**2021 RFP Completeness Checklist – Tier II**

**Note: Optional appendices are indicated with an asterisk.**

| **Application Component** | **Applicant Check** | **Reviewer Check** |
| --- | --- | --- |
| **Tier II Narrative (all questions/prompts are answered completely)** | □ | □ |
| **Domain 1: Community Engagement and Support** |
| Section 1.4 Updated Community Outreach and Engagement | Appendix 1.4 Evidence of notifying residents (refer to Resource Guide for acceptable evidence) and an estimate of number of individuals notified via each outreach method | □ | □ |
| Appendix 1.4 Copies of presentations, agendas, notes and sign-in sheets from applicant hosted community meetings/events/activities | □ | □ |
| Appendix 1.4 Petitions signed by parents and community members (redacted and unredacted) | □ | □ |
| Appendix 1.4 Agendas, notes, and correspondence related to community-based meetings, one-on-one, and small group meetings | □ | □ |
| Appendix 1.4 Flyer and outreach material samples | □ | □ |
|  | Appendix 1.4\* An updated Community Outreach and Engagement Plan | □ | □ |
| **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 including: the full sequence of subjects/courses that students will be required to complete, the names of any selected programs, textbooks Ed. Tech tools, and the curriculum’s alignment to applicable learning standards | □ | □ |
| Appendix 2.2.2 Curriculum maps (for at least for one subject in one grade from each grade span that the school will serve) | □ | □ |
| Appendix 2.2.2 Unit plans (for at least one subject in one grade from each grade span that the school will serve) | □ | □ |
| Appendix 2.2.2 Lesson plans (for at least subject in one grade from each grade span that the school will serve) | □ | □ |
| Section 2.2: Program of Instruction | 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: School Calendar and Schedules | Appendix 2.5 Annual Calendar (Use the provided template available at [www.cps.edu/2021RFP](http://www.cps.edu/2021RFP)) | □ | □ |
| Appendix 2.5 Student Schedules | □ | □ |
| Appendix 2.5 Teacher Schedules  | □ | □ |
| Section 2.6: Special Student Populations | 2.6.1 ISBE Special Education Certification form | □ | □ |
| 2.6.2 ISBE English Learners Certification form | □ | □ |
| Section 2.8: School Culture and Social Emotional Learning | Appendix 2.8 Sample unit plan or lesson plan for the SEL curriculum or integration (or link to existing SEL curriculum if applicable)  | □ | □ |
| Section 2.9: Discipline, Behavioral Intervention, and Classroom Management | Appendix 2.9 School Discipline Policy/Code of Conduct (if not using the CPS Code of Conduct) | □ | □ |
| Section 2.11: Human Capital | Appendix 2.11 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 2.11 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 | □ | □ |
| Section 2.11: Human Capital | Appendix 2.11 Job descriptions for all leadership positions, teachers, and key support staff | □ | □ |
| Appendix 2.11 A professional development calendar for the first year of operation. | □ | □ |
| \*Appendix 2.11 Personnel policies or an employee manual  | □ | □ |
| \*Appendix 2.11 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 2.11 Any documents, policies, tools, or forms related to staff evaluation and performance | □ | □ |
| Section 2.12: Design Team Experience and Capacity | Appendix 2.12 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 2.12 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 2.12 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 2.12 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. | □ | □ |
| Section 2.13: Parent and Community Engagement | \*Appendix 2.13 Parent Handbook | □ | □ |
| **Domain 3: Financial Plan** |
| Section 3.1: School Budget | Appendix 3.1 Budget Workbook  | □ | □ |
| \*Appendix 3.1 If the applicant is a national operator and/or intends to contract with an MO, it must also provide:* 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.
 | □ | □ |
| 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  | □ | □ |
| Appendix 3.2 Fiscal policies for the organization. | □ | □ |
| **Domain 4: Operational Plan** |
| Section 4.1: Operations | Appendix 4.1 Start-up Plan | □ | □ |
| Section 4.2: Student Recruitment and Enrollment | Appendix 4.2 Copies of Applications, Registration, and Enrollment Forms | □ | □ |
| Section 4.3: Operational Compliance | Appendix 4.3.4: Insurance Plan | □ | □ |
| Appendix 4.3.7 Acceptable Use of Technology Policy | □ | □ |
| Section 4.4: Governance | Appendix 4.4 Each board member’s Application Form, Conflict of Interest Form and Assurances Statement | □ | □ |
| Appendix 4.4 A board calendar | □ | □ |
| Appendix 4.4 An Ethics Policy | □ | □ |
| Appendix 4.4 A Conflict of Interest policy | □ | □ |
| Appendix 4.4 A copy of the board bylaws | □ | □ |
| Section 4.4: Governance | Appendix 4.4 Board member resumes (board member addresses and phone numbers need not be included) | □ | □ |
| 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) | □ | □ |
| **Domain 5: Business Plan** |
| Section 5.3.1: Network Supports | Appendix 5.3 – Decision-making authority table. | □ | □ |
| **Domain 6: Management Organizations (MOs)** |
| Section 6.1 MO Contract | Appendix 6.1 Draft MO contract | □ | □ |

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

**Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**