checkbox"/> Disability <i>(specify)</i> :	<input type="checkbox"/> Language Immersion <i>(specify)</i> : <input type="checkbox"/> Montessori <input type="checkbox"/> STEM <input type="checkbox"/> Virtual Learning <input type="checkbox"/> Other <i>(specify)</i> :

*(If identified)* Provide information below about the proposed School Director, and include in **Attachment A1** the individual’s professional biography and full resume (including contact information).

Proposed School Director (if identified)
Name: <a href="#">Click or tap here to enter text.</a>
Current Employer and Position/Title: <a href="#">Click or tap here to enter text.</a>

Below, list the members of the Applicant Governing Board and the relevant expertise they bring to the board. In **Attachment A2**, include professional biographies and full resumes (including contact information) for each member of the Applicant Governing Board. Applicant Governing Boards must meet the requirements of HRS §302D-12. At a minimum, the Applicant Governing Board must possess expertise in **academic and financial management and oversight, best practices in nonprofit governance, human resources, and fundraising**. Other recommended areas of expertise for the board include legal expertise, community relations, and facilities development. *(Add lines to table as needed)*

Applicant Governing Board Members		
Name	Current Employer & Position/Title:	Relevant Expertise for the Board
<a href="#">Click or tap here to enter text.</a>	<a href="#">Click or tap here to enter text.</a>	<a href="#">Click or tap here to enter text.</a>
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Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

If the applicant is planning to contract or partner with a Service Provider, fill out the table below.

<b>Service Provider Information (if applicable)</b>	
Education Service Provider (includes existing charter school operators)	Name: Click or tap here to enter text. Primary Contact: Click or tap here to enter text. Mailing Address: Click or tap here to enter text. Phone: Click or tap here to enter text. Email: Click or tap here to enter text.

Does the applicant currently operate charter schools in Hawaii or any other state?

Yes (if so, complete this table, adding lines as needed)  No

State	Authorizer	School Name	Grades Served	Opening Date
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

Does the applicant, any members of the Applicant Governing Board, or any Service Providers of the applicant have charter school applications under consideration by any other authorizer(s) in the U.S.?

Yes (if so, complete this table, adding lines as needed)  No

State	Authorizer	Proposed School Name	Application Due Date	Decision Date
Click or tap here	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to

to enter text.				enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

Does the applicant, any members of the Applicant Governing Board, or any Service Providers of the applicant have any new schools scheduled to open in the U.S. in the next five years?

Yes (if so, complete this table, adding lines as needed)  No

State	Authorizer	Proposed School Name	Grades Served	Opening Date
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.



# State Public Charter School Commission 2020 Application Requirements

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These Application Requirements are adapted from the [National Association of Charter School Authorizers' Model Charter School Application.](#)"

# APPLICATION REQUIREMENTS

## SCHOOL OVERVIEW

The School Overview should provide a concise summary of the following:

- The proposed plan for the school;
- The anticipated student population, educational needs, and expected academic and non-academic challenges of serving the proposed community;
- The applicant team's capacity to successfully open and operate a high-quality school that achieves its mission, in light of the specific circumstances and foreseeable challenges described.

1. Mission Statement (*limit 100 words*). State the school's mission, or fundamental purpose. The mission statement should succinctly do the following:
  - Identify the students and community to be served;
  - Describe the school's fundamental purpose or reason for existence;
  - Present a clear, focused, compelling mission that will guide the school's operation and is attainable and measurable or readily demonstrable; and
  - Be memorable and easily communicated and expressed by all members of the school community including teachers, parents, and students.
2. Vision (*limit 200 words*). Together with the mission statement, the vision should concisely do the following:
  - Describe what the school will accomplish in concrete terms, and illustrate what success will look like; and
  - Provide the entire school community as well as external stakeholders a clear, memorable understanding of what the school intends to achieve.
3. Community to Be Served: Anticipated Student Population and Educational Needs. Describe the community to be served, including the geographic location, anticipated student population, and students' anticipated educational needs. Describe the rationale for selecting the proposed location, community, and student body. Explain any enrollment priorities on which the program is based, consistent with federal and state law and any applicable Commission policies or guidelines.
4. Anticipated Challenges and Solutions. Identify significant academic and non-academic challenges the school may expect to encounter. Briefly describe how the school would address those challenges, and explain the applicant team's capacity to execute these strategies and solutions.
5. Academic Plan/School Design. Provide an overview of the education program of the proposed school, including major instructional methods and assessment strategies and non-negotiables of the school model. Cite evidence that demonstrates the school model will be successful in improving academic achievement and life opportunities for the targeted student population. Summarize what the proposed school would do more effectively than the schools that are now serving the targeted population and how the school would achieve its goals.
6. Community Engagement. Describe the relationships or community partnerships you have established to engage the community and build support for the proposed school, and how you

have assessed the demand and solicited support for the school within the targeted community. Briefly describe these activities and summarize their results.

7. **Reason for Conversion (Conversion applicants only).** Explain the rationale for applying to convert to a charter school.
  - a. How will the charter school model lead to improved academic outcomes and non-academic operations?
  - b. Describe the stakeholder groups that were engaged in the conversion decision-making process, and explain their roles in the transition process.
8. **Conversion Transition (Conversion applicants only).** Explain if and how any programmatic elements of the school design will change or evolve with the transition to operation as a charter school, as opposed to the current school model.

## ENROLLMENT SUMMARY

Complete the following table, removing any rows for grades the school will not serve.

Grade Level	Number of Students					
	Year 1	Year 2	Year 3	Year 4	Year 5	At Capacity
Pre-K						
K						
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						

1. Explain the rationale for the number of students and grade levels served in Year 1 and the basis for the growth plan set forth above.
2. Provide evidence justifying the enrollment plan shown above. Include the estimated number of students in the geographic area(s) the proposed school plans to serve, including the number of students that currently attend existing schools (both public and private) in the geographic area for the grades the proposed school plans to serve. Cite any research data, censuses, surveys, or other data sources were used, cite these sources or attach the data, as **Attachment A**.



## SECTION 1. EDUCATIONAL PROGRAM DESIGN & CAPACITY

### PROGRAM OVERVIEW

1. Academic Plan Overview. Provide an overview of the academic plan of the proposed school, including instructional methods, assessment strategies, and non-negotiable elements of the school model. Briefly evidence that promises success for this academic plan with the anticipated student population.
2. Anticipated Student Population. Describe the anticipated student population the proposed school plans to serve, including, among other things, the projected percentage of students eligible for free and reduced-price lunch. Explain why you anticipate that the student population described above will enroll in the school. Include, as **Attachment B (limit 5 pages)**, a listing of the DOE complex area(s) that these students will most likely come from, and a listing of all public (including charter) and private schools in the targeted community that serve the same grades as the proposed school.

### CURRICULUM AND INSTRUCTIONAL DESIGN

Propose a framework for instructional design that both reflects the needs of the anticipated population and ensures all students will meet or exceed the Hawaii Common Core Standards. Hawaii DOE Subject Standards.

1. Describe the basic learning environment (e.g., classroom-based, independent study), including class size and structure.
2. Provide an overview of the planned curriculum, including, as **Attachment C**, a sample course scope and sequence for one subject for each division (elementary, middle, high school) the school would serve. In addition, identify course outcomes and demonstrate alignment with the Hawaii Common Core Standards Hawaii DOE Subject Standards.
3. If the curriculum is fully developed, summarize curricular choices such as textbook selection, by subject, and the rationale for each. Describe the evidence that these curricula will be appropriate and effective for the targeted students.
4. If the curriculum is not already developed, provide, as **Attachment D**, a plan for how the curriculum will be developed between approval of the application and the opening of the school, including who will be responsible and when key stages will be completed.
5. Describe the primary instructional strategies that the school will expect teachers to use and why they are well-suited for the anticipated student population. Describe the methods and systems teachers will have for providing differentiated instruction to meet the needs of all students.
6. Provide a timeline and description of how instructional materials will be developed or selected and a list of individuals that will be involved in the development or selection process. If the instructional materials have been selected, a description and explanation that clearly demonstrates how the materials support the Academic Plan.
7. Describe how the proposed school's instructional strategies will support the mission, vision, and academic philosophy and are well-suited to the anticipated student population.

## PUPIL PERFORMANCE STANDARDS

Responses to the following items regarding the proposed school's pupil performance standards must be consistent with the ~~Hawaii Common Core Standards~~. [Hawaii DOE Subject Standards](#)

1. Describe the pupil performance standards for the school as a whole.
2. Provide, in **Attachment E**, a complete set of the school's proposed learning standards for one grade for each division the school will serve. Address the skills and knowledge each student will be expected to attain by the end of that grade. If the school will serve only one division, the exit standards provided in response to question 5 in this section will suffice. (Approved schools will be required to submit a full set of learning standards for all grades in the school before opening.)
3. If you plan to adopt or develop additional academic standards beyond the ~~Hawaii Common Core Standards~~ [Hawaii DOE Subject Standards](#), explain the types of standards (content areas, grade levels). Describe the adoption or development process that has taken place or will take place. Select one grade level and subject area as an example, and explain how these additional standards exceed the state and authorizer standards.
4. Explain the policies and standards for promoting students from one grade to the next. Discuss how and when promotion and graduation criteria will be communicated to parents and students.
5. Provide, in **Attachment F**, the school's exit standards for graduating students. These should clearly set forth what students in the last grade served will know and be able to do.

## HIGH SCHOOL GRADUATION REQUIREMENTS (HIGH SCHOOLS ONLY)

*Note: High schools will be expected to meet the BOE's graduation requirements in accordance with BOE Policy 4540. High schools may be able to deviate from such graduation requirements if a waiver is obtained from BOE. Any deviation from BOE Policy 4540 requires a waiver from BOE, and Commission approval of an application does not constitute approval of any deviation from BOE's graduation requirements. If the application is approved, it will be incumbent on the applicant either to: (1) obtain a waiver; or (2) if it cannot obtain a waiver, adjust its graduation requirements to meet BOE Policy 4540.*

1. Describe how the school will meet the BOE's graduation requirements. Explain how students will earn credit hours, how grade-point averages will be calculated, what information will be on transcripts, and what elective courses will be offered. If graduation requirements will differ in any way from BOE Policy 4540, explain how they will differ (including exceeding BOE graduation requirements), and explain how the school would adjust graduation requirements (including any necessary adjustments to other elements of the Education Plan) in the event the BOE does not grant a waiver from its policy.
2. Explain how the graduation requirements will ensure student readiness for college or other postsecondary opportunities (trade school, military service, or entering the workforce).
3. Explain what systems and structures the school will implement for students at risk of dropping out and/or not meeting the proposed graduation requirements.

## ASSESSMENT

1. List the school's proposed academic goals and targets and describe how the school will assess the progress of individual students, student cohorts, and the school as a whole on the identified goals and targets. The description must clearly explain how the identified assessments will accurately measure progress toward the identified goals and targets.
2. Describe how instructional leaders and teachers will use student data to administer, collect, and analyze the results of diagnostic, formative, benchmark/interim, and summative assessments to inform programmatic and instructional planning decisions and make adjustments to curricula, professional development, and other aspects of the educational program.
3. Describe the interventions and modifications the school will make to instructional strategies if students are not meeting identified goals and targets.

## SCHOOL CALENDAR AND SCHEDULE

*Note: While charter schools are exempted from HRS §302A-251, regarding instructional time, charter schools are subject to collective bargaining pursuant to HRS Chapter 89, Collective Bargaining in Public Employment. Applicants must ensure that their proposed plan will comply with collective bargaining requirements. Applicants proposing school calendars and schedules outside the parameters of HRS §302A-251 must negotiate agreements that supplement any Master Collective Bargaining Agreements and should be cognizant of possible limitations of these agreements.*

1. Describe the annual academic schedule for the school. Explain how the calendar reflects the needs of the educational program. In **Attachment G**, provide the school's proposed calendar for the first year of operation, including total number of days/hours of instruction.
2. Describe the structure of the school day and week. Include the number of instructional hours/minutes in a day for core subjects such as language arts, mathematics, science, and social studies. Note the length of the school day, including start and dismissal times. Explain why the school's daily and weekly schedule will be optimal for student learning. Provide the minimum number of hours/minutes per day and week that the school will devote to academic instruction in each grade. Your response should include, in **Attachment H**, a sample daily and weekly schedule for each division of the school.

## SUPPLEMENTAL PROGRAMS AND ACTIVITIES

*This section should describe any supplemental programs that are integral to the proposed school's educational program. These supplemental programs may be part of the proposed school's growth plan if they will not be implemented immediately. For all of the programs and activities below, describe:*

- a) *the expected resource and staffing needs for the program;*
- b) *how the program will be funded; and*
- c) *the timeline for implementation, if the program will not be implemented in the first year of operation.*

1. If summer school will be offered, describe the program(s). Explain the schedule and length of the program including the number of hours and weeks. Discuss the anticipated participants including the number of students and the methods used to identify them.
2. Describe the extracurricular or co-curricular activities or programs the school will offer, and when the activities or programs will be scheduled.
3. Describe any supplemental programs or strategies that will address student mental, emotional, and social development and health.
4. If applicable, describe any other student-focused activities and programs that are integral to the educational and student-development plans.

