**PURPOSE OVERVIEW:** The following questions seek to discover the why behind the proposed new charter school.

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| **QUESTION 1**[BOE Policy E-700](https://boe.hawaii.gov/policies/Board%20Policies/Public%20Charter%20Schools.pdf) requires charter schools to fulfill a distinct purpose in public education in Hawaiʻi.How is the proposed charter school design innovative, unique, and important to the public educationlandscape of the state of Hawaiʻi?Your response must include how the proposed school will meet each of the following:1. address the needs of public education;
2. provide more public school options for students and families;
3. implement innovative educational practices;
4. reflect Hawaiʻi’s diverse cultures, places, and values;
5. provide community-based school models and local control over education; and
6. provide high-quality public education for the students and communities they serve.
 |
| **EVALUATION CRITERIA:***Response demonstrates evidence in all six areas of BOE Policy E-700 and should:** *align with the Commission’s Strategic Plan Characteristics of High Quality Charter Schools.*
* *align with the Commission’s Strategic Plan Characteristics of Innovative practices in public charter schools*
* *align with the Commission’s Strategic Plan Diverse Educational Opportunities in Hawai’i*
* *included evidence of research supporting the school concept as innovative*
* *include data from surrounding Department schools and complexes that supports a new charter school*
* *include evidence of community outreach and participation efforts in determining the needs of the community*
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| SUBMITTING ATTACHMENTS?[ ] NO. There is no attachment submitted for this question.[ ] YES. There are attachment(s) submitted for this question.Select # of attachments number of attachments submitted.*Notes:** *Naming convention: If you are submitting an attachment or attachments, please name the file(s) as follows: Question 1 – Attachment 1, Question 1 – Attachment 2, etc.*
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| **QUESTION 2**State the proposed school’s mission and vision. |
| **EVALUATION CRITERIA:***Response must include:** *a clear statement of mission and vision;*
* *a mission and vision focused on learning based on student needs; and*
* *a mission and vision that is relevant to the community the applicant proposes to serve*
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| SUBMITTING ATTACHMENTS?[ ] NO. There is no attachment submitted for this question.[ ] YES. There are attachment(s) submitted for this question.Select # of attachments number of attachments submitted.*Notes:** *Naming convention: If you are submitting an attachment or attachments, please name the file(s) as follows: Question 2 – Attachment 1, Question 2 – Attachment 2, etc.*
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| **QUESTION 3**Describe the process, specify the people involved, and rationale that helped in the development of themission, vision, and school design. |
| **EVALUATION CRITERIA:***Response must include, but is not limited to:** *a description of the process the board took to develop their mission and vision and school design. (Examples may include other schools or programs that have been researched or visited and what was learned from them that influenced this mission, vision and school design.)*
* *describe the foundational values that led to the creation of the mission and vision and how the mission and vision align to the educational needs of the students that the school seeks to serve.*
* *evidence of community engagement of the steps to develop their school design and how the*

*community’s input and feedback informed or changed the school concept over time.** *evidence of research conducted supporting the need for this charter school in this community (examples may include academic performance reports from local schools, surveys, community forums, interviews from the community the schools proposes to serve).*
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| NARRATIVE SECTION:Click or tap here to enter text. |
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| **QUESTION 4**State and provide evidence of the type of applicant governing board being established, pursuant to [HRS 302D-13(b).](https://www.capitol.hawaii.gov/hrscurrent/Vol05_Ch0261-0319/HRS0302D/HRS_0302D-0013.htm)* Community group
* Department School
* School Community Council
* Group of Teachers and Administrators
* Nonprofit Organization in accordance with [HRS 302D-13(b)(4)](https://www.capitol.hawaii.gov/hrscurrent/Vol05_Ch0261-0319/HRS0302D/HRS_0302D-0013.htm)

Include the reasoning behind this choice of applicant governing board |
| **EVALUATION CRITERIA:***Unless specified below, the response must include the rationale for the selected type of applicant governing board and provide evidence that could include, but is not limited to:** *governing board meeting minutes, agendas, attendance that establishes an applicant governing board.*
* *flyers of community meetings; and*
* *letters of support, petitions, or signatures.*

