

# RFP / Application Calendar 2016

	June 2016	July 2016	August 2016
June 7 – Issue RFP	S M T W T F S 1 2 3 4	S M T W T F S 1 2	S M T W T F S 1 2 3 4 5 6
June 14 – RFP Information Meeting	S M T W T F S 5 6 7 8 9 10 11	S M T W T F S 3 4 5 6 7 8 9	S M T W T F S 7 8 9 10 11 12 13
June 21 – Intent to Apply due	S M T W T F S 12 13 14 15 16 17 18	S M T W T F S 10 11 12 13 14 15 16	S M T W T F S 14 15 16 17 18 19 20
	S M T W T F S 19 20 21 22 23 24 25	S M T W T F S 17 18 19 20 21 22 23	S M T W T F S 21 22 23 24 25 26 27
	S M T W T F S 26 27 28 29 30	S M T W T F S 24 25 26 27 28 29 30	S M T W T F S 28 29 30 31
		31	
September 1 – Applications due	S M T W T F S 1 2 3	S M T W T F S 1	S M T W T F S 1 2 3 4 5
September 12 – Completeness reviews done by this date	S M T W T F S 4 5 6 7 8 9 10	S M T W T F S 2 3 4 5 6 7 8	S M T W T F S 6 7 8 9 10 11 12
Sept. 26 – Sept.30 - Review Team Interviews with Applicants	S M T W T F S 11 12 13 14 15 16 17	S M T W T F S 9 10 11 12 13 14 15	S M T W T F S 13 14 15 16 17 18 19
October 11 - Commission shall determine whether the application appears to demonstrate the applicant's competence	S M T W T F S 18 19 20 21 22 23 24	S M T W T F S 16 17 18 19 20 21 22	S M T W T F S 20 21 22 23 24 25 26
Oct. 18 – 21 In-person Interviews/public hearings (date, time, place, TBD)	S M T W T F S 25 26 27 28 29 30	S M T W T F S 23 24 25 26 27 28 29	S M T W T F S 27 28 29 30
November 8 – Commission will make a final vote on each application pending before the Commission		30 31	

## Note on RFP time tables

This RFP is for applicants prepared to open and operate a public charter school for the school year 2017.

Applicants should note that the following schedule will apply:

June 7, 2016	Commission Issues RFP/Application
June 14, 2016, 10 a.m.	Information Session for interested Operators
June 21, 2016	Due date - Letter of Intent to Apply
<b>Sept. 1, 2016</b>	<b>5 p.m. Due date – Applications</b>
Sept. 12, 2016	By this date, each application will <u>have received</u> a completeness review by MCSC Staff.  Each application must be evaluated by a Review Team composed of not more than 3 Commission Members.
Sept. 26 – Sept.30, 2016	Review Team Interviews with Applicants (Date, Time, Place TBD)
October 11, 2016	For each application, following receipt of the Review Teams' recommendation, the Commission shall determine whether the application appears to demonstrate the applicant's competence in each element of the Commission's published criteria and appears to demonstrate that the applicant is likely to open and operate a successful public charter school. If the Commission determines the application does not meet the criteria, the Commission shall deny the application without further review and notify the applicant. Otherwise, the Commission shall arrange for an in-person interview and a public hearing on the application before taking a final vote on the application.
Oct. 18 – Oct. 21, 2016	In-person Interviews/Public Hearings (Date, Time, Place TBD)
November 8, 2016	Commission will make a final vote on each application pending before the Commission.

Approved DATE Regular RFP (2017)

## Introduction

This Request for Proposals (RFP) is intended to solicit, encourage and guide the development of high-quality public charter school applications throughout the State of Maine. Applications in response to this RFP are for consideration by the Maine Charter School Commission (the Commission) only. Applications for other authorizers will use such applications and procedures as they may develop.

This RFP/Application packet will guide you through the steps of developing a public charter school proposal. Each section requests information about a specific aspect of your plan and presents the evaluative criteria that reviewers will use to determine whether the application demonstrates the applicant's competence in each element of the Commission's published approval criteria and, as a whole, demonstrates that the applicant is ready to open and operate a successful public charter school.

The Commission requires that successful applicants will demonstrate a number of common characteristics:

- A clear, focused, results-oriented mission statement that aligns all parts of the proposal;
- A vision of how the program will improve educational and social opportunities for the charter school's student population and how that will meet a community need and affect the community. (Note: the term "community" refers to the catchment area - the individual school administrative units and towns/cities that are within that catchment area);
- Demonstrated understanding of the population that the school intends to serve;
- An educational program that is likely to be effective for that population;
- A commitment to continuing professional education for faculty and staff;
- Facilities and a facilities maintenance plan that support the program;
- A commitment to inviting the participation of stake-holders in the operation of the school, including parents, students, staff and the community at large;
- Strong, experienced school and board leadership; and
- Strong financial planning and management.

Specifically, the Commission is seeking proposals that include innovative curriculum design, scheduling that supports that design and a school calendar that reflects the mission and vision of the school. The Commission is especially interested in schools that address student populations whose needs are not well served by existing public schools.