## CONVERSION CHARTER SCHOOL ADDITIONAL ACADEMIC INFORMATION

*Note: Any applicant planning to open a Conversion Charter School, as described in HRS Chapter 302D, must complete this section. The Commission will consider Strive HI data reported through the DOE to assess the proposed school's track record.*

*If an applicant believes that a particular criterion in this section is not applicable to its proposal, the applicant should so state and explain why the applicant believes the particular criterion does not apply. If an applicant believes that a particular criterion in this section has been addressed thoroughly in other parts of the Narrative Proposal, reference those sections.*

1. Performance Record. Explain the performance record, under Strive HI, of the DOE school to be converted and its bearing on the decision to apply for conversion to the charter school model. The explanation must demonstrate that the applicant has thoughtfully considered the DOE school's performance record and how converting to a charter school would improve academic performance and increase student achievement outcomes for the student population currently being served by the DOE school.

## SCHOOL CULTURE

*This section of the proposal should describe the systems, traditions, and policies that will promote high expectations and a positive academic and social environment that fosters students' intellectual, social, and emotional development.*

1. Describe the culture or ethos of the proposed school. Explain how it will promote high expectations and a positive academic and social environment that fosters student intellectual, social, and emotional development for all students.
2. Explain how you will create and implement this culture for students, teachers, administrators, and parents starting from the first day of school. Describe the plan for enculturating students who enter the school mid-year.
3. Explain how the school culture will take account of and serve students with special needs, including students receiving special education services, English Language Learners, and any students at risk of academic failure.
4. Describe, in **Attachment I**, a typical school day from the perspective of a student in a grade that will be served in your first year of operation.

5. Describe, in **Attachment J**, a typical day for a teacher in a grade that will be served in your first year of operation.

## SPECIAL POPULATIONS AND AT-RISK STUDENTS

*Note: The proposed school will be linked to the District/Complex Area Special Education Office (“DES”) in the proposed school’s geographic area. Special education services will be coordinated out of the district office, as they are for all public schools. The charter school must ensure that each of its students with an individualized education program (“IEP”) receives all special education supports identified in the student’s IEP. The range of services may include related services, such as occupational and physical therapy, orientation and mobility training, adapted physical education, or assistive technology. Special education eligibility or the existence of an IEP is not a factor that a charter school can take into account when considering students for enrollment.*

*All charter schools must ensure that a Free and Appropriate Public Education (“FAPE”) can be provided for all enrolled students with disabilities. Once formed, the proposed school will consult with its DES to explore options for meeting the requirements of the offer of FAPE. The DES will review all of the current IEPs of special education students enrolled in the school and may offer staff, funding, or both to the school based upon the same per-pupil weighted formula used to allocate resources for special education students in DOE-operated schools. Applicants are expected to be familiar with and comply with all special education laws and requirements.*

1. Describe the overall plan to serve students with special needs, including but not limited to students with Individualized Education Programs or Section 504 plans; English Language Learners; intellectually gifted students; and students at risk of academic failure or dropping out. Identify the special populations and at-risk groups that the school expects to serve, whether through data related to a specifically targeted school or neighborhood or more generalized analysis of the population to be served. Explain the percentages of these special populations that you anticipate enrolling and the basis for these estimates. Discuss how the course scope and sequence, daily schedule, staffing plans, and support strategies and resources will meet or be adjusted for the diverse needs of students.
2. Explain more specifically how you will identify and meet the learning needs of students with mild, moderate, and severe disabilities in the least restrictive environment possible. Specify the programs, strategies, and supports you will provide, including the following:
  - a) Methods for identifying students with special education needs (and avoiding misidentification);
  - b) Specific instructional programs, practices, and strategies the school will employ to provide a continuum of services; ensure students’ access to the general education curriculum; and ensure academic success for students with special education needs;
  - c) Plans for monitoring and evaluating the progress and success of special education students with mild, moderate, and severe needs to ensure the attainment of each student’s goals as set forth in the Individualized Education Program (IEP);

- d) Plans for promoting graduation for students with special education needs (high school only); and
  - e) Plans to have qualified staffing adequate for the anticipated special needs population.
3. Explain how the school will meet the needs of English Language Learner (ELL) students, including the following:
    - a) Methods for identifying ELL students (and avoiding misidentification);
    - b) Specific instructional programs, practices, and strategies the school will employ to ensure academic success and equitable access to the core academic program for these students;
    - c) Plans for monitoring and evaluating the progress and success of ELL students, including exiting students from ELL services; and
    - d) Means for providing qualified staffing for ELL students.
  4. Explain how the school will identify and meet the learning needs of students who are performing below grade level and monitor their progress. Specify the programs, strategies, and supports you will provide for these students.
  5. Explain how the school will identify and meet the needs of intellectually gifted students, including the following:
    - a) Specific research-based instructional programs, practices, strategies, and opportunities the school will employ or provide to enhance their abilities;
    - b) Plans for monitoring and evaluating the progress and success of intellectually gifted students; and
    - c) Means for providing qualified staffing for intellectually gifted students.

## STUDENT RECRUITMENT, ADMISSIONS, AND ENROLLMENT

*All student recruitment, admissions, and enrollment decisions must be made in a nondiscriminatory manner and without regard to race, color, ethnicity, national origin, religion, sex, sexual orientation, marital status, income level, academic or athletic ability, disability, need for special education services, or lack of proficiency in the English language. The Commission may grant enrollment preferences in accordance with HRS §302D-34.*

1. Explain the plan for student recruitment and marketing that will provide equal access to interested students and families. Specifically describe the plan for outreach to families in poverty; academically low-achieving students; students with disabilities; and other youth at risk of academic failure. Also describe how the school will attempt to make itself attractive to families with relatively higher incomes and/or levels of formal education if the proposed school is projecting a high percentage of students in poverty and intends to achieve socioeconomic and/or demographic diversity.
2. If applicable, identify any enrollment preferences the school would request that are in compliance with federal and state law and any Commission policies or guidelines, and explain the rationale for the enrollment preference request.
3. Provide, as **Attachment K**, the school's Enrollment Policy, which should include the following:
  - a) Tentative dates for application period, and enrollment deadlines and procedures, including explanation of how the school will receive and process Intent to Enroll forms;

- b) A timeline and plan for student recruitment/engagement and enrollment;
  - c) Policies and procedures for student waiting lists, withdrawals, re-enrollment, and transfers; and
  - d) Description of any pre-admission activities for students or parents/guardians, and the purpose of such activities.
4. Explain how the school will ensure that it meets its enrollment targets, and describe the contingency plan if enrollment targets are not met.

## STUDENT DISCIPLINE

Describe in detail the school's approach to student discipline. Provide as **Attachment L** the school's proposed discipline policy. The description of the school's approach and the proposed policy should include the following:

1. A clear description of the school's philosophy on cultivating positive student behavior and a student discipline policy that provides for appropriate, effective strategies to support a safe, orderly school climate and fulfillment of academic goals, promoting a strong school culture while respecting student rights;
2. Practices the school will use to promote good discipline, including both penalties for infractions and incentives for positive behavior;
3. Legally sound policies for student discipline, suspension, dismissal, and crisis removal, including the proposed school's code of conduct and procedural due process for all students, including students afforded additional due process measures under IDEA;
4. Appropriate plan for including teachers, students, and parents or guardians in the development and/or modification of the proposed school's policies for discipline, suspension, dismissal, and crisis removal;
5. Legally sound list and definitions of offenses for which students in the school must (where non-discretionary) or may (where discretionary) be suspended or expelled, respectively;
6. An explanation of how the school will take into account the rights of students with disabilities in disciplinary actions and proceedings;
7. Procedures for due process when a student is suspended or expelled as a result of a code of conduct violation, including a description of the appeal process that the school will employ for students facing expulsion and a plan for providing services to students who are expelled or out of school for more than 10 days; and
8. An explanation of how students and parents will be informed of the school's discipline policy.

## PARENT AND COMMUNITY INVOLVEMENT

1. Describe the role to date of any parents and community members involved in developing the proposed school.
2. Describe what you have done to assess and build parent and community demand for your school and how you will engage parents and community members from the time that the school is approved through opening.
3. Describe how you will engage parents in the life of the school (in addition to any proposed governance roles described in Section 2 below). Explain the plan for building family-school partnerships that strengthen support for learning and encourage parental involvement. Describe any commitments or volunteer activities the school will seek from, offer to, or require of parents.



4. Discuss the community resources that will be available to students and parents. Describe any partnerships the school will have with community organizations, businesses, or other educational institutions. Specify the nature, purposes, terms, and scope of services of any such partnerships including any fee-based or in-kind commitments from community organizations or individuals that will enrich student learning opportunities. Include, as **Attachment M**, existing evidence of support from intended community partners such as letters of intent/commitment, memoranda of understanding, and/or contracts.

## EDUCATIONAL PROGRAM CAPACITY

1. Identify the key members of the school's leadership team. Identify only individuals who will play a substantial and ongoing role in school development, governance and/or management, and will thus share responsibility for the school's educational success. These may include current or proposed governing board members, school leadership/management, and any essential partners who will play an important ongoing role in the school's development and operation.

Describe the team's individual and collective qualifications for implementing the school design successfully, including capacity in areas such as:

- School leadership, administration, and governance;
- Curriculum, instruction, and assessment;
- Performance management; and
- Parent and community engagement.

Describe the group's ties to and/or knowledge of the target community.

2. Identify any organizations, agencies, or consultants that are partners in planning and establishing the school, along with a brief description of their current and planned role and any resources they have contributed or plan to contribute to the school's development.
3. Identify the proposed School Director and explain why this individual is well-qualified to lead the school in achieving its mission. Summarize the proposed leader's academic and organizational leadership record. Provide specific evidence that demonstrates capacity to design, launch, and manage a high-performing charter school. If the proposed leader has never run a school, describe any leadership training programs that (s)he has completed or is currently participating in. Also provide, as **Attachment N**, the qualifications, resume, and professional biography for this individual. Discuss the evidence of the leader's ability to effectively serve the anticipated population.

If no candidate has been identified, provide as **Attachment O** the job description or qualifications, and describe the timeline, criteria, and recruiting and selection process for hiring the school leader.

4. Describe the responsibilities and qualifications of the school's leadership/management team beyond the School Director. If known, identify the individuals who will fill these positions and provide, as **Attachment P**, the qualifications, resumes, and professional biographies for these individuals. If these positions are not yet filled, explain the timeline, criteria, and process for recruitment and hiring.



5. Explain who will work on a full-time or nearly full-time basis to lead development of the school upon approval of a charter, and the plan to compensate these individuals.

## SECTION 2. OPERATIONS PLAN & CAPACITY

### GOVERNANCE

*Proposed schools may designate or establish an associated nonprofit organization to assist with fundraising and other support activities, especially during the start-up period, but this is not a requirement.*

1. Describe the primary roles and responsibilities of the proposed school governing board and how it will interact with the school director, any advisory bodies, and any essential partners. Describe the size, current and desired composition, powers, and duties of the governing. Identify key skills or areas of diverse expertise that are or will be effectively represented on the governing board. Explain how this governance structure and composition will help ensure that: a) the proposed school will be an academic and operational success; b) the proposed school governing board will effectively evaluate the success of the proposed school and school director; and c) there will be active and effective representation of key stakeholders, including parents or guardians.
2. Provide, as **Attachment Q**, organization charts that clearly indicate all positions and illustrate the proposed school governance, management, and staffing structure in: a) Year 1; and b) all subsequent years until full capacity is reached. The organizational charts must clearly delineate the roles and responsibilities of (and lines of authority and reporting among) the proposed school governing board, staff, any related bodies (such as the proposed school's supporting nonprofit organization, advisory bodies, or parent/teacher councils), and any external organizations that will play a role in managing the proposed school. The organization charts must also document clear lines of authority and reporting between the proposed school governing board and proposed school and within the proposed school.
3. If the membership of Applicant Governing Board has changed from the time it submitted its Intent to Apply Packet, describe and explain the reason for such changes.
4. Provide, in **Attachment R**:
  - a. A list of all current proposed school governing board members and their intended roles;
  - b. A clear summary of members' qualifications for serving on the proposed school governing board, including explanation of how each member meets considerations in HRS §302D-12 and will contribute a wide range of knowledge, skills, and commitment needed to oversee a *high-quality charter school*, including academic, financial, legal, nonprofit and community experience and expertise;
  - c. Completed and signed Board Member Information Forms (**Exhibit 3**) and resumes for each proposed governing board member,
5. A clear description of effective governance procedures, including an explanation of the procedure by which current school governing board members were selected and how any

vacancies will be filled; an explanation of how often the board will meet both during start-up and during the school year; any plans for a committee structure, the committees' work, and identification of chairs for any proposed committee(s); and a description of the governing board meetings, including how and where meetings will be conducted, how the governing board will provide meaningful access to the public, and if board meetings are to be conducted virtually (such as through conference calls, videoconference, or web conference).