*The selected group must also comply with the following:** *department School: HRS 302-13(b)(2); and*
* *group of Teachers and Administrators: HRS 302D-13(b)(3)*

*Selected group must also comply and submit the following:** *Nonprofit Organization: Business Records (501(c)(3)),*
* *IRS Tax ID Information, HRS 302D-13(b)(4).*
* *The applicant must submit all Department of Commerce and Consumer Affairs filings in accordance with HRS 302D-1 including the Certificate of Good Standing, and Annual Filings (for the*

*most recent five years), and the Articles of Incorporation.* |
| NARRATIVE SECTION:Click or tap here to enter text. |
| SUBMITTING ATTACHMENTS?[ ] NO. There is no attachment submitted for this question.[ ] YES. There are attachment(s) submitted for this question.Select # of attachments number of attachments submitted.*Notes:** *Naming convention: If you are submitting an attachment or attachments, please name the file(s) as follows: Question 4 – Attachment 1, Question 4 – Attachment 2, etc.*
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| **QUESTION 5 *This question is required only to an applicant group that has an associated nonprofit entity. (this would NOT apply to a nonprofit organization apply to be a charter school)***Describe the purpose and mission of the associated nonprofit, and give the names, occupations and a brief summary describing the roles of the non-profit board members;Identify any existing relationships that could pose actual or perceived conflicts of interest if the application is approved; and discuss specific steps that the applicant governing board will take to avoid any actual conflicts and to mitigate perceived conflicts.Submit all Department of Commerce and Consumer Affairs filings in accordance with HRS 302D-1 including the Certificate of Good Standing, and Annual Filings (for the most recent five years), and the Articles of Incorporation.If ***this does not apply to your school. Please state in the narrative section: Does not apply.*** |
| **EVALUATION CRITERIA:***Response could include, but is not limited to:** *Evidence that the proposed school plan includes a system to conduct regular reviews of the associated nonprofit policies, engage in ongoing professional development that pertains to their work as public agents, and follow all applicable ethics guidelines and statutory responsibilities as they pertain to their fiduciary duties as volunteer public servants.*
* *All Department of Commerce and Consumer Affairs filings in accordance with HRS302D-123 including the Certificate of Good Standing, and Annual Filings (for the most recent five years),*

*and the Articles of Incorporation are provided.* |
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#### ACADEMIC OVERVIEW: The following questions seek to understand the instructional intention and assessment practices of the proposed new charter school. This section gets to the delivery of instruction and the monitoring of student performance both at an operational and governance level.

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| **QUESTION 6**What will be the proposed school’s Mission Aligned Initiative (MAI)?The MAI can be found in the [Pre-K only contract](file://\\192.168.2.7\share2\1.%20Applications%20and%20Pre-opening\Application%20Cycle\2024%20Pre-K%20Application\●Pre-opening%20charter%20schools%20that%20are%20unable%20to%20satisfactorily%20complete%20the%20pre-opening%20assurances%20by%20the%20stated%20deadline%20will%20not%20be%20offered%20a%20charter%20contract%20but%20will%20have%20the%20opportunity%20to%20reapply%20in%20a%20subsequent%20Applications%20Cycle%20as%20a%20new%20applicant.) Section 6.13. and Exhibit A. Academic Performance Framework |
| **EVALUATION CRITERIA:***Response must include reference to:** *the* [*Pre-K only contract*](file://\\192.168.2.7\share2\1.%20Applications%20and%20Pre-opening\Application%20Cycle\2024%20Pre-K%20Application\●Pre-opening%20charter%20schools%20that%20are%20unable%20to%20satisfactorily%20complete%20the%20pre-opening%20assurances%20by%20the%20stated%20deadline%20will%20not%20be%20offered%20a%20charter%20contract%20but%20will%20have%20the%20opportunity%20to%20reapply%20in%20a%20subsequent%20Applications%20Cycle%20as%20a%20new%20applicant.) *Section 6.13.. and Exhibit A. Academic Performance Framework (Articulation of a yearlong curriculum with units/lessons and assessments that target an aspect of the school mission/vision).*

