



2018 RFP Completeness Checklist – Tier I

New Chicago Operators

Note: Optional appendices are indicated with an asterisk.

Application Component		Applicant Check	Reviewer Check
Intent to Apply Form		✓	<input type="checkbox"/>
Executive Summary		✓	<input type="checkbox"/>
Tier I Narrative		✓	<input type="checkbox"/>
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	✓	<input type="checkbox"/>
	Appendix 2.2.2 Curriculum map (for at least one course)	✓	<input type="checkbox"/>
	Appendix 2.2.2 Unit plan (for at least one course)	✓	<input type="checkbox"/>
	Appendix 2.2.2 Lesson plan (for at least one course)	✓	<input type="checkbox"/>
	Appendix 2.2.3 Promotion and Graduation Policies	✓	<input type="checkbox"/>
Section 2.4: Educational Goals and Assessments	Appendix 2.4 Assessment Table by Grade Level	✓	<input type="checkbox"/>
Section 2.5: Diverse Learners	2.5.1 ISBE Special Education Certification form	✓	<input type="checkbox"/>
	2.5.1 ISBE English Learners Certification form	✓	<input type="checkbox"/>
Section 2.6: School Calendar and Schedules	Appendix 2.6 Annual Calendar	✓	<input type="checkbox"/>
	2.6.2 Student Schedules	✓	<input type="checkbox"/>
	2.6.3 Teacher Schedules	✓	<input type="checkbox"/>

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Section 2.7: School Culture and Engagement	Appendix 2.7.3 Parent Handbook*	-	<input type="checkbox"/>
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	✓	<input type="checkbox"/>
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	✓	<input type="checkbox"/>
	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	✓	<input type="checkbox"/>
	Appendix 2.9 Job descriptions for all leadership positions, teachers, and key support staff	✓	<input type="checkbox"/>
	Appendix 2.9 A professional development calendar for the first year of operation.	✓	<input type="checkbox"/>
	*Appendix 2.9 Personnel policies or an employee manual	-	<input type="checkbox"/>
	*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	-	<input type="checkbox"/>
	*Appendix 2.9 Any documents, policies, tools, or forms related to staff evaluation and performance	-	<input type="checkbox"/>

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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.	✓	<input type="checkbox"/>
	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.	-	<input type="checkbox"/>
	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.	-	<input type="checkbox"/>
	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.	-	<input type="checkbox"/>
Domain 3: Financial Plan			
Section 3.1: School Budget	Appendix 3.1 Complete Budget Workbook	✓	<input type="checkbox"/>

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Section 3.1: School Budget	<p>*Appendix 3.1 If the applicant is a national operator and/or intends to contract with an MO, it must also provide:</p> <ul style="list-style-type: none"> The organization's three most recent audited financial statements and latest interim financial statements; and The organization's (or MO's) most recently filed IRS Form 990, Form 1120S, or other federal tax return. 	-	<input type="checkbox"/>
Section 3.2: Financial Controls and Monitoring	Appendix 3.2 A list or table of all financial reports to be provided to the Board, including how frequently they will be provided, and the party to be responsible for generating them; and	✓	<input type="checkbox"/>
	Appendix 3.2 Fiscal policies for the organization.	✓	<input type="checkbox"/>
Domain 4: Operational Plan			
Section 4.1: Operations	Appendix 4.1 Start-up Plan	✓	<input type="checkbox"/>
Section 4.2: Student Recruitment and Enrollment	Appendix 4.2 Copies of Applications, Registration, and Enrollment Forms	✓	<input type="checkbox"/>
Section 4.3: Operational Compliance	Appendix 4.3.4: Insurance Plan	✓	<input type="checkbox"/>
Section 4.4: Governance	Appendix 4.4 Each board member's Board Member Application Form and Board Member Economic Interest Form	✓	<input type="checkbox"/>
	Appendix 4.4 A board calendar	✓	<input type="checkbox"/>
	Appendix 4.4 An Ethics Policy	✓	<input type="checkbox"/>
	Appendix 4.4 A formal Conflict of Interest policy	✓	<input type="checkbox"/>
	Appendix 4.4 A copy of the Board bylaws	✓	<input type="checkbox"/>
	Appendix 4.4 Board member resumes (board member addresses and phone numbers need not be included)	✓	<input type="checkbox"/>

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Section 4.4: Governance	Appendix 4.4 Proof of (or proof of filing for) 501(c)(3) status and federal tax-exempt status (Note: applicants must have applied for 501(c)(3) status by the Application deadline)	✓	<input type="checkbox"/>
	Appendix 4.4 A Charter School Application Assurance Statement for each board member	✓	<input type="checkbox"/>
Domain 5: Business Plan			
Section 5.3.1	Appendix 5.3	✓	<input type="checkbox"/>
Domain 6: Management Organizations (MOs)			
Section 6.1 MO Contract	Appendix 6.1 Draft MO contract	-	<input type="checkbox"/>

Signature: _____

Print Name: _____

Date: _____