6. Describe any existing relationships, including financial interests, that could pose actual or perceived conflicts if the application is approved, and the specific steps that the proposed school governing board will take to avoid any actual conflicts and to mitigate perceived conflicts.
7. A clear description of sound plans for increasing the capacity of the proposed school governing board, orientation of new members, and ongoing training and development for members, including reasonable timelines, specific and thoughtful topics and capacities to be addressed, and requirements for participation.
8. If applicable, a clear and comprehensive description of the proposed school's associated nonprofit organization, including its current tax status and/or the plan and timeline for obtaining tax exempt status and the nonprofit's mission and purpose. The description must specifically identify ways that the proposed school's associated nonprofit organization will support the proposed school (such as community fundraising, developing partnerships, finding alternative funding sources, writing grants, and finding other ways to leverage existing resources) and specify any grants or programs that the nonprofit is planning to use. If the nonprofit's mission is not to solely support the proposed school, the description must also adequately explain any competing interests for the nonprofit's time and resources and how the proposed school will ensure such competing interests will not hinder the school's ability to operate and obtain outside supports.
9. Provide, in **Attachment S**, a list of all current and identified nonprofit board members that complies with the State Ethics Code. Describe the intended role of each member, and their experience and qualifications relevant to supporting the proposed school.
10. Discuss the procedures to be followed in the event of closure or dissolution of the school. Identify procedures to be followed in the case of the closure or dissolution of the charter school, including provisions for the transfer of students and student records to the complex area in which the charter school is located and for the disposition of the school's assets to the State Public Charter School Commission (SPCSC). Provide assurance that the school will follow any additional procedures required by SPCSC to ensure an orderly closure and dissolution process, including compliance with the applicable requirements of Hawaii Revised Statutes [§302D-19](#).
11. Describe the board's ethical standards and procedures for identifying and addressing conflicts of interest. Provide, as **Attachment T**, the board's proposed Code of Ethics and Conflict of Interest policy.
12. Identify any existing relationships that could pose actual or perceived conflicts if the application is approved; discuss specific steps that the board will take to avoid any actual conflicts and to mitigate perceived conflicts.

13. Describe plans for increasing the capacity of the governing board. How will the board expand and develop over time? How and on what timeline will new members be recruited and added, and how will vacancies be filled? What are the priorities for recruitment of additional board members? What kinds of orientation or training will new board members receive, and what kinds of ongoing development will existing board members receive? The plan for training and development should include a timetable, specific topics to be addressed, and requirements for participation. If there will be a network-level board, identify any board development requirements relative to the organization's proposed growth and governance needs.

### Advisory Bodies

Describe any advisory bodies or councils to be formed, including the roles and duties of that body. Describe the planned composition of the advisory body; the strategy for achieving that composition; the role of parents, students, and teachers (if applicable); and the reporting structure as it relates to the school's governing body and leadership.

### Grievance Process

Explain the process that the school will follow should a parent or student have an objection to a governing board policy or decision, administrative procedure, or practice at the school.

## PROFESSIONAL CULTURE AND STAFFING

*Note: Charter schools are subject to collective bargaining pursuant to HRS Chapter 89, Collective Bargaining in Public Employment. Applicants must ensure that their proposed plan will comply with collective bargaining requirements. Applicants proposing staffing plans that deviate from any Master Collective Bargaining Agreement must negotiate supplemental agreements with the respective exclusive representatives and should be cognizant of possible limitations of these agreements.*

### Staff Structure

1. Provide a complete staffing chart for the school, using the Staffing Chart Template ([Exhibit 1](#)) as **Attachment U**. The staffing chart and accompanying notes or roster should identify the following:
  1. Year 1 positions, as well as positions to be added in future years;
  2. Administrative, instructional, and non-instructional personnel;
  3. The number of classroom teachers, paraprofessionals, and specialty teachers; and
  4. Operational and support staff.
2. Explain how the relationship between the school's leadership team and the rest of the staff will be managed. Note the teacher-student ratio, as well as the ratio of total adults to students for the school.

### Professional Development

Describe the school's professional development expectations and opportunities, including the following:

1. Identify the person or position responsible for professional development.

2. Discuss the core components of professional development and how these components will support effective implementation of the educational program. Discuss the extent to which professional development will be conducted internally or externally and will be individualized or uniform.
3. Provide a schedule and explanation of professional development that will take place before school opening. Explain what will be covered during this induction period and how teachers will be prepared to deliver any unique or particularly challenging aspects of the curriculum and instructional methods.
4. Describe the expected number of days/hours for professional development throughout the school year, and explain how the school's calendar, daily schedule, and staffing structure accommodate this plan. Include time scheduled for common planning or collaboration and how such time will typically be used.
5. Identify ways in which the professional development scheduling may conflict with Master Collective Bargaining Agreements, explain any specific amendments that may be needed through supplemental agreements, and provide a contingency plan in the event such amendments cannot be negotiated under supplemental agreements.

### Staffing Plans, Hiring, Management, and Evaluation

1. Describe your strategy, plans, and timeline for recruiting and hiring the teaching staff, including the school's plan for hiring a strong teaching staff that is highly effective in accordance with the state's plan under the Every Student Succeeds Act ("ESSA"). Explain other key selection criteria and any special considerations relevant to your school design.
2. Outline the proposed school's salary ranges and employment benefits for all employees, as well as any incentives or reward structures that may be part of the compensation system. Explain the school's strategy for retaining high-performing teachers.
3. Outline the school's procedures for hiring and dismissing school personnel, including conducting criminal history record checks.
4. Explain how the school leader will be supported, developed, and evaluated each school year. Provide, in **Attachment V**, any leadership evaluation tool(s) if already developed.
5. Explain how teachers will be supported, developed, and evaluated each school year. Provide, in **Attachment W**, any teacher evaluation tool(s) if already developed. *Note: Evaluation tools must align with the criteria outlined in BOE Policy 2055 and related provisions of any Master Collective Bargaining Agreements, unless specific amendments are executed in a supplemental agreement. If amendments will be needed, the plan must describe the specific amendments that would be necessary to implement the evaluation tool(s), demonstrate an understanding of the employment environment, and include a reasonable plan for contingencies if the amendments cannot be negotiated under a supplemental agreement.*
6. Explain how the school intends to handle unsatisfactory leadership or teacher performance, as well as leadership/teacher changes and turnover.
7. Explain any deviations in staffing plans, including salaries, from Master Collective Bargaining Agreements, including identification of amendments that would be needed in a supplemental agreement and a reasonable plan for contingencies if such amendments cannot be negotiated under a supplemental agreement.

### Performance Management

The Commission will evaluate the performance of every charter school according to the Performance Framework that will be part of the Charter Contract.

1. Describe any mission-specific educational goals and targets that the school would propose to measure its success. State goals clearly in terms of the measures or assessments you plan to use.
2. Describe any mission-specific organizational goals and targets that the school will have. State goals clearly in terms of the measures or assessments you plan to use.
3. In addition to all mandatory assessments, identify the primary interim assessments the school will use to assess student learning needs and progress throughout the year. Explain how these interim assessments align with the school’s curriculum, performance goals, and state standards.
4. Explain how the school will measure and evaluate academic progress – of individual students, student cohorts, and the school as a whole – throughout the school year, at the end of each academic year, and for the term of the charter contract. Explain how the school will collect and analyze student academic achievement data, use the data to refine and improve instruction, and report the data to the school community. Identify the person(s), position(s), and/or entities that will be responsible and involved in the collection and analysis of assessment data.
5. Who will be responsible for managing the data, interpreting it for classroom teachers, and leading or coordinating professional development to improve student achievement?
6. Explain the training and support that school leadership and teachers will receive in analyzing, interpreting, and using performance data to improve student learning.
7. Describe the corrective actions the school will take if it falls short of student academic achievement expectations or goals at the school-wide, classroom, or individual student level. Explain what would trigger such corrective actions and who would be responsible for implementing them.

## FACILITIES

*Charter school facilities must comply with applicable state and county health and safety requirements. In addition, charter school applicants must be prepared to follow applicable county planning review procedures and obtain all necessary certifications, permits, and inspections.*

1. Facilities.
  - a. If the proposed school has obtained a facility: Identify and describe the facility — including address, square footage, square footage rent, amenities, previous use, and what needs to be done in order for the facility to be in compliance and meet requirements to serve as a school—demonstrating that the facility is adequate for the intended purposes, has a sound plan and timeline for renovating and bringing the facility into compliance with applicable building codes, and will meet the requirements of the Academic Plan, including the needs of the anticipated student population. If the proposed school has a virtual/blended learning program, or relies heavily on technology, the description must adequately explain how the facility will support the proposed technology model, including electrical capacity and access to sufficient network capacity.
  - OR**
  - b. If the proposed school has not obtained a facility: Describe the plan and timeline for identifying, securing, renovating, and financing a facility—including identifying any

brokers or consultants the applicant is employing—that will be in compliance with applicable building codes and meet the requirements of the Academic Plan, including the needs of the anticipated student population. The plan must briefly describe possible facilities within the geographic area, including addresses, square footage, square footage rent, amenities, previous use, and a general assessment of what needs to be done to bring each possible facility into compliance. If the proposed school has a virtual/blended learning program, or relies heavily on technology, the description must adequately explain how each possible facility will support the proposed technology model, including electrical capacity and access to sufficient network capacity.

- c. If the school plans to add students or grade levels during the first five years: Describe the facility growth plan that shows how the school will accommodate the additional square footage necessary for additional students, faculty, and staff and sufficiently identifies any permits or rezoning that might be necessary.

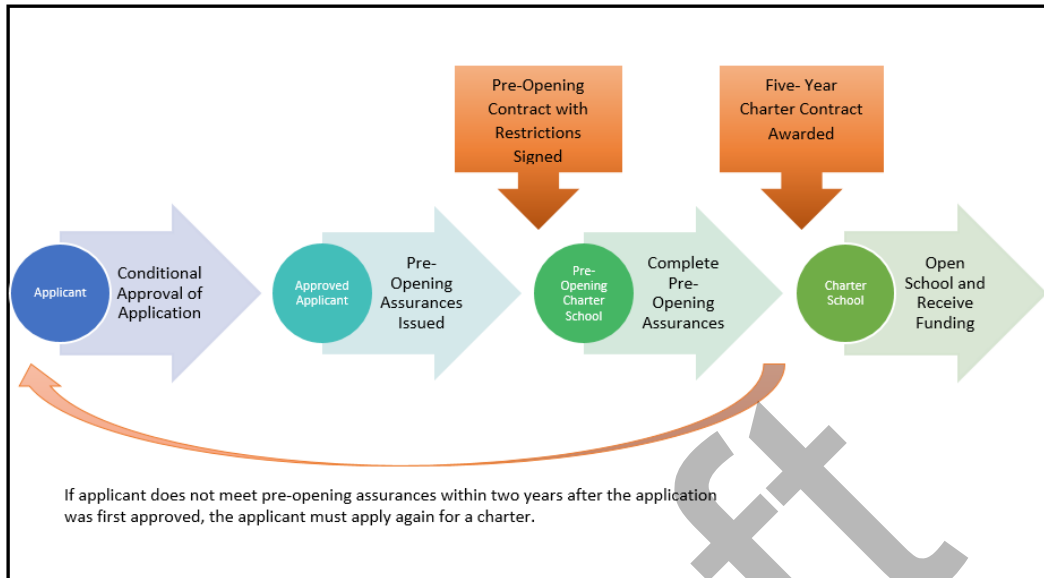
## START-UP MANAGEMENT PLAN

*In accordance with the start-up charter school process, as shown in **Figure 5**, an approved applicant will not be able to hire employees who receive state benefits or receive funding until it completes its Pre-Opening Assurances. Generally, a Pre-Opening Charter School will not complete its Pre-Opening Assurances until a month or two before the school actually opens because these assurances include elements with practical limitations, such as proof of enrollment of the projected student body and facility compliance. The earliest that the first allocation of state per-pupil funding can be released to a charter school, once it has completed its Pre-Opening Assurances, is July 20<sup>th</sup>.*

*Note: The management plan for the start-up year presented in the application will serve as the basis for the Pre-Opening Assurances.*

1. Provide, as **Attachment X**, a detailed start-up plan for the school, specifying tasks, timelines, and responsible individuals. This plan should align with the Start-Up (Year 0) Budget in the Financial Plan Workbook (be sure to complete all pages in the Financial Plan Workbook, and provide it as **Attachment Y**).
  - a. Plans to obtain financing for the proposed school’s facility, highlighting the alignment of the financing plan with the timing of obtaining and renovating the facility;
  - b. Plans to fund the start-up period, including all plans for fundraising and grant writing and a description of any specific fundraising opportunities and grants the applicant has identified;
  - c. Plans to market the proposed school to the school’s anticipated student population and develop partnerships with other charter schools, DOE schools, and private schools to identify possible students and achieve the proposed school’s projected enrollment, including any other ways the applicant plans to achieve its projected enrollment;
  - d. Plans to hire teachers, administrative staff, and support staff during the start-up period;
  - e. Plans to identify, recruit, select, and add or replace new governing board members and provide or obtain any governing board training, as applicable; and

- f. Any other plans for activities that will need to be completed during the start-up period, such as the selection of curriculum materials, as applicable.



**Figure 5: Start-Up Charter School Process**

## OPERATIONS

1. If the school will provide transportation, describe the transportation arrangements for prospective students. In addition to daily transportation needs, describe how the school plans to meet transportation needs for field trips and athletic events. If the school will not provide daily transportation, what were the factors that led to this decision and what was the impact of not providing transportation?
2. Provide the school plan for safety and security for students, the facility, and property. Explain the types of security personnel, technology, equipment, and policies that the school will employ.
3. If the school will provide food service, describe the plan for providing food to students, in compliance with applicable laws. If the proposed school will not provide food service, what were the factors that led to this decision and what will be the impact of not providing food service?

## OPERATIONS CAPACITY

1. Describe the applicant team's individual and collective qualifications for implementing the Operations Plan successfully, including capacity in areas such as the following:
  - Staffing;
  - Professional development;
  - Performance management;
  - General operations; and
  - Facilities management.



2. Describe the organization’s capacity and experience in facilities acquisition and management, including managing build-out and/or renovations, as applicable.