*Response may reference but is not limited to:** *characteristics of Innovative Practices;*
* *characteristics of High Quality: Promoting a Culture of Continuous Learning and Improvement;*
* *specific examples of MTSS, equitable access to instruction for challenged learners;*
* *aligned professional development for staff and parents;*
* *references social emotional learning and a discipline program that aligns with the mission and vision; and*
* *reference to academic and social emotional data monitoring.*
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| **QUESTION 7**Pre-k only Public Charter schools authorized by the commission in the State of Hawai’i, are required to utilize the following classroom assessments (currently Teaching Strategies or Native Hawaiian culture based assessment, CLASS, ECERS-3). What other measures will be used to assess the effectiveness of your educational program? Describe how the proposed school intends to demonstrate and assess student academic performance. |
| **EVALUATION CRITERIA:***Response could include, but is not limited to:** *examples of formative and summative measures to be used in assessment of student progress. (Such as Site-specific Diagnostics);*
* *example of a well-articulated curriculum with benchmarks;*
* *evidence of grade level meetings; and*
* *embedded teacher planning time.*
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| SUBMITTING ATTACHMENTS?[ ] NO. There is no attachment submitted for this question.[ ] YES. There are attachment(s) submitted for this question.Select # of attachments number of attachments submitted.*Notes:** *Naming convention: If you are submitting an attachment or attachments, please name the file(s) as follows: Question 7 – Attachment 1, Question 7 – Attachment 2, etc.*
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| **QUESTION 8**What processes are in place to ensure that all pre-K teachers and educational aids meet the licensing requirements pursuant to HRS302A-805 and section 8-64-1.1, Hawaiʻi Administrative Rules (HAR) and the Hawaiʻi Teacher Standards Board (HTSB) for prekindergarten teachers, which includes required coursework in early childhood education or enrollment in State-approved teacher education program?  |
| **EVALUATION CRITERIA:***Response must include:** *Compliance with HRS 302A-805 and HAR 8-54-1.1 requirements*
* *Evidence of HTSB licensing qualifications for Pre-K teachers, including early childhood education coursework or enrollment in a teacher education program*
* *Describes a clear plan for verifying teacher qualifications and providing necessary support for certification completion.*
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| **QUESTION 9**How does your proposed school’s system of assessment inform:* Instructional practices
* Impact on student outcomes
* Meets the needs of all students (such as English Learners, Students with Disabilities (SWD), at-risk
* students, and students who are far below or above grade level, and the targeted student population)
 |
| **EVALUATION CRITERIA:***Evidence could include, but is not limited to:** *characteristics of Innovative Practices;*
* *characteristics of High-Quality Public Charter Schools-Promoting a Culture of Continuous Learning and Improvement:*
	+ *High quality charter schools use continuous learning and improvement plans for student success. There is a systemization of assessment for student learning that informs school leaders, staff, faculty, and governing boards on instruction and the impact on student learning.*
	+ *Student-focused instructional planning reflects commitment to the school's vision, demonstrates an innovative spirit, and includes strict accountability that all works synchronously to create learning communities embracing a school culture of continuous improvement.*
	+ *School-wide goals and performance indicators for student learning are adopted and measured regularly using the spiral inquiry processes.*
	+ *Data is used to adjust plans as part of a data-driven culture focused on increasing the quality of student work through prevention and intervention.*
* *regularly agendized governing board updates;*
* *staff data discussions and practices;*
* *ongoing mission and vision related professional developments;*
* *communication with parents regarding student performance, and*
* *MTSS strategies as appropriate.*
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| **QUESTION 10**Describe the system of accountability that will be developed and implemented for:* School administrators
* Teachers and Staff
 |
| **EVALUATION CRITERIA:***Response must include:** *How will school administrators hold teachers accountable for student success and alignment to its academic program?*
* *Demonstrative understanding of all applicable bargaining units’ requirements.*

