If you are applying to convert an existing Hawaii Department of Education School to a charter school, you must complete this section.

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| **QUESTION 1** Describe the following elements as it relates to your mission and vision:1. School community
2. Staff Plans and Evaluation
3. Facilities
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| **EVALUATION CRITERIA:** *The Evaluation Team will be evaluating the responses pursuant to HRS 302-13(2) provided that a charter application for a conversion charter school shall include certification and documentation that the charter application was approved by a majority of the votes cast by existing administrative, support, and teacher personnel, and parents of students at the existing department school; provided that:*1. *This vote shall be considered by the authorizer to be the primary indication of the existing administrative, support, and teaching personnel, and parents' approval to convert to a charter school;*
2. *The balance of stakeholders represented in the vote and the extent of support received in support of the conversion shall be key factors, along with the applicant's proposed plans, to be considered by the authorizer when deciding whether to award a charter; and*
3. *A breakdown of the number of administrative, support, and teaching personnel, and parents of students who constitute the existing department school and the number who actually participated in the vote shall be provided to the authorizer.*
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| 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: CCS Question 1 – Attachment 1, CCS Question 1 – Attachment 2, etc.*
* *Attachments must be uploaded to the ShareFile folder provided to the Applicant team point of contact.*
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| **QUESTION 2** An application for a conversion charter school **must meet** the requirements of Section 302D-13, Hawaii Revised Statutes:1. School Community
	1. A certification and supporting documentation 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.
	2. 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.
	3. 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, 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
	1. A clear description of the process that will be implemented to transition employees from the existing DOE school to your proposed conversion school and a detailed framework that addresses any issues and protects the rights of such employees.
3. Facilities
	1. A description of the process that will be implemented to secure 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.***
	1. 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.
	2. The nonprofit organization’s bylaws or policies 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.
	3. A clear description that demonstrates that the nonprofit organization possesses 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.
	4. 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.
	5. 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.
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3. *A breakdown of the number of administrative, support, and teaching personnel, and parents of students who constitute the existing department school and the number who actually participated in the vote shall be provided to the authorizer.*
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