## SECTION 3. FINANCIAL PLAN & CAPACITY

### FINANCIAL MANAGEMENT & OVERSIGHT

1. Describe the systems, policies and processes the school will use for financial planning, accounting, purchasing, and payroll, including a description of how it will establish and maintain strong internal controls and ensure compliance with all financial reporting requirements.
2. Describe the roles and responsibilities of the school’s administration and governing board for school finances and distinguish between each.
3. Describe the school’s plans and procedures for conducting an annual audit of the financial and administrative operations of the school.
4. Describe how the school will ensure financial transparency to the Commission and the public, including its plans for public adoption of its budget and public dissemination of its annual audit and an annual financial report.
5. Describe any services to be contracted, such as business services, payroll, and auditing services, including the anticipated costs and criteria for selecting such services.

### START-UP & OPERATING BUDGETS

*Charter schools are subject to HRS Chapter 37D and, as agencies of the State, may not enter into financing agreements or take out lines of credit without the approval of the Department of Budget and Finance as to fiscal responsibility and approval from the Department of the Attorney General as to form and legality.*

*Note: In developing the proposed school’s budget, use the following per-pupil annual funding amount of **\$7800**. This amount is a projected per-pupil funding amount for the purpose of this application.*

1. Start-up and Operating Budgets. Using the Financial Plan Workbooks (Exhibit 4) as **Attachment Y**, provide the proposed school’s start-up and five-year operating budgets, aligned with the Educational and Organizational Plans.
2. Budget Narrative. Provide a detailed budget narrative that clearly explains your cost assumptions and funding estimates, including but not limited to the basis for funding projections, staffing levels, and costs. The narrative must specifically address the degree to which the school budget will rely on variable income (especially for grants, donations, and fundraising) and must include the following:
  - a. A description indicating the amount and sources of funds, property, or other resources expected to be available not only via per-pupil funding but also through corporations, foundations, grants, donations, and any other potential funding sources. The description must note which are secured and which are anticipated; explain evidence of commitment, and provide such evidence as **Attachment Z**, for any funds on which the proposed school’s core operation depends (*e.g.*, grant award letters, MOUs); and describe any restrictions on any of the aforementioned funds.



- b. A contingency plan to meet financial needs if anticipated revenues are not received or are lower than estimated, including contingencies for scenarios where enrollment is substantially lower than projected and/or anticipated variable income is not received. The contingency plan must also include a Year 1 cash flow contingency, in the event that funding projections are not met before school opening.
- 3. Anticipated Funding Sources. Identify the amount and sources of funds, property or other resources expected to be available through banks, lending institutions, corporations, foundations, grants, etc. Note which are secured and which are anticipated, and include evidence of commitment for any funds on which the school's core operation depends.

## FINANCIAL MANAGEMENT CAPACITY

Describe the applicant team's individual and collective qualifications for implementing the Financial Plan successfully, including capacity in areas such as the following:

- Financial management;
- Fundraising and development; and
- Accounting and internal controls.

## CONVERSION CHARTER SCHOOL ADDITIONAL ORGANIZATIONAL INFORMATION

*Note: Any applicant planning to open a Conversion Charter School, as described in HRS Chapter 302D, must complete this section. Conversion Charter Schools, even after they convert to a charter school, continue to serve as the home school for the former DOE school's designated DOE geographic area. A Conversion Charter School must accept students living within its DOE geographic area regardless of space or capacity considerations. Students from outside the DOE geographic area may enroll at a Conversion Charter School in accordance with the school's admission and enrollment policy. If an applicant believes that a particular criterion in this section is not applicable to its proposal, the applicant should so state and explain why the applicant believes the particular criterion does not apply. If an applicant believes that a particular criterion in this section has been answered thoroughly in other parts of the Narrative Proposal, reference those sections.*

An application that meets the standard for approval will have the following elements:

1. School Community
  - a. A certification and supporting documentation, provided as **Attachment CC**, as verifiable evidence that this application was approved by a majority of the votes cast by existing administrative, support, and teaching personnel and parents or guardians of students at the existing DOE school. The documentation must include a breakdown of the number of administrative, support, and teaching personnel and parents or guardians of students who constitute the existing DOE school and the number of each of the aforementioned groups who actually participated in the vote.
  - b. A clear explanation of the process used to engage various stakeholder groups and collect evidence of support that demonstrates that there was reasonable effort to encourage engagement from all stakeholders, especially faculty and families, in discussing and deciding to apply for a Conversion Charter School.
  - c. A clear description and explanation of the degree of opposition to the conversion, the reasons for opposition, and any other community stakeholders that support conversion, including, provided as **Attachment DD**, any additional evidence of community support for

the conversion and opposition to the conversion. The description must adequately explain how the proposed school and governing board will address any opposition to ensure there are no negative impacts to student learning and the operations of the school.

2. Staff Plans and Evaluation
  - a. A clear description of the rights and management issues of employees at the existing DOE school, and a detailed framework that addresses any issues and protects the rights of such employees.
3. Facilities
  - a. A sound plan for the use of the existing DOE school facilities that is aligned with the proposed budget, including a reasonable timeline for negotiating a lease or memorandum of agreement with the DOE, a plan for ongoing upkeep and maintenance, and any plans for renovation.
4. Nonprofit Organization as Applicant. *Note: Only applicants proposing a Conversion Charter School where a nonprofit organization will operate and manage the proposed school and the nonprofit organization's board of directors will serve as the Conversion Charter School's governing board need to complete this section.*
  - a. A clear description of the organizational structure of the nonprofit organization and reasonable and legally sound plans for how it will also serve as the governing board of the Conversion Charter School and how governing board members will be selected. If the nonprofit organization is going to appoint advisory groups of community representatives for each school managed by the nonprofit organization, the description must include the organizational structure and scope of jurisdiction for each advisory group.
  - b. The nonprofit organization's bylaws or policies, provided as **Attachment EE** that are legally sound and describe the manner in which business is conducted and policies that relate to the management of potential conflict of interest situations.
  - c. A clear description that demonstrates that the nonprofit organization possess sufficient experience in the management and operation of public or private schools or plans to enter into an agreement to obtain services from another entity or entities possessing such experience.
  - d. A reasonable explanation of how the nonprofit organization will execute and implement its start-up plan without interfering in the operations of the existing DOE school until authorized to do so by the Commission.
  - e. A description of any licensure or accreditation requirements, such as registration with the Department of Commerce and Consumer Affairs, the nonprofit organization must comply with and the status of any such licenses or accreditations that demonstrates the nonprofit is in good standing with all such requirements.

## THIRD PARTY SERVICE PROVIDERS

*Note: This section is required of any applicant intending to contract with a Service Provider. A Service Provider is any third-party entity, whether nonprofit or for-profit (including CMOs, EMOs, and ESPs), that provides comprehensive education management services to a school via contract with the school's governing board. If the proposed school plans to contract with more than one Service Provider, the application must address the criteria below for each Service Provider, as applicable.*

If the proposed school would contract with a Service Provider as defined above, provide:

1. Service Provider Selection and Track Record
  - a. Explain why the applicant is seeking to contract with a Service Provider rather than operate the proposed school(s) directly.
  - b. Explain the process the applicant used to identify, vet, and select the Service Provider. The description must explain how and why the Service Provider was selected, including when and how the applicant learned of the Service Provider, which other Service Providers were considered, why the Service Provider was selected over other Service Providers, and what due diligence was conducted, including a summary of the findings of the reference checks conducted by the applicant.
  - c. If the Service Provider is providing academic services, evidence demonstrating academic success, especially in the grade levels the proposed school intends to serve, including academic performance data of all clients of the Service Provider that demonstrates the provider's services lead to *high-quality charter schools*, as defined in the RFP. Provide, as **Attachment FF**, academic performance data for each of the Service Provider's charter school clients that shows evidence of strong academic results for the past three years (or over the life of the charter school, if the school has been open for fewer than three years), based on the following factors:
    - i. Increased student academic achievement and attainment (including, if applicable and available, high school graduation rates and college and other postsecondary education enrollment rates) for all students, including, as applicable, *educationally disadvantaged students*, as defined in the RFP, served by the charter school;
    - ii. Either—
      1. Demonstrated success in closing historic achievement gaps for the following subgroups of students at the charter school: low-income students, students from major racial and ethnic groups, students with disabilities, and English language learners; or
      2. No significant achievement gaps between any of those subgroups of students at the charter school and significant gains in student academic achievement for all populations of students served by the charter school; and
    - iii. Results (including, if applicable and available, performance on statewide tests, annual student attendance and retention rates, high school graduation rates, college and other postsecondary education attendance rates, and college and other postsecondary education persistence rates) for low-income and other *educationally disadvantaged students* served by the charter school that are above the average academic achievement results for such students in the state.
  - d. A listing and explanation of any management contract terminations, charter revocations, non-renewals, or withdrawals or non-openings that the proposed Service Provider has experienced in the past five years that does not indicate that the Service Provider lacks the necessary capacity or display inconsistencies in its academic, organizational, or financial performance. The explanation must reference the other jurisdictions where the Service Provider operates or services other charter schools and provide, as **Attachment GG**, a list of all the charter schools operated or managed by the Service Provider, the respective authorizer for each of those charter schools, and contact information for each authorizer.
  - e. A list or description of all charter schools operated or managed by the Service Provider that are accredited, including a list or description of the accrediting organization for each

accredited school and a current accreditation report from **one** of those schools, provided as **Attachment HH**, that demonstrates strong organizational health attributable to the Service Provider. **If however, the Service Provider does not operate or manage any accredited charter schools then state "NO ACCREDITED CHARTER SCHOOLS" and attach the statement as Attachment HH.**

2. Legal Relationships

- a. Full disclosure of any existing or potential conflicts of interest between the proposed school governing board, proposed school's employees, proposed Service Provider, and any affiliated business entities and a satisfactory explanation as to how such existing or potential conflicts of interest will be addressed.
- b. A list of all subsidiaries or related entities that are affiliated or owned in whole or in part by the Service Provider, a description of the nature of those entities' business activities, an explanation as to whether the proposed school has or will have any relationship with or receive any services from any of those entities, and a reasonable justification for any such relationship.
- c. If the Service Provider will have supervisory responsibilities, a description of the supervision of the proposed school employees by the Service Provider that is reasonable, legally sound, and aligns to Master Collective Bargaining Agreements and gives the proposed school governing board oversight over the Service Provider's supervisory responsibilities. The description must explain the supervisory responsibilities of the Service Provider, including which school employees the Service Provider will supervise, how the Service Provider will supervise these employees, and how the proposed school governing board will oversee the Service Provider's supervisory responsibilities.
- d. If the proposed school governing board intends to enter into any type of lease, lease-purchase agreement, or any other facility or financing relationships with the Service Provider, draft facility or financing agreements, or other evidence, provided as **Attachment II**, that:
  - i. Demonstrate such agreements are separately documented and not part of or incorporated in the proposed school's management contract; and
  - ii. Ensure any agreements are consistent with the proposed school governing board's authority and practical ability to terminate the management agreement and continue operation of the proposed school.
- e. A description of any loans, grants, or investments made between the Service Provider and the proposed school or the proposed school's associated nonprofit organization, including a legally sound explanation of how any such loans, grants, or investments may be initiated, repaid, and refused by the proposed school or the proposed school's associated nonprofit, as applicable.

3. Service Provider's Organizational Structure

- a. A detailed description of the roles and responsibilities of the Service Provider that adequately and accurately describes how the Service Provider fits into the proposed school's organizational structure and how the organizational structure ensures the proposed school governing board is independent from the Service Provider and self-governing, including a satisfactory description of independent legal representation and arm's-length negotiating.
- b. A satisfactory business plan that demonstrates the Service Provider will be able to provide the services in the management agreement. The business plan must explain how the Service Provider will grow, scale, or adjust its operations to ensure quality service to the proposed school.

- c. An effective and comprehensive oversight and evaluation plan for overseeing the Service Provider. The oversight and evaluation plan must include the school-wide and student achievement results that the management organization is responsible for achieving, the methods the proposed school governing board will use to review and evaluate the Service Provider's progress toward achieving agreed-upon goals, the frequency of such reviews and evaluations, an explanation whether there will be an external evaluator to assess the Service Provider's performance, and the conditions, standards, and procedures for the proposed school governing board intervention, if the Service Provider's performance is deemed unsatisfactory.
- d. A comprehensive description of the respective financial responsibilities of the proposed school governing board and the Service Provider that allows for reasonable financial controls from the proposed school governing board. The description must include details about who will own property purchased with public funds, which operating and capital expenditures each party be responsible for, the types of spending decisions the Service Provider can make without obtaining board approval, the reports the Service Provider must submit to the proposed school governing board on financial performance and the schedule for reporting, and how the proposed school governing board will provide financial oversight.

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## ADDENDUM 1. APPLICANTS PROPOSING A VIRTUAL/BLENDED LEARNING MODEL

IN CONJUNCTION WITH THE COMMISSION'S *ONLINE VIRTUAL AND BLENDED LEARNING GUIDELINES* (OCTOBER 18, 2019), COMPLETE THIS SECTION IF YOU ARE PROPOSING A VIRTUAL/BLENDED LEARNING MODEL.