*Response could include, but is not limited to:** *Characteristics of High-Quality Public Charter Schools-Academic Plans Embrace a System of Accountability:*
	+ *High quality charter schools' academic plans embrace a comprehensive and effective system of accountability that holds all stakeholders publicly accountable.*
	+ *There is a system of internal accountability for monitoring systems that includes academic performance expectations.*
	+ *School communities are internally accountable—dedicated to working together to accomplish shared goals, and responding flexibly and quickly when needed.*
	+ *High Quality charter schools demonstrate school improvement that is steady.*
		- *Leadership prioritizes improvement and is able to communicate its urgency and monitors short- and long-term goals.*
		- *There is differentiated, targeted support to meet individual needs which use frequent data analysis to inform responses to interventions.*
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**FACILITIES and FINANCIALS OVERVIEW:** The following questions seek to clarify the proposed school's governing board’s understanding and knowledge of required financial practices that are involved in running a financially viable and sustainable charter school in the state of Hawai’i.

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| **QUESTION 11**Have facilities been identified and/or secured? If so, provide a description of the facility and the rationale behind the selection of the facility. If applicable, add the specific location of the secured facility. |
| **EVALUATION CRITERIA:***Response must include, but is not limited to:** *evidence that the facility supports the implementation of the proposed academic program (location, building type, etc.); and*
* *description of the impact on the school’s budget.*
 |
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| SUBMITTING ATTACHMENTS?[ ] NO. There is no attachment submitted for this question.[ ] YES. There are attachment(s) submitted for this question.Select # of attachments number of attachments submitted.*Notes:** *Naming convention: If you are submitting an attachment or attachments, please name the file(s) as follows: Question 11 – Attachment 1, Question 11 – Attachment 2, etc.*
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| **QUESTION 12**Provide a budget and staffing plan (see Exhibit 7) for years 0-2. |
| **EVALUATION CRITERIA:***Budget must be provided on a Microsoft excel sheet.**If you are providing a slow growth model, the proposed budget must be reflective of that model.* |
| NARRATIVE SECTION:Click or tap here to enter text. |
| SUBMITTING ATTACHMENTS?[ ] NO. There is no attachment submitted for this question.[ ] YES. There are attachment(s) submitted for this question.Select # of attachments number of attachments submitted.*Notes:** *Naming convention: If you are submitting an attachment or attachments, please name the file(s) as follows: Question 12 – Attachment 1, Question 12 – Attachment 2, etc.*
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| **QUESTION 13**If the proposed school is approved, state funding will not be provided for the pre-opening/pre- contracting period. Explain how the funds needed during the pre-opening/pre-contracting period will be provided. Include and describe:* The amount of funding the proposed school requires during the pre-opening period;
* What these funds will be spent on; and
* Plans for fundraising and what potential sources of funding will be sought.
 |
| **EVALUATION CRITERIA:***Evidence could include, but not necessarily solely consist of fundraising efforts and grant support.** *Detailed spreadsheet outlining expected preopening costs which include personnel, recruitment, advertising, and supplies.*
* *Time frame the applicant school would expect funds to be encumbered*
* *Detailed plan outlining fundraising goals including:*
	+ *Amounts to be requested*
	+ *Any amounts secured delineated into pledges, grants and donations*
* *Evidence of letters sent AND any acceptance letters including the amount pledged*
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| **QUESTION 14**Describe what the budgetary priorities are and how it supports the school’s mission and vision for the first two years of operation. Highlight and explain any changes in priority from year to year. |
| **EVALUATION CRITERIA:***The answer should connect to and build off of Question 14 above. Response should outline the connection of the per pupil amount and expenses as they relate to school operations (mission, vision)**Evidence could include, but not necessarily solely consist of:** *Examples would include the clear development of a financially sustainable charter school - governance monitoring, seeking financial support, planning purchases, etc.*

