

2023 Application FAQs

1. Regarding a facilities contract, are applicants allowed to be in a lease prior to the approval of a charter application?

Answer: Regarding specifically the facilities contract, the application asks that you submit any lease or draft lease with your application.

We do want applicants to be aware that once you are an approved applicant, any leases that are governed under HRS 37D-2 need to be approved by your deputy attorney general. Unfortunately, you will not be able to work with the deputy attorney general until you are an approved applicant.

2. Will these questions and answers be posted on the website?

Answer: Yes. Please email your questions to applications@spcsc.hawaii.gov and we will periodically post all the questions and answers received and notify the Applications listserv of updates.

3. We have a social-services agency for a pre-K classroom, do we need to have a new 501(c)(3) for this charter application? If we have a new board and charter, it might not legally be in place by the time the application is due, so can we still apply?

Answer: Regarding specifically pre-K applications, please do not use this application if you are applying for a pre-K classroom. The Commission will notify interested parties when the pre-K classroom application will be available. The two processes are separate because they are funded differently.

4. Can you tell us about who will make up the Evaluation Team?

Answer: The members of the Evaluation team have not been confirmed to date. However, as soon as we are able to confirm this information, we will share it with the Applications listserv so please be sure to sign up to receive those notifications using this [link](#).

5. If you're a nonprofit and have a governing board, is this entity separate from the applicant governing board?

Answer: It is not a requirement for an applicant charter school to have a nonprofit or 501(c)(3) associated with the school. The main thing is to follow all applicable ethics rules that would apply.

6. Can we open a school in one year once we become an approved applicant, or is it usually a two-year opening period? How do we indicate to the Commission that we wish to open in one year?

Answer: A one-year opening period is possible, however, because of the amount of work that needs to be done to open a school in one year in order to fulfill the pre-opening assurances deadlines, previous approved applicants have typically taken the two-years to complete all their pre-opening assurances.

To ensure that you are able to open in a one-year timeline and meet all applicable deadlines, it is recommended that you indicate in the application process that you intend on opening in one year. Additionally, staff will be working with approved applicants on setting pre-opening assurance deadlines

based on your opening date; thus, please be sure to indicate your intention of opening in one year if this is the case.

7. Are you able to open as a private school while you're meeting the state two-year interim pre-opening assurances?

Answer: While we never had this kind of situation before, to have a private entity come into public funding might create questions and concerns during the transition. We would have to confer with our deputy attorney general about the implications and requirements for this kind of situation.

8. The pre-opening assurances deadline mentions Kulia Academy, was this only specific to Kulia Academy or is this document something we should expect as an approved applicant?

Answer: In the application, it does mention Kulia Academy, however, please disregard any particularities, as this was meant to serve as just an example of what kinds of pre-opening assurances will be required before opening.

9. Will all evaluators be able to evaluate or interview in person?

Answer: The Commission is cognizant of the fact that face-to-face interviews are preferable. However, at this time we are unable to confirm the format for interviews.

10. For the week of interviews, are we able to request a day to interview?

Answer: The application specialist will be in touch with all applicants for scheduling. Because we are highly recommending all appropriate applicants to be present for this interview, we will do our best to coordinate schedules based on the availability of our evaluators.

Questions received on March 29, 2023 and April 3, 2023:

1. Question 28 of the charter application asks the applicant to "...provide a proposed scope and sequence and schedule for each grade level that applies (**K-3, 4-6, 6-8, 9-12**).... Should the question have asked for scope and sequence and schedule for **K-3, 4-6, 7-8, and 9-12 (so grade 6 isn't included in two grade level bands)** or were some other grade level bands intended or are the grade level bands correct in the application?

Answer: If you are a K-12 applicant, there are a number of ways you can band your scope and sequence so that it is developmentally appropriate. The multiple grade 6 bandings referred to the multiple possible banding situations that might occur. Please design your scope and sequence to provide the details for each banding configuration you plan to implement.

2. At the application orientation on February 24th, Commission staff said they would look into whether questions about the application posed by potential applicants and answers provided by HSPCSC to those questions would be made available to all applicants (e.g., by posting on the HSPCSC website or some other method). Did you make something available? Was a decision made?

Answer: We will be posting all questions that we receive on the website and notifying the Applications listserv of these updates.

3. The Final Review Checklist (Exhibit 3, p.67 of the application) has instructions to initial each item listed. Should the Final Review Checklist be submitted as a separate attachment? Or should it be included with another attachment?

Answer: Please include the Final Review Checklist as its own attachment.

4. When we present the projected enrollment in the application, do our projections become an enrollment cap for each year? This will be important to our financial plan so if we could get an answer quickly, that would be really helpful.

Answer: No, we do not use the language "enrollment cap." Please base your financial plan on the number of students that you project to serve for the first five-year period of your proposed school.

Questions received on April 26, 2023:

1. The prior application (2022) budget requirements included specific budget templates. However, there is no reference to any such templates for the current (2023) application. Please confirm that the Board can use any format for Question 14, including a format that they believe most appropriately describes how the proposed budget supports the school's mission and vision as described in Question 15.

Answer: That is correct. Please use a format (as long as it is submitted as an excel sheet) that they believe is more appropriate.

2. Please confirm that the following approach would meet HSPCSC requirements:

Excel format for 5 year budget

One PDF for:

Staffing Charts (Elementary, Middle School, and High School)

Budget Narrative-related Responses

Answer: That is the correct format. An excel sheet for the annual budget accounting and one PDF with the completed Exhibit 1 staffing chart and the narrative-related responses all labeled "Attachment 14 – FIN"

3. Federal Funding Assumptions: Is it appropriate to include projections for Title I, II, III, IV, IDEA, or Impact Aid based on student eligibility above the \$8,300 Per Pupil Rate?

Answer: No, please do not include any Title I, II, III, IV, IDEA or Impact Aid for this budget exercise.

4. Related to Board/School insurance, is some educator's legal liability, directors & officers, general liability, property, other insurance provided by the State, or should the Board budget for all of these expenses?

Answer: For this budget exercise, it is not necessary to budget for insurance and liability. However, once you are an approved applicant, the School shall be covered under the Statewide Risk Management program pursuant to HRS Chapter 41D for liability, property, crime and automobile insurance.

5. Related to Legal Expenses, are some legal services provided by the State, or should the Board budget for all of these expenses?

Answer: For this budget exercise, it is not necessary to budget for legal services. However, once you are an approved applicant, you will have access to the State's Attorney General who will help you with various legal issues as you transition to an operating Charter School.

Updated as of May 3, 2023