### Finance and Governance

1. What are the costs associated with your proposed virtual/blended school and its various components?
2. How will these costs change over the life of the proposed contract?
3. How are these costs affected by different student characteristics and contextual factors?
4. What are the implications for weights and adjustments in the accountability or funding system due to your proposed virtual/blended school?
5. Provide a 5-year budget showing how your proposed school will operate, including a breakdown of teacher costs (including specialized training, dates and supplemental pay for recall days if necessary), facilities, technology, internet access, curriculum, and any other associated costs.
6. Provide a demographic breakdown of the students you are proposing to serve through this program, e.g. Free and Reduced Lunch, geographic home location, grade level, general demographics.
7. What geographic area(s) will your proposed school be serving?
  - a. How is your proposed school's staffing model sufficient to address all of the requirements of reporting and oversight?
8. If you are creating your own curriculum skip **to Instructional Program Quality.**
9. If purchasing the curriculum:
  - a. explain why you are purchasing the curriculum and identify the company you are purchasing the curriculum from,
  - b. **explain how it aligns to your proposed school's mission and vision,**
  - c. state the cost as well as the specific services the company will provide, and
  - d. provide a copy of your proposed agreement with this company.
10. If purchasing the curriculum, what are the expected costs over the contract period? Provide a copy of your contract/proposed agreement. How does your budget account for any increases in costs over the life of the contract?
11. Have you had prior experience using the curriculum and the provider? Explain.
12. What were the academic results for students as measured by a state assessment using this curriculum in other schools or districts?

### Instructional Program Quality

1. How did you and/or your instructional team decide on the curriculum?

2. In addition to the state assessments (i.e., Smarter Balanced Assessment, Kaiapuni Assessment of Educational Outcomes (KĀ'EO)), what additional assessments of your students will you use to determine student outcomes and performance?
3. Where/how state testing will be held for all students?
4. How will the curriculum help your students meet the ~~Hawaii Common Core Standards~~ **Hawaii DOE Subject Standards**? a. If you are using purchased curriculum, provide evidence of student outcome data as measured by a state assessment showing progress towards proficiency or beyond. b. If you have developed your own curriculum, provide a copy of your curriculum. You may also provide electronic access to the curriculum or video samples of the curriculum/course work students will be expected to experience.
5. How did you assess the quality of the curriculum and how can we be assured that the curriculum you have chosen meets the needs of the students you are proposing to serve? How will your school determine that the student is learning the subject matter?
6. What assessments will you be using to evaluate learning progress, and how will your staff monitor that progress and ensure that students are meeting the required standards?
7. How will your staff determine students' subject mastery and certify their eligibility to be promoted to the next grade level?

#### **Teacher and Administrator Quality to run a Virtual/Blended School/Program**

1. What are the professional qualifications of the teacher(s) and administrator(s) who will be running your proposed school?
2. What specific training have the proposed teacher(s) and administrator(s) completed that addresses the unique needs of virtual/blended learning?
3. How is/are the administrator(s) qualified to manage and support teachers of virtual/blended learning students?
4. Please provide the Commission with the teacher evaluation instrument you plan to use to evaluate and support your virtual/blended learning program teachers.
5. Has this teacher evaluation instrument been approved by HSTA? If not, provide documentation that you sought approval or entered into discussions with HSTA for review of this instrument. If your application is approved, you will need to provide documentation of approval of your evaluation instrument or utilize an HSTA approved evaluation instrument.
6. How is your administrator qualified/trained to evaluate virtual/blended learning teachers?
7. If virtual/blended learning teacher needs support, what kind of professional development will the school provide?
8. What training will be provided to teachers to adjust to virtual/blended teaching?

#### **Special Education and Section 504 of the Rehabilitation Act of 1973 requirements:**

1. How will your proposed school ensure implementation of Section 504 of the Rehabilitation Act of 1973 ("504) and Special Education Individualized Educational Plans ("SPED IEP") that call for various services such as counseling, one-on-one support, small

group, differentiation, varied learning support systems and devices, pacing, social programming etc.

2. How will IEPs and 504 reviews be held?

draft



## Exhibits

- Exhibit 1.** Staffing Chart Template
- Exhibit 2.** Statement of Assurances Form
- Exhibit 3.** Board Member Information Form
- Exhibit 4.** Financial Plan Workbooks
- Exhibit 5.** Final Review Checklist

draft

Exhibit 1: Staffing Chart Template

draft

## Staffing Chart

Use the appropriate table below to outline the staffing plan for the proposed school. Adjust or add functions and titles and add or delete rows as needed. Include the salary and full-time employee (“FTE”) equivalency (e.g., 1.0 FTE, 0.5 FTE, etc.) for each position for each year.

### Elementary School Staffing Model and Rollout

Title	Salary and FTE Per Position Per Year					Capacity
	Year 1	Year 2	Year 3	Year 4	Year 5	
	20__	20__	20__	20__	20__	
School Director						
Assistant School Director						
Add'l School Leadership Position 1 [specify]						
Add'l School Leadership Position 2 [specify]						
Add'l School Leadership Position 3 [specify]						
Classroom Teachers (Core Subjects)						
Classroom Teachers (Specials)						
Student Support Position 1 [specify: e.g., Social Worker]						
Student Support Position 2 [specify]						
Specialized School Staff 1 [specify]						
Specialized School Staff 2 [specify]						
Teacher Aides and Assistants						
School Operations Support Staff						
<b>Total FTEs</b>						
<b>Total Salaries</b>						

### Middle School Staffing Model and Rollout

Title	Salary and FTE Per Position Per Year					Capacity
	Year 1	Year 2	Year 3	Year 4	Year 5	
	20__	20__	20__	20__	20__	
School Director						
Assistant School Director						
Add'l School Leadership Position 1 [specify]						
Add'l School Leadership Position 2 [specify]						
Add'l School Leadership Position 3 [specify]						
Classroom Teachers (Core Subjects)						

Classroom Teachers (Specials)						
Student Support Position 1 [specify: e.g., Social Worker]						
Student Support Position 2 [specify]						
Specialized School Staff 1 [specify]						
Specialized School Staff 2 [specify]						
Teacher Aides and Assistants						
School Operations Support Staff						
<b>Total FTEs</b>						
<b>Total Salaries</b>						

### High School Staffing Model and Rollout

Title	Salary and FTE Per Position Per Year					Capacity
	Year 1 20__	Year 2 20__	Year 3 20__	Year 4 20__	Year 5 20__	
School Director						
Assistant School Director						
Dean(s)						
Add'l School Leadership Position 1 [specify]						
Add'l School Leadership Position 2 [specify]						
Add'l School Leadership Position 3 [specify]						
Classroom Teachers (Core Subjects)						
Classroom Teachers (Specials)						
Student Support Position 1 [specify: e.g., Social Worker]						
Student Support Position 2 [specify]						
Specialized School Staff 1 [specify]						
Specialized School Staff 2 [specify]						
Teacher Aides and Assistants						
School Operations Support Staff						
<b>Total FTEs</b>						
<b>Total Salary</b>						

Exhibit 2: Statement of Assurances Form

draft

## Statement of Assurances

Please print this form, and initial each item in the box provided. The form must be SIGNED by an authorized representative of the Applicant Governing Board.

The Applicant Governing Board agrees to comply with all of the following provisions, specifically, if approved the governing board and school:

- will operate in compliance with all applicable state and federal laws, including, but not limited to, HRS Chapter 302D;
- will operate as a public, nonsectarian, non-religious public school with control of instruction vested in the governing board of the school under the general supervision of the Commission and in compliance with the Charter Contract and HRS Chapter 302D;
- will operate in accordance with and comply with all of the requirements of Master Collective Bargaining Agreements, pursuant to HRS Chapter 89, and negotiate any supplemental agreements necessary;
- will, for the life of the Charter Contract, participate in all data reporting and evaluation activities as requested by the U.S. Department of Education and the Hawaii Department of Education, including participation in any federal or state funded charter school evaluations or studies, final grant report documentation, and financial statements;
- will provide special education services for students as provided in Title 49, Chapter 10, and Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, and Part B of the Individuals with Disabilities Education Act;
- will ensure that a student's records and, if applicable, a student's individualized education program, as defined in Section 602(11) of the Individuals with Disabilities Act, will follow the student, in accordance with applicable law (P.L. 107-110, section 5208);
- will comply with all provisions of Every Student Succeeds Act, including, but not limited to, provisions on school prayer, the Boy Scouts of America Equal Access Act, the Armed Forces Recruiter Access to Students and Student Recruiting Information, the Unsafe School Choice Option, the Family Educational Rights and Privacy Act, and assessments [P.L. 107-110];
- will follow all federal and state laws and constitutional provisions prohibiting discrimination on the basis of disability, race, creed, color, national origin, religion, ancestry, or need for special education services, including, but not limited to, the Age Discrimination Act of 1975, Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and Part B of the Individuals with Disabilities Education Act;
- will adhere to all provisions of federal law relating to students who are limited English proficient, including Title VI of the Civil Rights Act of 1964 and the Equal Educational Opportunities Act of 1974, that are applicable to it;

- will ensure equitable program participation, as required under Section 427 of the General Education Provision Act;
- will follow any federal and state court orders in place in the local school district;
- will comply with federal and state applicable health and safety standards;
  
- will permit the Commission to audit, review, and inspect the operator’s activities, books, documents, papers, and other records;
- will comply with all federal and state audit requirements and ensure that arrangements have been made to finance those mandatory audits;
  - (1) will employ individuals to teach who hold a license to teach in a public school in Hawaii or meet the minimum requirements for licensure as defined by the State Board of Education;
- will operate on a July 1 to June 30 fiscal year and will adopt and operate under an annual budget for such fiscal year;
- will maintain its accounts and records in accordance with generally accepted accounting principles;
- will prepare and publish an annual financial report that encompasses all funds and includes the audited financial statements of the charter school; and
- will read, understand, and agree to comply with all parts of the Charter Contract, including, but not limited to, the performance standards and requirements established by the Charter Contract and attached performance framework.

**Certification**

Name of Proposed School: \_\_\_\_\_

Name of Authorized Representative: \_\_\_\_\_

I, the undersigned, do hereby agree to the assurances contained above.

\_\_\_\_\_  
 Signature of Authorized Representative Date

Exhibit 3: Board Member Information Form

draft



# Board Member Information

**To be completed individually by each Applicant Governing Board member.  
All forms must be signed by hand.**

Serving on a public charter school governing board is a position of public trust and fiduciary responsibility. As a governing board member of a public school, you are responsible for ensuring the quality of the school's plans, competent stewardship of public funds, and the school's fulfillment of its public obligations and all terms of its Charter Contract.

As part of the application for a new charter school, the Commission requires that each prospective governing board member respond individually to this questionnaire. Where narrative responses are required, brief responses are sufficient.

The purpose of this questionnaire is twofold: 1) to give application reviewers a clearer introduction to the team behind each school proposal in advance of the applicant interview; and 2) to encourage governing board members to reflect individually, as well as collectively, on their common mission, purposes, and obligations at the earliest stage of school development. Please add the full name of your school to the footer of this document so that it appears on all pages.

## **Background: Your Role and Experience**

1. Name of charter school on whose governing board you intend to serve:
2. Contact information:  
Name:  
Phone:  
E-mail:

Describe your role and indicate your position on the governing board.

Describe your educational and employment history. No narrative response is required if a resume and professional biography are attached.

Resume and professional bio are attached to this form.

Indicate whether you currently or have previously served on a board of a school district, another charter school, a non-public school, or any nonprofit organization.

Does not apply to me  Yes

Why do you wish to serve on the governing board of the proposed charter school?

What is your understanding of the appropriate role of a public charter school governing board member?

Describe any previous experience you have that is relevant to serving on the charter school's governing board (e.g., other board service). If you have not had previous experience of this nature, explain why you have the capability to be an effective board member.

Describe the specific knowledge and experience that you would bring to the governing board.

### **School Mission and Plan**

1. What is your understanding of the school's mission and guiding beliefs?
2. What is your understanding of the school's proposed academic plan?
3. What do you believe to be the characteristics of a successful school?
4. How will you know that the school is succeeding or is not succeeding in its mission?

### **Governance**

1. Describe the role that the governing board will play in the school's operation.
2. How will you know if the school is successful at the end of the first year of operation?
3. How will you know at the end of five years if the school is successful?
4. What specific steps do you think the governing board will need to take to ensure that the school is successful?
5. How would you handle a situation in which you believe one or more members of the governing board were acting unethically or not in the best interests of the school?