*Review HRS 302D-28 to better understand charter school funding.* |
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| SUBMITTING ATTACHMENTS?[ ] NO. There is no attachment submitted for this question.[ ] YES. There are attachment(s) submitted for this question.Select # of attachments number of attachments submitted.*Notes:** *Naming convention: If you are submitting an attachment or attachments, please name the file(s) as follows: Question 14 – Attachment 1, Question 14 – Attachment 2, etc.*
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| **QUESTION 15**Describe the internal fiscal management oversight systems that will be developed and implemented. |
| **EVALUATION CRITERIA:***Evidence must include:** *processes and practices that will ensure and monitor fiscal solvency and employ checks and balances;*
* *description of the specific members and the process used by the applicant governing board to develop and implement the fiscal oversight system; and*
* *identify specific people/positions and explain their oversight duties and responsibilities.*

 *Evidence could include, but not necessarily solely consist of:** *reference to Characteristics of High Quality of Charter Schools;*
* *examples citing the process of monitoring financial risk; and*
* *evidence of governing board experience in setting up sound financial systems including processes, policies and checks and balances.*
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**GOVERNANCE OVERVIEW:** The following questions seek to understand the genesis of the proposed school’s governing board, their processes and skill sets that have brought them together with a goal of establishing a high-quality charter school in the state of Hawai’i.

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| **QUESTION 16**Explain how your governing board has the relevant skills, knowledge, and ability to develop, startup and operate a charter school in your school community.Each applicant governing board member must complete and sign the form and attach resumes for all applicant governing board members (see Exhibit 6 Applicant Governing Board Member Information Form in the Application). |
| **EVALUATION CRITERIA:***Evidence must include:** *list of all applicant governing board members (first name, last name, and role); and*
* *each applicant governing board member must complete and sign the form and attach resumes for all applicant governing board members (see Exhibit 2 Applicant Governing Board Member Information Form in the Application).*

*Evidence should include, but is not limited to:** *clear alignment to Characteristics of High Quality Charter schools; and*
* *evidence referencing applicable statutes.*
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| **QUESTION 17**Describe how each member of the applicant governing board contributed and supported the development of the application |
| **EVALUATION CRITERIA:***Evidence could include, but not necessarily solely consist of:** *Evidence of outreach and the process the applicant governing board went through in identifying board members and selecting their roles.*
* *Specific examples of board members' contribution to this application that includes evidence from board meetings: agendas, minutes, etc.*
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| **QUESTION 18**What are the systems of support to address indicators of distress to address the following:* Academic Framework
* Financial Framework
* Organizational Framework
* School leader evaluation
 |
| **EVALUATION CRITERIA:***Evidence could include, but not necessarily solely consist of:** *reference to characteristics of high-quality charter schools document;*
* *reference to charter contract performance frameworks; and*
* *reference to indicators of distress (see resources page).*
 |
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| SUBMITTING ATTACHMENTS?[ ] NO. There is no attachment submitted for this question.[ ] YES. There are attachment(s) submitted for this question.Select # of attachments number of attachments submitted.*Notes:** *Naming convention: If you are submitting an attachment or attachments, please name the file(s) as follows: Question 18 – Attachment 1, Question 18 – Attachment 2, etc.*
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| **QUESTION 19**Pending approval, describe the process that the applicant governing board will take to transition from a planning governing board to an operational governing board that ensures the school meets the approved mission and vision. |
| **EVALUATION CRITERIA:***Evidence could include, but not necessarily solely consist of:** *reference to characteristics of high-quality charter schools document; and*
* *reference HRS 302D-12 for suggested governing board make up.*
 |
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| **QUESTION 20**Identify the systems the governing board will put in place to monitor and evaluate the school’sMission Aligned Initiative? |
| **EVALUATION CRITERIA:***Evidence could include, but not necessarily solely consist of:** *Governing board monitoring process*
* *Examples of how the governing board will keep updated on student progress*
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