CHARTER SCHOOL OFFICE

Information Session
For Groups Seeking to Establish a Charter School
Authorized by the Board of Regents

Tuesday, January 31, 2018
2:00 p.m.

Email: charterschools@nysed.gov
Web: http://www.p12.nysed.gov/psc
Portal: https://nysed-cso.fluidreview.com
CONTACT INFORMATION

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IMPORTANT LINKS

• Charter School Office Email Address for Questions
  charterschools@nysed.gov

• URL for Application Materials

• URL for Submission of LOI and Applications
  https://nysed-cso.fluidreview.com
APPLICATION MATERIALS


• 2018 RFP and Application Kit - Standard
• 2018 RFP and Application Kit - Replicator
• Attachment 5a: New Applicant and Prospective Trustee Background Information Sheet
• Attachment 9: Budget and Cash Flow Template
# APPLICATION CYCLES

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<tr>
<th>SUBMISSION ROUNDS</th>
<th>LETTER OF INTENT DUE</th>
<th>FULL APPLICATION DUE</th>
<th>REGENTS ACTION</th>
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<td>Round 1</td>
<td>February 8</td>
<td>March 14</td>
<td>June 11-12</td>
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- The **Letter of Intent** may not exceed 6 pages, excluding all attachments.

- The **Full Application** narrative to establish a charter school may not exceed 75 pages and the required attachments may not exceed an additional 75 pages, with certain exceptions outlined in the attachment information.

- The Capacity Interviews are scheduled for April 16th through April 30th.

- All application materials must be submitted to the NYSED Charter School Office by **3:00 p.m. EST** on the due date specified in the above timeline for the applicable RFP cycle.
APPLICATION STAGES

Phase I: Letter of Intent

• All applicants must submit a Letter of Intent, providing basic information about the applicant group, school mission and design, and target population. Applicant groups must address criteria that directly align to some, but not all, of the requirements stated in the Act.

• Two of these statutory requirements focus on the enrollment and retention goals for target populations and initial evidence of community outreach and support.
APPLICATION STAGES, cont’d.

Phase II: Full Application

• All applicant groups invited to submit a full application to establish a new charter school are expected to fully address the set of requests and evaluation criteria that directly align to the requirements and priorities stated in the Charter Schools Act. These applications allow the Department to assess the will, skill, and capacity of the proposed board to launch and sustain a quality public charter school in New York State and demonstrate educational alignment and operational compliance with the requirements and educational priorities of the Act.
APPLICATION STAGES, cont’d.

Phase III: Capacity Interview

- Applicants whose application substantially meet the evaluation criteria and demonstrate the required skills to operate a high-quality charter school will be invited to a Capacity Interview.

- NYSED conducts the Capacity Interview to assess the capacity of the applicant group/proposed trustees to effectively launch and oversee the proposed charter school; meaning that NYSED evaluates the applicant group and initial board members’ understanding of academic and operational accountability and characteristics of the community where the proposed school will be located.

- The proposed board of trustees will have an opportunity to present and elaborate on the information provided in the Full Application; respond to any technical questions generated by peer reviewers or that emerged during the public hearing and comment process.
Phase IV: Request for Modifications

• The Department may require that applicant groups make technical modifications to their applications following the Capacity Interviews. Such requests would be made to technically align the information contained in the Full Application with the NYSED initial charter agreement template and/or comply with relevant laws and regulations.

• Other than modifications of a technical nature as determined by the Department, applicants are not given the opportunity to substantially revise or augment their application once it has been submitted.
Phase V: NYSED Recommendation for Approval or Denial of the Application

• If recommended for approval, NYSED will provide the applicants and proposed board members with an opportunity to review the terms and conditions of the initial charter agreement (contract) between the proposed school and the Board of Regents, and to sign said agreement.

• If the application is not recommended for approval by the Board of Regents, NYSED will provide the applicant group with a summary of the areas in which the application is deemed deficient. In some cases, the applicant group may be encouraged to address deficiencies discovered during the application review process and re-submit the application in a subsequent application cycle.
APPLICATION STAGES, cont’d.

Phase VI: Board of Regents Action to Approve or Deny the Application

• All final charter issuance decisions are made by the Board of Regents. At the Board of Regents meetings in June and November 2018, the Regents will act to approve or deny recommended charter school applications, and in the case of those approved, issue a provisional charter (i.e., a certificate of incorporation) for the school. In the case of those charter applications that are denied, the decisions are final and may not be appealed.
APPLICATION STAGES, cont’d.

• Some applications may not meet the required criteria to advance through the application process at various stages of the process. NYSED reserves the right, and sole discretion, to end the review of an application that does not meet the minimum statutory requirements in whole or in part. Such applicants will be considered terminated.