### **Disclosures**

1. Indicate whether you or your spouse knows the other prospective governing board members for the proposed school. If so, please indicate the precise nature of your relationship.  
 I/we do not know these individuals  Yes
2. Indicate whether you or your spouse knows any person who will be a school employee. If so, indicate the precise nature of your relationship.  
 I/we do not know any such employees  Yes

3. Indicate whether you or your spouse knows anyone who is doing, or plans to do, business with the charter school (whether as an individual or as a director, officer, employee, or agent of an entity). If so, indicate and describe the precise nature of your relationship and the nature of the business that such person or entity is transacting or will be transacting with the school.  
 I/we do not know any such persons  Yes
4. Indicate if you, your spouse, or other immediate family members anticipate conducting, or are conducting, any business with the school. If so, indicate the precise nature of the business that is being or will be conducted.  
 I/we do not anticipate conducting any such business  Yes
5. Indicate if you, your spouse, or other immediate family members have a financial interest in the school or a financial interest with a vendor or education service provider to the school. If so, indicate the precise nature of the financial interest that you have.  
 I/we do not have a financial interest  Yes
6. If the school intends to contract with an education service provider or management organization, indicate whether you or your spouse knows any employees, officers, owners, directors, or agents of that provider. If the answer is in the affirmative, please describe any such relationship.  
 Not applicable because the school does not intend to contact with an education service provider or school management organization.  
 I/we do not know any such persons  Yes
7. If the school contracts with an education service provider, please indicate whether you, your spouse, or other immediate family members have a direct or indirect ownership, employment, contractual, or management interest in the provider. For any interest indicated, provide a detailed description.  
 N/A.  I/we have no such interest  Yes
8. If the school plans to contract with an education service provider, indicate if you, your spouse, or other immediate family member anticipate conducting, or are conducting, any business with the provider. If so, indicate the precise nature of the business that is being or will be conducted.  
 N/A  I/we or my family do not anticipate conducting any such business  Yes
9. Indicate whether you, your spouse, or other immediate family members are a director, officer, employee, partner, or member of, or are otherwise associated with, any organization that is partnering with the charter school. To the extent you have provided this information in response to prior items, you may so indicate.  
 Does not apply to me, my spouse or family  Yes

10. Indicate any potential ethical or legal conflicts of interests that would or are likely to exist should you serve on the school’s governing board.  
 None  Yes

**Certification**

I, \_\_\_\_\_, certify to the best of my knowledge and ability that the information I am providing to the State Public Charter School Commission as a prospective governing board member is true and correct in every respect. I agree to notify the Commission if there are any changes to the above disclosures.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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Exhibits 4 and 4a: Financial Plan Workbooks

draft

NAME: \_\_\_\_\_

**Annual Budget**

For Fiscal Year July 1 20\_\_ through June 30 20\_\_

**Form A1** yellow cells - Formula cells, do not enter information.  
blue cells - information provided by applicant  
gray cells - leave cell blank, info not applicable  
green cells - provide brief description

		Year 1	Year 2	Year 3	Year 4	Year 5	Line	Instructions/Notes
<b>OPERATIONAL FUNDING</b>								
1	State Per Pupil						1	Per pupil funding received by the schools from the State of HI. <b>Use \$7,800 per student to determine budget for application purposes.</b>
2	Grants - Federal						2	Grants awarded by the federal government (including those that pass through the Commission such as Title I, Title IIa, Impact Aid, Charter School Start-Up Assistance, etc.)
3	Grants						3	Grants awarded by private (non-governmental) foundations, corporations, federal, state, or local government, or individuals.
4	Nutrition Funding - Federal						4	Funding for nutrition programs is split between the federal and state governments.
5	Nutrition Funding - Fees						5	Fees collected from students/parents for nutrition programs.
6	Other Program Fees						6	Any other fees (other than for nutrition or transportation) that the school collects transportation, uniforms, etc.
7	Contributions, cash						7	Ongoing or on-time donations from individuals, businesses, or corporations.
8	Transportation Fees						8	Fees collected from students or parents for transportation services.
9	Other:						9	Please enter a brief description in the highlighted green cell, if applicable.
10	Other:						10	Please enter a brief description in the highlighted green cell, if applicable.
11	<b>TOTAL OPERATING REVENUES</b>	-	-	-	-	-	11	Calculates automatically.
<b>OPERATING EXPENSES</b>								
12	Administration	-	-	-	-	-	12	Information for this cell pulled from the Sch_FuncExp sheet.
13	Instructional Services	-	-	-	-	-	13	Information for this cell pulled from the Sch_FuncExp sheet.
14	Pupil Services	-	-	-	-	-	14	Information for this cell pulled from the Sch_FuncExp sheet.
15	Operation & Maintenance of Facilities	-	-	-	-	-	15	Information for this cell pulled from the Sch_FuncExp sheet.
16	Benefits and Other Fixed Charges	-	-	-	-	-	16	Information for this cell pulled from the Sch_FuncExp sheet.
17	Community Services	-	-	-	-	-	17	Information for this cell pulled from the Sch_FuncExp sheet.
18	<b>TOTAL OPERATING EXPENSES</b>	-	-	-	-	-	18	Calculates automatically.
19	<b>TOTAL OPERATING GAIN/(LOSS)</b>	-	-	-	-	-	19	Calculates automatically.
<b>NONOPERATIONAL FUNDING:</b>								
20	Contributions, in-kind						20	Monetary value of in-kind donations for services that would otherwise have been purchased.
21	Rental Income						21	Income generated from rental of space.
22	Other:						22	Please enter a brief description in the highlighted green cell, if applicable.
23	Other:						23	Please enter a brief description in the highlighted green cell, if applicable.
24	<b>TOTAL NONOPERATING REVENUE</b>	-	-	-	-	-	24	Calculates automatically.
<b>OTHER/MISCELLANEOUS EXPENSES:</b>								
25	Other:	-	-	-	-	-	25	Charter School figures will be populated from the Sch_FuncExp sheet.
26	<b>TOTAL NONOPERATING EXPENSES</b>	-	-	-	-	-	26	Calculates automatically.
27	<b>TOTAL NONOPERATING GAIN/(LOSS)</b>	-	-	-	-	-	27	Calculates automatically.
<b>CHANGES IN NET ASSETS:</b>								
28	<b>CHANGES IN NET ASSETS:</b>	-	-	-	-	-	28	Calculates automatically.
29	Other:						29	etc.) in the highlighted green cell, if applicable.
30	<b>NET ASSETS AT BEGINNING OF YEAR</b>						30	Estimated Beginning Net Assets
31	<b>NET ASSETS AT END OF YEAR</b>	-	-	-	-	-	31	Calculates automatically.

NAME: \_\_\_\_\_

Schedule of Budgeted Functional Expenses

Form A2

yellow cells - Formula cells, do not enter information.  
blue cells - information provided by applicant  
gray cells - leave cell blank, info not applicable  
green cells - provide brief description

Instructions/Notes

For all personnel, please provide a full-time equivalency (FTE) total that corresponds to the salary expense

Administration - Calculates automatically.

100 Administration - Calculates automatically.  
110 Subtotal - Governing Board  
111 Contracted Services  
112 Travel and other expenses for Board members such as dues, subscriptions and memberships.  
113 Supplies & Materials  
120 Subtotal - School Leadership  
121 Salaries - Professional  
130 Subtotal - Business and Finance  
131 Salaries - Professional  
132 Contracted Services  
140 Subtotal - Human Resources  
141 Salaries - Professional  
142 Contracted Services  
150 Subtotal - Audit Services (Annual)  
152 Contracted Services  
160 Subtotal - Info, Management & Technology  
161 Salaries - Professional  
162 Contracted Services  
170 Subtotal - Development  
171 Salaries - Professional  
172 Contracted Services  
173 Fundraising  
180 Subtotal - Other Administration  
181 Salaries - Clerical, School Support Staff  
182 Recruitment/Advertising  
183 Travel and other expenses  
184 Supplies and Materials  
185 Other: Dues, Licenses, Permits, Admin Meetings

Instructional Services - Calculates automatically.

200 Instructional Services - Calculates automatically.  
210 Subtotal - Instructional Leadership  
211 Salaries - Professional  
213 Contracted Services  
214 Supplies and Materials  
215 Travel and other expenses  
220 Subtotal - Classroom and Specialist Teachers  
221 Salaries - Teachers, Classroom  
222 Salaries - Teachers, Specialists  
230 Subtotal - Other Teaching Services  
231 Salaries - Educational Assistants  
233 Substitute Teachers Cost  
234 Contracted Services  
240 Subtotal - Professional Development  
242 Contracted Services  
243 Supplies and Materials  
244 Travel and other expenses  
250 Subtotal - Guidance, Psychological & Testing  
251 Salaries - Professional  
253 Contracted Services  
254 Supplies and Materials  
260 Subtotal - Materials, Equipment & Technology  
261 Textbooks & Related Media/Materials  
262 Other Instructional Materials  
263 Instructional Equipment  
264 General Instructional Supplies  
265 Other Instructional Services  
266 Classroom Instructional Technology  
267 Other Information Technology Hardware  
268 Instructional Software  
269 Depreciation for Instructional Equipment  
270 Other:

Pupil Services - Calculates automatically.

300 Pupil Services - Calculates automatically.  
310 Salaries - Pupil Services  
320 Health Services  
330 Student Transportation (to and from school)  
340 Annual depreciation expense for Capitalized Transportation Vehicles according to Generally Accepted  
350 Food Services  
360 Athletic Services  
370 Other:

Operation & Maintenance of Facilities - Calculates automatically.

400 Operation & Maintenance of Facilities - Calculates automatically.  
410 Salaries - Operation & Maintenance of Facilities  
415 Utilities  
420 Maintenance of Buildings & Grounds  
425 Maintenance of Equipment  
430 Networking and Telecommunications  
435 Depreciation of Equipment, Building & Grounds  
440 Rental/Lease of Buildings & Grounds  
445 Rental/Lease of Equipment  
455 Other: Custodial supplies  
460 Other:

Benefits and Other Fixed Charges - Calculates automatically.

500 Benefits and Other Fixed Charges - Calculates automatically.  
510 Employee Retirement  
520 Fringe Benefits  
530 Insurance (non-employee)  
570 Other:

Table with columns: Lin, Functional Category, Year 1, FTE, Year 2, FTE, Year 3, FTE, Year 4, FTE, Year 5, FTE. Rows include Administration, Instructional Services, Pupil Services, Operation & Maintenance of Facilities, and Benefits and Other Fixed Charges.

<b>## Community Services</b>	-		-		-		-		-	
610 Community Engagement										
<b>## OTHER/MISCELLANEOUS EXPENSES:</b>	-		-		-		-		-	
730 Other:										
<b>## TOTALS</b>	-	0.0	-	0.0	-	0.0	-	0.0	-	0.0

<b>600 Community Services - Calculates automatically.</b>
610 Activities designed to engage the school community in the school's mission and vision.
<b>OTHER/MISCELLANEOUS EXPENSES: - Calculates automatically.</b>
<b>700</b>
730 Please enter a brief description in the highlighted green cell, if applicable.
<b>TOTALS - Calculates automatically.</b>
800

Draft



NAME: \_\_\_\_\_

Form A3

Schedule of **Estimated** Monthly Cash Flows

Yellow cells - Formula cells, do not enter information.  
 Blue cells - Information provided by applicant  
 Gray cells - leave cell blank, info not applicable  
 Green cells - provide brief description

Line	Description	Year 1												
		Total	July	August	September	October	November	December	January	February	March	April	May	June
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>														
Cash from Government Funding														
1	State Sources	-												
2	Federal Sources	-												
3	<b>Cash From Other Sources</b>	-												
4	Cash Contributions	-												
5	Grants - Governmental and Non-Governmental	-												
6	Other Funding:	-												
7	<b>Expenses/Liabilities Paid Out</b>	-												
7.1	Administration	-												
7.2	Instructional Services	-												
7.3	Pupil Services	-												
7.4	Operation & Maintenance of Facilities	-												
7.5	Benefits and Other Fixed Charges	-												
7.6	Community Services	-												
7.7	Other/Miscellaneous Expenses:	-												
8	<b>NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES</b>	-												
9	CASH BALANCE, BEGINNING OF THE PERIOD	-												
10	CASH BALANCE, END OF PERIOD	-												

- Line **Instructions/Notes**
- 1 Include cash receipts from state sources including per pupil amounts. Per pupil amounts are typically distributed in July, November and May. **Use \$7,800 per student to determine budget for application purposes.**
  - 2 Include cash receipts from federal sources including entitlement program amounts. Federal program amounts are typically distributed in after the school has been determined to be eligible and after necessary applications have been submitted.
  - 3
  - 4 Enter estimated cash contributions
  - 5 Enter estimated interest to be received on deposits
  - 6 Enter cash receipts from other local sources
  - 7 Enter cash payments for operations. Enter payments as a negative amount. Do not enter payments for capital assets or principal on debt.
  - 7.1 Optional lines to use to provide a more detailed accounting of the projected cash payments related to school operations. In the description column
  - 7.2 Optional lines to use to provide a more detailed accounting of the projected cash payments related to school operations. In the description column
  - 7.3 Optional lines to use to provide a more detailed accounting of the projected cash payments related to school operations. In the description column
  - 7.4 Optional lines to use to provide a more detailed accounting of the projected cash payments related to school operations. In the description column
  - 7.5 Optional lines to use to provide a more detailed accounting of the projected cash payments related to school operations. In the description column
  - 7.6 Optional lines to use to provide a more detailed accounting of the projected cash payments related to school operations. In the description column
  - 8 Calculates automatically.
  - 9 Calculates automatically, except for July - enter July beginning cash balance (year 0 funds)
  - 10 Calculates automatically



NAME: \_\_\_\_\_

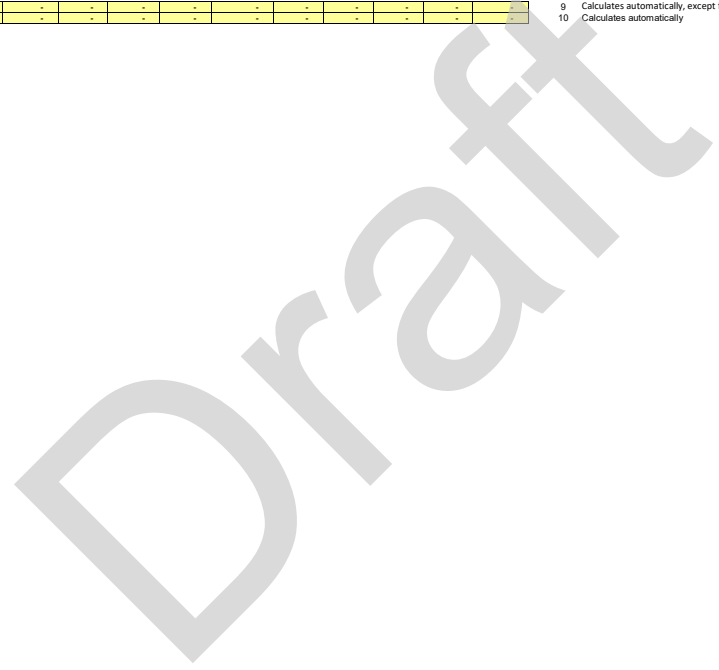
Form A3

Schedule of **Estimated** Monthly Cash Flows

Yellow cells - Formula cells, do not enter information.  
 Blue cells - Information provided by applicant  
 Gray cells - leave cell blank, info not applicable  
 Green cells - provide brief description

