

Transfer of Sponsor Community School Application Process & Timeline for 2018-2019

Application Actions	Deadline	Responses and Outcomes
Complete and Submit Pre-Application to Transfer	October 1, 2018	Pre- Application is located on the Richland Academy of the Arts website. RAA will determine if full Transfer Application will be offered to applicant by October 30, 2018.
Transfer Application Due	On or Before November 30, 2018	Note: School must request approval from ODE of School's intent to change Sponsor by February 15, 2019.
School Site Visit & Interview Process	On or before December 30, 2018	RAA staff members will tour the school and interview selected staff/leadership, operator or management company & Governing Authority members. Prior to the interview, applicants will receive an agenda of topics to be covered during the interview process.
Interview w/ Current Sponsor	On or before January 30, 2019	RAA staff will contact the current sponsor to discuss past performance, i.e., academics, fiscal, operations, governance.
Agreement Decision	On or before March 15, 2018	The applicant will be notified of the RAA Boards' decision whether or not to enter into an agreement with the Community School Governing Authority, pending ODE approval.
Contract Adoption	By April 15, 2019	A contract will be negotiated & approved by the School Governing Authority and the RAA board.
Contract Execution	By April 30, 2019	School Governing Authority & RAA must fully execute & sign the community school contract.
Contract Activation	By September 30, 2019	The Community School must open by September 30, 2019.

Application Actions	Required Dates: Opening Fall 2018	Process	Required Dates: Schools Opening Fall 2019
Application Available	Pre-Application available April 1, 2017 Pre-App due Aug. 15, 2017	<i>(RAA will not know of ability to sponsor new schools based on SPR release—Date to be determined by ODE)</i> For Schools Opening in 2019: submit pre-application by August 20, 2018. Pre-Application applicants that are approved will be invited to complete a New Start-up School Application.	Pre-Application Available: July 1, 2018 Pre-Application due: August 20, 2018 Notice for approval to complete Application: August 25, 2018
Completed New Start-up School due to RAA Office by 12:00 p.m.	On or Before August 31, 2017	Completed New Start-up School Applications and all support materials are due to the Education Division office of Richland Academy of the Arts (RAA).	October 19, 2018 to RAA Office by 12:00 p.m.
Application Review process	September 15, 2017	The contract review staff will review, score and make a determination on the quality of the application; which includes: A. Content—applications that are	Applications scored, and decision made to proceed with interview process by October 31, 2018

		<p>incomplete or difficult to read, will be immediately rejected.</p> <p>B. Individual Evaluators—trained RAA staff and RAA consultants will review and score application.</p> <p>C. Evaluator meeting—scoring rubrics tallied, review of application strengths, weaknesses, decision to interview school leaders, management, governing authority and/or other key stakeholders.</p>	
Application interview	On or Before Sept. 30, 2017	An interview will be conducted at an agreed date, time and location with the developer, board members or other key stakeholders and the RAA leadership team.	Interview process to be completed by November 15, 2018. An agenda will be sent to applicant prior to the interview.
Agreement Decision	On or Before March 5, 2018	The applicant will be notified of the RAA Boards' decision whether or not to enter into a preliminary agreement with the New Start-Up Community School GA. Developers whose applications are denied will be notified in writing; those recommended to move forward with contract application will be notified via email.	RAA Executive Committee will determine to present to full Board of Directors for their approval/vote to enter into Preliminary Agreement by January 30, 2019.
PA and Contract Adoption	By March 15, 2018	A Preliminary Agreement will be signed, and contract negotiations begin.	Preliminary Agreement will be signed by both parties February 2019
Contract Execution	May 15, 2018	School Governing Authority & RAA adopt the community school contract.	Negotiate & fully execute contract between RAA & governing authority April 2019
Contract Activation	By September 30, 2018	The New Start-Up Community School must open by September 30.	Contract effective date: July 1, 2019