The Commission is eager to receive well-developed applications from capable school developers who are committed to educating their students well and improving the lives of children and families in Maine's communities.

The Commission will announce one or more sessions where potential applicants may meet as a group with the Commission to discuss the application and the application process and any questions regarding the application or the application evaluation process.

**The entire public charter school application and all documents associated with the application are public record and will be posted on the charter school commission website.**

In the meantime, if you have any questions regarding this application or the application process, please contact us at [mcsc@maine.gov](mailto:mcsc@maine.gov).

## Format Requirements

The Application should adhere to the following format:

- Hard copy on white 8.5" x 11" paper
- One-inch margin on all sides
- Minimum 11-point font
- Single-spaced
- Spiral binding or 3 ring binders (no staples or paper clips)
- Narrative shall be in MS Word or compatible software and budgets and cash flows shall be in Excel or compatible software
- The application shall include a table of contents
- The pages of the application shall be numbered in the bottom right corner
- Include Tabbed documents in section where required with page dividers indicating tabs

## Application Deadline and Submission

The application package should include the following:

- 10 bound sets (can be double-sided)
- One clearly labeled, one-sided, unbound original copy
- One electronic version of the application including all Tab Documents on a clearly labeled Thumb Drive

The full application must be received no later than **5 p.m., Thursday, September 1, 2016**, at:

Maine Charter School Commission  
111 Sewall Street, 5<sup>th</sup> Floor  
182 State House Station  
Augusta, ME 04333-0182  
207-624-6729

# Section I

## Maine Charter School Commission Executive Summary

### Applicant Instructions *(All relevant information must be provided as indicated)*

Name of proposed Public Charter School \_\_\_\_\_

Name of entity that will hold the charter \_\_\_\_\_

Primary contact \_\_\_\_\_

Title/Relationship to entity \_\_\_\_\_

Mailing Address \_\_\_\_\_

Telephone (Primary) \_\_\_\_\_ Telephone (Secondary) \_\_\_\_\_

Email address \_\_\_\_\_

Education Service Provider (if applicable) \_\_\_\_\_

Partner Organization (if applicable) \_\_\_\_\_

Physical address of school \_\_\_\_\_

School administrative unit in which the school will be located \_\_\_\_\_

Intended opening date \_\_\_\_\_

Proposed grades and initial enrollment \_\_\_\_\_

School Description (150 word maximum)

*Attach a brief description of your school that includes the mission, grades served and other information that you would like to include to describe the unique program and student body you intend to serve.*

### Application Certification

I certify that I have the authority to submit this application and that all information contained herein is complete and accurate. I recognize that any misrepresentation could result in disqualification from the application process or revocation of a charter after its award. The person named as the contact person for the application is so authorized by the Board to serve as the primary contact for this application on behalf of the organization. I recognize that the entire public charter school application and all documents associated with the application are public record and will be posted on the charter school commission website.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_ Title (Position) \_\_\_\_\_

## A.3 Special Student Populations

### Applicant Instructions

As public schools, charter schools may not discriminate on the basis of disability. Admissions and enrollment practices must be consistent with federal and state law requirements. Charter schools who engage in “counseling out,” or discouraging parents from applying to a charter school for their child by suggesting that their child would not receive the services they are entitled to by law, are acting improperly and violating applicable law. Maine Unified Special Education Regulations (MUSER) related notations can be found at:

<http://www.maine.gov/doe/specialed/laws/chapter101.pdf> Code of Federal Regulation (CFR) notations can be found at: <http://www.ecfr.gov/cgi-bin/text-idx?c=ecfr&tpl=%2Findex.tpl>

Why not issue the RFP a week earlier?

Note on RFP time tables

This RFP is for applicants prepared to open and operate a public charter school for the school year 2017.

Applicants should note that the following schedule will apply:

- May 31 ~~June 7, 2016~~ Commission Issues RFP/Application
- June 7 ~~June 14, 2016, 10-a.m.~~ Information Session for interested Operators *→ immediately following Bus. mtg*
- June 14 ~~June 21, 2016~~ Due date - Letter of Intent to Apply
- Aug 25 ~~Sept. 1, 2016~~ **5 p.m. Due date – Applications**
- Sept. 2 ~~Sept. 12, 2016~~ By this date, each application will have received a completeness review by MCSC Staff.
  
- Sept. 19-23  
~~Sept. 26 – Sept. 30, 2016~~ Review Team Interviews with Applicants (Date, Time, Place TBD)
  
- Oct. 4  
~~October 11, 2016~~  
*(Business mtg day)*  
 For each application, following receipt of the Review Teams' recommendation, the Commission shall determine whether the application appears to demonstrate the applicant's competence in each element of the Commission's published criteria and appears to demonstrate that the applicant is likely to open and operate a successful public charter school. If the Commission determines the application does not meet the criteria, the Commission shall deny the application without further review and notify the applicant. Otherwise, the Commission shall arrange for an in-person interview and a public hearing on the application before taking a final vote on the application.
  
- Oct. 11-14  
~~Oct. 18 – Oct. 21, 2016~~ In-person Interviews/Public Hearings (Date, Time, Place TBD)
  
- November 8, 2016 Commission will make a final vote on each application pending before the Commission.