Line	Description	Year 2												
		Total	July	August	September	October	November	December	January	February	March	April	May	June
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>														
Cash from Government Funding														
1	State Sources	-												
2	Federal Sources													
3	<b>Cash From Other Sources</b>	-												
4	Cash Contributions	-												
5	Grants - Governmental and Non-Governmental	-												
6	Other Funding	-												
7	<b>Expenses/Liabilities Paid Out</b>													
7.1	Administration	-												
7.2	Instructional Services	-												
7.3	Pupil Services	-												
7.4	Operation & Maintenance of Facilities	-												
7.5	Benefits and Other Fixed Charges	-												
7.6	Community Services	-												
7.7	Other/Miscellaneous Expenses	-												
8	<b>NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES</b>													
9	CASH BALANCE, BEGINNING OF THE PERIOD													
10	CASH BALANCE, END OF PERIOD													

Line	Instructions/Notes
1	Include cash receipts from state sources including per pupil amounts. Per pupil amounts are typically distributed in July, November and May. <b>Use \$7,800 per student to determine budget for application purposes.</b>
2	Include cash receipts from federal sources including entitlement program amounts. Federal program amounts are typically distributed in after the school has been determined to be eligible and after necessary applications have been submitted.
3	
4	Enter estimated cash contributions
5	Enter estimated interest to be received on deposits
6	Enter cash receipts from other local sources
7	Enter cash payments for operations. Enter payments as a negative amount. Do not enter payments for capital assets or principal on debt.
7.1	Optional lines to use to provide a more detailed accounting of the projected cash payments related to school operations. In the description column
7.2	Optional lines to use to provide a more detailed accounting of the projected cash payments related to school operations. In the description column
7.3	Optional lines to use to provide a more detailed accounting of the projected cash payments related to school operations. In the description column
7.4	Optional lines to use to provide a more detailed accounting of the projected cash payments related to school operations. In the description column
7.5	Optional lines to use to provide a more detailed accounting of the projected cash payments related to school operations. In the description column
7.6	Optional lines to use to provide a more detailed accounting of the projected cash payments related to school operations. In the description column
8	Calculates automatically.
9	Calculates automatically, except for July - enter July beginning cash balance (year 0 funds)
10	Calculates automatically



NAME: \_\_\_\_\_

Form A3

Schedule of Estimated Monthly Cash Flows

yellow cells - Formula cells, do not enter information.  
 blue cells - information provided by applicant  
 gray cells - leave cell blank, info not applicable  
 green cells - provide brief description

Line	Description	Year 3												
		Total	July	August	September	October	November	December	January	February	March	April	May	June
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>														
Cash from Government Funding														
1	State Sources	-												
2	Federal Sources	-												
3	<b>Cash From Other Sources</b>	-												
4	Cash Contributions	-												
5	Grants - Governmental and Non-Governmental	-												
6	Other Funding:	-												
7	<b>Expenses/Liabilities Paid Out</b>	-												
7.1	Administration	-												
7.2	Instructional Services	-												
7.3	Pupil Services	-												
7.4	Operation & Maintenance of Facilities	-												
7.5	Benefits and Other Fixed Charges	-												
7.6	Community Services	-												
7.7	Other/Miscellaneous Expenses:	-												
8	<b>NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES</b>	-												
9	CASH BALANCE, BEGINNING OF THE PERIOD	-												
10	CASH BALANCE, END OF PERIOD	-												

Line Instructions/Notes

- 1 Include cash receipts from state sources including per pupil amounts. Per pupil amounts are typically distributed in July, November and May. **Use \$7,800 per student to determine budget for application purposes.**
- 2 Include cash receipts from federal sources including entitlement program amounts. Federal program amounts are typically distributed in after the school has been determined to be eligible and after necessary applications have been submitted.
- 3
- 4 Enter estimated cash contributions
- 5 Enter estimated interest to be received on deposits
- 6 Enter cash receipts from other local sources
- 7 Enter cash payments for operations. Enter payments as a negative amount. Do not enter payments for capital assets or principal on debt.
- 7.1 Optional lines to use to provide a more detailed accounting of the projected cash payments related to school operations. In the description column
- 7.2 Optional lines to use to provide a more detailed accounting of the projected cash payments related to school operations. In the description column
- 7.3 Optional lines to use to provide a more detailed accounting of the projected cash payments related to school operations. In the description column
- 7.4 Optional lines to use to provide a more detailed accounting of the projected cash payments related to school operations. In the description column
- 7.5 Optional lines to use to provide a more detailed accounting of the projected cash payments related to school operations. In the description column
- 7.6 Optional lines to use to provide a more detailed accounting of the projected cash payments related to school operations. In the description column
- 8 Calculates automatically.
- 9 Calculates automatically, except for July - enter July beginning cash balance (year 0 funds)
- 10 Calculates automatically



NAME: \_\_\_\_\_

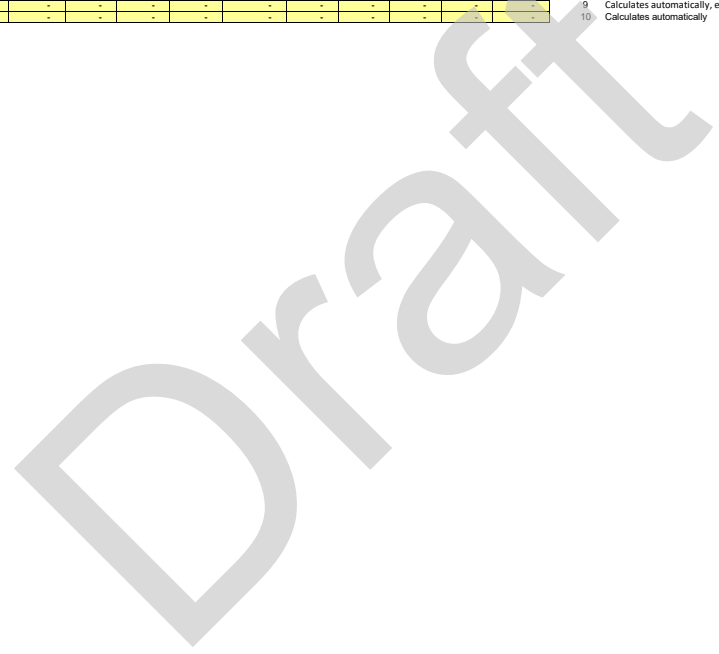
Form A3

Schedule of Estimated Monthly Cash Flows

yellow cells - Formula cells, do not enter information.  
 blue cells - information provided by applicant  
 gray cells - leave cell blank, info not applicable  
 green cells - provide brief description

Line	Description	Year 4												
		Total	July	August	September	October	November	December	January	February	March	April	May	June
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>														
Cash from Government Funding														
1	State Sources	-												
2	Federal Sources	-												
3	<b>Cash From Other Sources</b>													
4	Cash Contributions	-												
5	Grants - Governmental and Non-Governmental	-												
6	Other Funding:	-												
7	<b>Expenses/Liabilities Paid Out</b>													
7.1	Administration	-												
7.2	Instructional Services	-												
7.3	Pupil Services	-												
7.4	Operation & Maintenance of Facilities	-												
7.5	Benefits and Other Fixed Charges	-												
7.6	Community Services	-												
7.7	Other/Miscellaneous Expenses:	-												
8	<b>NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES</b>	-	-	-	-	-	-	-	-	-	-	-	-	-
9	CASH BALANCE, BEGINNING OF THE PERIOD	-	-	-	-	-	-	-	-	-	-	-	-	-
10	CASH BALANCE, END OF PERIOD	-	-	-	-	-	-	-	-	-	-	-	-	-

Line	Instructions/Notes
1	Include cash receipts from state sources including per pupil amounts. Per pupil amounts are typically distributed in July, November and May. <b>Use \$7,800 per student to determine budget for application purposes.</b>
2	Include cash receipts from federal sources including entitlement program amounts. Federal program amounts are typically distributed in after the school has been determined to be eligible and after necessary applications have been submitted.
3	
4	Enter estimated cash contributions
5	Enter estimated interest to be received on deposits
6	Enter cash receipts from other local sources
7	Enter cash payments for operations. Enter payments as a negative amount. Do not enter payments for capital assets or principal on debt.
7.1	Optional lines to use to provide a more detailed accounting of the projected cash payments related to school operations. In the description column
7.2	Optional lines to use to provide a more detailed accounting of the projected cash payments related to school operations. In the description column
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7.6	Optional lines to use to provide a more detailed accounting of the projected cash payments related to school operations. In the description column
8	Calculates automatically.
9	Calculates automatically, except for July - enter July beginning cash balance (year 0 funds)
10	Calculates automatically



NAME: \_\_\_\_\_

Form A3

Schedule of **Estimated** Monthly Cash Flows

yellow cells - Formula cells, do not enter information.  
 blue cells - information provided by applicant  
 gray cells - leave cell blank, info not applicable  
 green cells - provide brief description

Line	Description	Year 5												
		Total	July	August	September	October	November	December	January	February	March	April	May	June
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>														
<b>Cash from Government Funding</b>														
1	State Sources	-												
2	Federal Sources	-												
3	<b>Cash From Other Sources</b>													
4	Cash Contributions	-												
5	Grants - Governmental and Non-Governmental	-												
6	Other Funding:	-												
7	<b>Expenses/Liabilities Paid Out</b>													
7.1	Administration	-												
7.2	Instructional Services	-												
7.3	Pupil Services	-												
7.4	Operation & Maintenance of Facilities	-												
7.5	Benefits and Other Fixed Charges	-												
7.6	Community Services	-												
7.7	Other/Miscellaneous Expenses:	-												
8	<b>NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES</b>	-	-	-	-	-	-	-	-	-	-	-	-	-
9	CASH BALANCE, BEGINNING OF THE PERIOD	-												
10	CASH BALANCE, END OF PERIOD	-	-	-	-	-	-	-	-	-	-	-	-	-

Line **Instructions/Notes**

- 1 Include cash receipts from state sources including per pupil amounts. Per pupil amounts are typically distributed in July, November and May. **Use \$7,800 per student to determine budget for application purposes.**
- 2 Include cash receipts from federal sources including entitlement program amounts. Federal program amounts are typically distributed in after the school has been determined to be eligible and after necessary applications have been submitted.
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- 8 Calculates automatically.
- 9 Calculates automatically, except for July - enter July beginning cash balance (year 0 funds)
- 10 Calculates automatically



NAME:

Form A4

yellow cells - Formula cells, do not enter information.  
 blue cells - information provided by applicant  
 gray cells - leave cell blank, info not applicable  
 green cells - provide brief description

Proposed Year 0 Budget

Line	Functional Category	Year 0	Line	Instructions/Notes
	<b>Total Operating Funding</b>	-		
	Grants - State Other			
2	Grants - Federal		2	
3	Grants - Private		3	Private grantors
7	Contributions and donations		7	Individual or one-time cash donations
9	Fundraising		9	Proceeds from any fundraising activities

Line	Functional Category	Year 0	Line	Instructions/Notes
<b>100</b>	<b>Administration</b>	-	<b>100</b>	<b>Administration - Calculates automatically.</b>
<b>110</b>	<b>Subtotal - Governing Board</b>	-	<b>110</b>	<b>Calculates automatically - expenses for the Governing Board</b>
111	Contracted Services		111	Professional services, such as Governing Board training and professional development.
112	Travel and other expenses		112	Travel and other expenses for Board members such as dues, subscriptions and memberships.
113	Supplies & Materials		113	Supplies and materials for the operation of the Governing Board
<b>120</b>	<b>Subtotal - School Leadership</b>	-	<b>120</b>	<b>Calculates automatically - expenses for the School Leadership office.</b>
121	Salaries - Professional		121	Salaries for non-instructional school-wide administrative personnel such as executive director (Principals and Instructional Leaders should be noted in Instructional Services) and Vice Principals.
<b>130</b>	<b>Subtotal - Business and Finance</b>	-	<b>130</b>	<b>Calculates automatically - expenses for the Business and Finance office.</b>
131	Salaries - Professional		131	Salaries for non-instructional school-wide administrative personnel such as business manager,
132	Contracted Services		132	Contracted professional services, including all related expenses covered by the contract.
<b>140</b>	<b>Subtotal - Human Resources</b>	-	<b>140</b>	<b>Calculates automatically - expenses for the HR office.</b>
141	Salaries - Professional		141	Salaries for non-instructional school-wide administrative personnel such as an HR director.
142	Contracted Services		142	Contracted professional services, including all related expenses covered by the contract.
<b>150</b>	<b>Subtotal - Audit Services (Annual)</b>	-	<b>150</b>	<b>Calculates automatically - Average cost for annual audit services for the School.</b>
152	Contracted Services		152	Contracted professional services for annual audit services for the School - average cost
<b>160</b>	<b>Subtotal - Info. Management &amp; Technology</b>	-	<b>160</b>	<b>Calculates automatically - expenses that support the data processing needs of the school, including</b>
161	Salaries - Professional		161	Salaries for non-instructional school-wide administrative personnel such as a network support technician.
162	Contracted Services		162	Contracted professional services, including all related expenses covered by the contract.
<b>170</b>	<b>Subtotal - Development</b>	-	<b>170</b>	<b>Calculates automatically - expenses related to development, fundraising, and recruitment.</b>
171	Salaries - Professional		171	Salaries for non-instructional school-wide administrative personnel such as a Director of Development.
172	Contracted Services		172	Contracted professional services, including all related expenses covered by the contract.
173	Fundraising		173	Expenses related to fundraising.
<b>180</b>	<b>Subtotal - Other Administration</b>	-	<b>180</b>	<b>Calculates automatically - expenses related to development, fundraising, and recruitment.</b>
181	Salaries - Clerical, School Support Staff		181	Salaries for administrative support personnel such as registrars and school office staff who prepare,
182	Recruitment/Advertising		182	Recruiting/advertising for students, staff, and board members.
183	Travel and other expenses		183	Travel and other expenses for staff and the school such as dues, subscriptions and memberships.
184	Supplies and Materials		184	Office Supplies and postage
185	Other: Dues, Licenses, Permits, Admin Meetings		185	Dues, Licenses, Permits, Admin Meetings
<b>200</b>	<b>Instructional Services</b>	-	<b>200</b>	<b>Instructional Services - Calculates automatically.</b>
<b>210</b>	<b>Subtotal - Instructional Leadership</b>	-	<b>210</b>	<b>Calculates automatically - expenses for instructional leadership.</b>

