



OFFICE OF SCHOOL INNOVATION
 CHARTER SCHOOL OFFICE
 ROOM 465 EBA, 89 WASHINGTON AVENUE, ALBANY NY, 12234
 Tel. 518/474-1762; Fax 518/474-3209; charterschools@mail.nysed.gov

2013 Request for Proposals to Establish Charter Schools Authorized by the Board of Regents

PROPOSED 2013 APPLICATION REVIEW PROCESS AND TIMELINE
 September 2012

The New York Charter Schools Act (rev. 2010) sets forth a September 1 issuance date for Requests for Proposals to establish new charter schools in 2013. Applications would be for schools to commence instruction in 2014 and must be acted on by the Board of Regents no later than the December 16-17, 2013 meeting.

This statutory schedule significantly limits the time for comprehensive application review, as well as for start-up planning by new school founders. In order to permit thorough application review and new school planning, NYSED will conduct two rounds of review in 2013:

- **Round 1 - Preliminary Review and Approval** will be conducted in the Winter/Spring of 2013. The Preliminary Review and Approval process will parallel the full review and approval process that has been carried out in prior cycles, but will not be formalized until the Formal Review and Approval process opens on September 1, 2013.
- **Round 2 – Formal Review and Approval** will be launched on September 1 and will be conducted in an abbreviated period.

All applications submitted under either Round 1 or Round 2 must meet all criteria set forth in the 2013 Charter School Application Kit. It is expected that the 2013 Charter School Application will very closely parallel the Kit from 2012.

2013 Application Review Process Activity	Round 1 Dates	Round 2 Dates
Draft Request for Proposals Posted A Preliminary 2013 Request for Proposals (RFP) and Application Kit posted on the NYSED-CSO website at http://www.p12.nysed.gov/psc/startcharter in January, and will be formalized on September	Preliminary RFP January 2	Final RFP August 30
Phase I: Letter of Intent Submission is by upload to https://nysed-cso.myreviewroom.com . Letters of Intent that do not provide all requested information and meet submission requirements will not be accepted.	<u>Deadline</u> January 18 5:00 p.m.	<u>Deadline</u> September 4, 5:00 p.m.
Review of Letter of Intent All Letters of Intent are reviewed for completeness prior to being accepted for review. Lead applicants whose Letters of Intent have been accepted are invited to submit a Full Application for consideration by the Department and Regents.	January	Early September

2013 Application Review Process Activity	Round 1 Dates	Round 2 Dates
<p>Phase II: Full Application Submission is by upload to https://nysed-cso.myreviewroom.com. Each Full Application submitted must adhere to page limitations and must be uploaded before 5:00 p.m. The Certification and Assurances Statement must include the electronic signature of the lead applicant(s).</p>	<p><u>Deadline</u> February 27 5:00 p.m.</p>	<p><u>Deadline</u> September 18 5:00 p.m.</p>
<p>Panel Review of Full Application The Full Application will be screened by NYSED for completeness before being accepted and sent for full evaluation by review panels. <i>(Incomplete applications will not be accepted).</i></p>	<p>March</p>	<p>Late September</p>
<p>Phase III: Capacity Interviews NYSED conducts interviews with qualified applicant groups and proposed boards of trustees. <i>(If applicable, CMO representatives may be included in capacity interview).</i></p>	<p>April</p>	<p>October</p>
<p>Phase IV: Request for Modifications Following the capacity interviews, NYSED may request that applicant groups/founding boards make technical modifications to charter applications.</p>	<p>May</p>	<p>November</p>
<p>NYSED Recommendation to the Board of Regents NYSED reviews the results of the comprehensive RFP review process and develops recommendations for Board of Regents consideration. NYSED notifies lead applicants of staff recommendation.</p>	<p>June: Preliminary September: Final</p>	<p>November</p>
<p>Reviewer Feedback to Applicants NYSED prepares written recommendations for the Board of Regents and provides applicants not recommended for Board of Regents approval with comments and summative feedback from reviewers.</p>	<p>May</p>	<p>December</p>
<p>Charter Agreement Calls NYSED and the founding boards of the charter schools recommended for Board of Regents approval preview/discuss the terms and conditions of the proposed charter agreement with the Board of Regents.</p>	<p>Summer</p>	<p>November</p>
<p>Board of Regents Action The Board of Regents will review the recommendations, and vote to approve or deny, at its regularly scheduled meeting. For those applicant groups whose applications are approved, the Board of Regents will issue a charter.</p>	<p>September 16– 17</p>	<p>December 16– 17</p>