2018 RFP Completeness Checklist – Tier I
Existing Chicago Operators

Note: Optional appendices are indicated with an asterisk.

Application Component		Applicant Check	Reviewer Check
Intent to Apply Form		☐X	☐
Executive Summary		☐X	☐
Tier I Narrative		☐X	☐
Domain 2: Academic Plan			
Section 2.2: Program of Instruction	Appendix 2.2.2 An overview of the curriculum for each subject/course and level	☐	☐
	Appendix 2.2.2 Curriculum map (for at least one course)	☐	☐
	Appendix 2.2.2 Unit plan (for at least one course)	☐	☐
	Appendix 2.2.2 Lesson plan (for at least one course)	☐	☐
	Appendix 2.2.3 Promotion and Graduation Policies	☐	☐
Section 2.4: Educational Goals and Assessments	Appendix 2.4 Assessment Table by Grade Level	☐	☐
Section 2.5: Diverse Learners	2.5.1 ISBE Special Education Certification form	☐	☐
	2.5.1 ISBE English Learners Certification form	☐	☐
Section 2.6: School Calendar and Schedules	Appendix 2.6 Annual Calendar	☐	☐
	2.6.2 Student Schedules	☐	☐
	2.6.3 Teacher Schedules	☐	☐

Application Component		Applicant Check	Reviewer Check
Section 2.7: School Culture and Engagement	Appendix 2.7.3 Parent Handbook*	☐	☐
Section 2.8: Classroom Management and Intervention	Appendix 2.8.1 Student Code of Conduct (if developed and if not adopting the CPS Code of Conduct	☐	☐
Section 2.9: Human Capital	Appendix 2.9 A chart showing the school staffing model that lists all administrative, instructional, and non-instructional staff positions over the school's first five years of operation	☐	☐
	Appendix 2.9 A school-level organizational chart that shows the lines of authority and reporting within the school and clearly delineates the roles and responsibilities of staff members over the school's first five years of operation	☐	☐
	Appendix 2.9 Job descriptions for all leadership positions, teachers, and key support staff	☐	☐
	Appendix 2.9 A professional development calendar for the first year of operation.	☐	☐
	*Appendix 2.9 Personnel policies or an employee manual	☐	☐
	*Appendix 2.9 Resumes of prospective staff members who have been identified for specific positions with a description of why they are uniquely qualified for success in the position	☐	☐
	*Appendix 2.9 Any documents, policies, tools, or forms related to staff evaluation and performance	☐	☐

Application Component		Applicant Check	Reviewer Check
Section 2.10: Design Team Experience and Capacity	Appendix 2.10 Resumes of all design team members and candidates for positions in the school, including the identified school leader and members of the proposed leadership team. It is not necessary to provide personal addresses or phone numbers.	☐	☐
	Appendix 2.10 In a table or Excel spreadsheet, the demographic data on student populations served at each existing school in the network, including the following (%): Free- and reduced-price lunch (FRL); African American, Hispanic, Caucasian, Asian American, and other; English Learners; Students with Individual Education Plans (IEPs); and Students in Temporary Living Situations.	☐	☐
	Appendix 2.10 State or district report cards (via links to public websites where the data are stored, if available), vendor reports, or other verifiable sources of data demonstrating the academic track record of all existing campuses.	☐	☐
	Appendix 2.10 List of all previous authorizers with whom the management organization (MO) has worked, including contact information for each listed party. CPS reserves the right to contact authorizers to ask additional information about the operators' track record.	☐	☐
Domain 3: Business Plan			
Section 3.3: Operational Capacity	Appendix 3.3.1 An Ethics Policy	X☐	☐
	Appendix 3.3.1 A formal Conflict of Interest policy	☐X	☐
	Appendix 3.3.2 Start-up Plan	☐X	☐

Application Component		Applicant Check	Reviewer Check
Section 3.4: Financial Soundness	Appendix 3.4.1 A consolidated 5-year organization-wide budget	☐X	☐
Domain 4: Management Organizations (MOs)			
Section 4.1: MO Contract	Appendix 4.1 Draft MO contract	☐	☐

Signature: _____

Print Name: ___Matthew Shaw_____

Date: _____05/01/2018_____