



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

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

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.	<input type="checkbox"/>	<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"/>	<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"/>	<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"/>	<input type="checkbox"/>
<b>Domain 3: Business Plan</b>			
Section 3.3: Operational Capacity	Appendix 3.3.1 An Ethics Policy	<b>X</b> <input type="checkbox"/>	<input type="checkbox"/>
	Appendix 3.3.1 A formal Conflict of Interest policy	<b>X</b> <input type="checkbox"/>	<input type="checkbox"/>
	Appendix 3.3.2 Start-up Plan	<b>X</b> <input type="checkbox"/>	<input type="checkbox"/>



Application Component		Applicant Check	Reviewer Check
Section 3.4: Financial Soundness	Appendix 3.4.1 A consolidated 5-year organization-wide budget	X <input type="checkbox"/>	<input type="checkbox"/>
<b>Domain 4: Management Organizations (MOs)</b>			
Section 4.1: MO Contract	Appendix 4.1 Draft MO contract	<input type="checkbox"/>	<input type="checkbox"/>

Signature: \_\_\_\_\_ 

Print Name: Matthew Shaw

Date: 05/01/2018