• Applications that do not demonstrate a clear plan and compelling capacity to launch and sustain a quality public charter school in New York State will not be recommended to the Board of Regents for approval and will not be permitted to proceed in the application process. Prior to a determination by the Board of Regents, applicants may choose to withdraw an application at any time (i.e., during any phase) for any reason.
LOI SUBMISSIONS

TIPS – General

• Proposed school name (must include the words “charter school” in the name.

• Letters of Intent are not to exceed 6 pages in length (excluding attachments) and must be submitted by 3:00 pm on Feb. 8th

• Applicant group includes a minimum of 5 proposed BOT

• Table 1 is a fillable form within the portal

• Table 2 is a MS Word Table to complete and upload

• Attachment 2a is an upload of ONE sample from each of the categories listed on page 22. Do NOT submit more than is requested.

• Do not submit petitions; keep for your records.

• The last page of the Letter of Intent must be signed and dated by the proposed board chair of the new school before uploading the document into the portal.
TIPS - General

• Applicants may propose to operate in more than one school district or community school district (CSD). Provide evidence to support need/demand and outreach in those communities.

• State if the applicant group intends to request to be co-located.

• Facilities are not a concern at the LOI stage.

• NYSED is unlikely to recommend for approval charters with enrollment plans that terminate in grades in the middle of logical grade spans at the end of the charter period, e.g., a grades 6-10 school. (See page 37).
LOI Submissions, Cont’d.

TIPS – BOT Information

- **Attachment 5a**: EACH member of the applicant group must complete and submit applicable pages of the New Applicant and Prospective School Trustee Background Information Sheet.

- **Resume or Curriculum Vitae**: EACH member must provide a resume or summary of all experience and expertise relevant to the founding, managing and governing of a charter school.

- **Education Credentials**: EACH member must provide documentation of their highest level of education attained. If such documents cannot be provided, submit a signed and notarized letter stating the highest level of education attained and the reason why these documents cannot be provided.

- **Criminal Background Check Via Fingerprint Scan**: Proposed members of the Board of Trustees will be required to undergo criminal background checks via fingerprint scans per statute. NYSED staff will schedule the appointment and provide for the cost of the scans. [DO NOT INITIATE THIS STEP ON YOUR OWN].

TIPS - Enrollment and Retention Strategies of Special Populations

Describe the school’s strategies to recruit and retain its special student populations, including those students

- i. Identified in the school’s mission;
- ii. Students with disabilities;
- iii. English language learners; and
- iv. Economically disadvantaged students.

- Important to be specific where possible to each population
- Responses reflect or serve to demonstrate an applicant group’s knowledge of community and understanding of student need
Tips - Public Outreach and Community Support

• a. Describe the public outreach conducted to date to solicit community input using Table 2: Public Outreach Information.
  
  o Upload Sample of evidence from each of the categories listed to support the applicant group’s outreach efforts -- Attachment 2a:

• b. Describe your initial assessment of parent interest in and/or demand for your proposed charter school, which will allow the school to reach its anticipated enrollment. [DO NOT SUBMIT SIGNED PETITIONS].
LOI SUBMISSIONS, Cont’d.

Please be aware that:

• the Board of Regents will not consider an application if the applicant group does not sufficiently demonstrate that the extensive public outreach process described above has been conducted;

• public outreach activities are expected to occur throughout the application review process.

• the submitted Letter of Intent (and all other charter school application material) is a public record, and NYSED will post all Letters of Intent (and Full Application also) received on its website minus personal contact information.
SUBMISSION PORTAL INSTRUCTIONS

• Click here for instructions to creating an account and using the NYSED Portal to submit a LOI and other application materials.

• Stay with me for a brief demonstration to
COMMON LOI AND APPLICATION PITFALLS

1. Failure to conduct sufficient public outreach to community and stakeholder groups.
2. Failure to continue public outreach during the course of the application process.
3. Plagiarizing from applications previously submitted by other applicant groups.
4. Resubmission of the applicant’s previously rejected application with corrections, instead of submitting a revised proposal.
5. Failure to demonstrate knowledge of relevant laws, rules, and regulations.
6. Failure to submit a response to every numbered prompt in each section of the application.
7. Failure to provide a detailed, clear, consistent, and cohesive application.
8. Failure to follow application instructions, including guidelines for font, formatting, document length, size, and content.
9. Failure of the applicant group to review the RFP and application to ensure compliance with all requirements, and demonstrate knowledge and agreement with all aspects of the application.
10. Waiting until the day of the deadline to upload and submit documents.
BEST PRACTICES FOR SUCCESS

1. Read the RFP and resources thoroughly
2. Make no assumptions
3. Follow all instructions in RFP and/or the portal
4. Address all evaluation criteria (prompts)
5. Ensure budget supports or matches the program
6. Begin Board development now
7. Continue outreach throughout the process
8. Put in facilities request for public space in early (for schools with planned location in NYC)
9. Select someone to do a final edit with an eye on consistency, cohesion, and alignment
10. Do not hesitate -- call or email at anytime
Questions