211	Salaries - Professional		211	Salaries for instructional personnel in leadership roles such as Curriculum Directors (including SPED),
213	Contracted Services		213	Contracted professional services, including all related expenses covered by the contract.
214	Supplies and Materials		214	Materials and items of an expendable nature that is consumed or loses its identity through incorporation
215	Travel and other expenses		215	Travel and other expenses for staff such as dues, subscriptions and memberships.
<b>220</b>	<b>Subtotal - Classroom and Specialist Teachers</b>	-	<b>220</b>	Calculates automatically - expenses for teachers.
221	Salaries - Teachers, Classroom		221	Salaries for teachers with primary responsibility for teaching designated curriculum to established
222	Salaries - Teachers, Specialists		222	Salaries for teachers with primary responsibility for teaching designated curriculum to established
<b>230</b>	<b>Subtotal - Other Teaching Services</b>	-	<b>230</b>	Calculates automatically - expenses for other teaching services.
231	Salaries - Educational Assistants		231	Salaries for Educational Assistants hired to assist teachers/specialists with classroom instruction or to
233	Substitute Teachers Cost		233	Anticipated cost for substitute teachers.
234	Contracted Services		234	Contracted professional services, including all related expenses covered by the contract, for other
<b>240</b>	<b>Subtotal - Professional Development</b>	-	<b>240</b>	Calculates automatically - expenses for professional development of instructional personnel.
242	Contracted Services		242	Contracted professional services, including all related expenses covered by the contract, for professional
243	Supplies and Materials		243	Materials and items of an expendable nature that is consumed or loses its identity through incorporation
244	Travel and other expenses		244	Travel and other expenses for staff such as dues, subscriptions and memberships.
<b>250</b>	<b>Subtotal - Guidance, Psychological &amp; Testing</b>	-	<b>250</b>	Calculates automatically - expenses for guidance, psychological, and testing.
251	Salaries - Professional		251	Salaries for guidance counselors and school social workers (for school adjustment, higher education,
253	Contracted Services		253	Contracted professional services, including all related expenses covered by the contract, for guidance,
254	Supplies and Materials		254	Materials and items of an expendable nature that is consumed or loses its identity through incorporation
<b>260</b>	<b>Subtotal - Materials, Equipment &amp; Technology</b>	-	<b>260</b>	Calculates automatically - expenses for materials, equipment & technology.

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261	Textbooks & Related Media/Materials		261	Expenditures for all textbooks, workbooks, and materials including accessories, such as CD-ROMS, videos, etc. provided as an integrated package, and printed manuals, used to support direct instructional
262	Other Instructional Materials		262	Books and other materials, excluding textbooks, for use in school libraries or classroom libraries (trade
263	Instructional Equipment		263	Non-capitalized expenditures for purchase of furniture, science laboratory, physical education, equipment,
264	General Instructional Supplies		264	Papers, pens, pencils, crayons, chalk, paint, toner printer cartridges, calculators, etc.
265	Other Instructional Services		265	Cost for field trips, including admissions and transportation costs.
266	Classroom Instructional Technology		266	Computers, servers, networks, scanners, digital cameras, etc. used in the classroom or in computer
267	Other Information Technology Hardware		267	Computers, servers, networks, scanners, digital cameras, etc. for school, administrators, and staff.
268	Instructional Software		268	Programs, licenses and other instructional programs, such as STAR, NWEA, and Achieve 3000.
269	Depreciation for Instructional Equipment		269	Annual depreciation expense for capitalized Instructional Materials, Equipment, & Technology.
270	Other:		270	Specify other expenditures, if applicable.
<b>300</b>	<b>Pupil Services</b>	-	<b>300</b>	<b>Pupil Services - Calculates automatically.</b>
310	Salaries - Pupil Services		310	School nurses and coaches, etc. on payroll.
320	Health Services		320	Contracted professional services and related costs, including stipends.
330	Student Transportation (to and from school)		330	Contracted professional services and related costs incurred by the school for Home-to-school student
340	Depreciation of Transportation Vehicles		340	Annual depreciation expense for capitalized transportation vehicles according to Generally Accepted
350	Food Services		350	Contracted professional services and related costs, including stipends incurred for the school's food
360	Athletic Services		360	Contracted professional services and related costs, including stipends.
370	Other:		370	Specify other pupil services expenditures, if applicable.
<b>400</b>	<b>Operation &amp; Maintenance of Facilities</b>	-	<b>400</b>	<b>Operation &amp; Maintenance of Facilities - Calculates automatically.</b>
410	Salaries - Operation & Maintenance of Facilities		410	Custodians, maintenance, etc.
415	Utilities		415	Cost of heating fuel, oil, electricity, gas, water, trash, waste disposal, telephone services, etc.
420	Maintenance of Buildings & Grounds		420	Includes contracted custodial services and building security.
425	Maintenance of Equipment		425	Equipment parts and repair, materials, and tools, contracted services, including vehicles.
430	Networking and Telecommunications		430	Costs for supporting school technology infrastructure, including wiring, PBX Systems, file servers, etc.
435	Depreciation of Equipment, Building, & Grounds		435	Annual depreciation expense for capitalized Equipment, Networking and Telecommunications, Building, &
440	Rental/Lease of Buildings & Grounds		440	Annual operating lease/rental costs on Building/Grounds.
445	Rental/Lease of Equipment		445	Annual operating lease/rental costs on other operations and maintenance of plant equipment.
455	Other: Custodial supplies		455	Custodial Supplies
460	Other:		460	Specify other operations & maintenance of plant expenses
<b>500</b>	<b>Benefits and Other Fixed Charges</b>	-	<b>500</b>	<b>Benefits and Other Fixed Charges - Calculates automatically.</b>



510 Employee Retirement		510	Not an expense for the schools
520 Fringe Benefits		520	Not an expense for the schools
530 Insurance (non-employee)		530	Insurance premiums for property, fire, liability, fidelity bonds; judgments against the school resulting from
570 Other:		570	Specify other fixed charge expenditures, if applicable, which may include costs of public safety
<b>600 Community Services</b>	-	<b>600</b>	<b>Community Services - Calculates automatically.</b>
610 Community Engagement		610	Activities designed to engage the school community in the school's mission and vision.
<b>700 OTHER/MISCELLANEOUS EXPENSES:</b>	-	<b>700</b>	<b>OTHER/MISCELLANEOUS EXPENSES: - Calculates automatically.</b>
730 Other:		730	Please enter a brief description in the highlighted green cell, if applicable.
<b>800 TOTALS</b>	-	<b>800</b>	<b>TOTALS - Calculates automatically.</b>
<b>TOTAL AVAILABLE FUNDS (at the end of Year 0)</b>	-	<b>Total - Calculates automatically; total should be used in Exhibit 5 Financial Plan</b>	

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Exhibit 5: Final Review Checklist

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## Final Review Checklist

Initial each item to indicate that it has been completed.

- A copy of the application and all of its attachments has been saved for your records.
- All required attachments have been submitted.
- The application adheres to all applicable page and word limits.
- All elements of the application have been converted to proper format for submission.
- Application does not contain handwritten parts (other than signatures).
- Every page of the narrative proposal is properly labeled with a page number and name of the proposed school in the footer.

draft

**Exhibit 2**  
**2020 Completeness Checklist**

State Public Charter School Commission  
2020 Completeness Checklist

Name of School	
Geographic Location	
Grades Served in Year 1	
Grades Served at Capacity	

Required Document	Submitted	Comments
Applicant Information Sheet	<input type="checkbox"/> Yes <input type="checkbox"/> No	Required submission
Narrative Proposal	<input type="checkbox"/> Yes <input type="checkbox"/> No	Required submission
Attachment A. Enrollment Plan	<input type="checkbox"/> Yes <input type="checkbox"/> No	Required attachment
Attachment B. Listing of DOE complex areas and public and private schools	<input type="checkbox"/> Yes <input type="checkbox"/> No	Required attachment
Attachment C. Curriculum overview	<input type="checkbox"/> Yes <input type="checkbox"/> No	Required attachment
Attachment D. Plan for curriculum development	<input type="checkbox"/> Yes <input type="checkbox"/> No	Required attachment
Attachment E. Proposed learning standards	<input type="checkbox"/> Yes <input type="checkbox"/> No	Required attachment
Attachment F. Exit standards for graduating students	<input type="checkbox"/> Yes <input type="checkbox"/> No	Required attachment
Attachment G. Proposed first year school calendar	<input type="checkbox"/> Yes <input type="checkbox"/> No	Required attachment
Attachment H. Daily and weekly schedule for each division	<input type="checkbox"/> Yes <input type="checkbox"/> No	Required attachment
Attachment I. Typical school day (student)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Required attachment
Attachment J. Typical school day (teacher)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Required attachment
Attachment K. Enrollment policy	<input type="checkbox"/> Yes <input type="checkbox"/> No	Required attachment

Attachment L. Student discipline policy	<input type="checkbox"/> Yes <input type="checkbox"/> No	Required attachment
Attachment M. Evidence of support from community partners	<input type="checkbox"/> Yes <input type="checkbox"/> No	Required attachment
Attachment N. School director information	<input type="checkbox"/> Yes <input type="checkbox"/> No	Required attachment
Attachment O. School director job description	<input type="checkbox"/> Yes <input type="checkbox"/> No	Required attachment
Attachment P. School management team information	<input type="checkbox"/> Yes <input type="checkbox"/> No	Required attachment
Attachment Q. Organizational charts	<input type="checkbox"/> Yes <input type="checkbox"/> No	Required attachment
Attachment R. <b>Governing board member information (Exhibit 3)</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Required attachment
Attachment S. Nonprofit board members	<input type="checkbox"/> Yes <input type="checkbox"/> No	Required attachment
Attachment T. Governing board code of ethics	<input type="checkbox"/> Yes <input type="checkbox"/> No	Required attachment
Attachment U. <b>Staffing chart (Exhibit 1)</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Required attachment
Attachment V. Leadership evaluation tool	<input type="checkbox"/> Yes <input type="checkbox"/> No	Required attachment
Attachment W. Teacher evaluation tool	<input type="checkbox"/> Yes <input type="checkbox"/> No	Required attachment
Attachment X. Start-up plan	<input type="checkbox"/> Yes <input type="checkbox"/> No	Required attachment
Attachment Y. <b>Financial plan workbooks (Exhibit 4)</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Required attachment
Attachment Z. Funds committed	<input type="checkbox"/> Yes <input type="checkbox"/> No	Required attachment

Attachment AA. <b>Statement of assurances (Exhibit 2)</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Required attachment
Attachment BB. <b>Final review checklist (Exhibit 5)</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Required attachment
Attachment CC. <del>Certification and supporting documentation for conversion application approval</del>	<del><input type="checkbox"/>Yes <input type="checkbox"/>No</del>	<i>Not applicable</i>
Attachment DD. <del>Additional evidence of support or opposition to conversion</del>	<del><input type="checkbox"/>Yes <input type="checkbox"/>No</del>	<i>Not applicable</i>
Attachment EE. <del>Nonprofit bylaws</del>	<del><input type="checkbox"/>Yes <input type="checkbox"/>No</del>	<i>Not applicable</i>
Attachment FF. Academic performance data for each charter school client of Service Provider	<input type="checkbox"/> Yes <input type="checkbox"/> No	Required attachment if proposing to use a <b><i>service provider</i></b>
Attachment GG. List of charter schools operated or managed by Service Provider	<input type="checkbox"/> Yes <input type="checkbox"/> No	Required attachment if proposing to use a <b><i>service provider</i></b>
Attachment HH. Accreditation report from one school operated or managed by Service Provider	<input type="checkbox"/> Yes <input type="checkbox"/> No	Required attachment if proposing to use a <b><i>service provider</i></b>
Attachment II. Proposed Service Provider agreement	<input type="checkbox"/> Yes <input type="checkbox"/> No	Required attachment if proposing to use a <b><i>service provider</i></b>

Application is:	<input type="checkbox"/> Complete (All required components submitted)
	<input type="checkbox"/> Incomplete (All required components not submitted)