

Transfer of Sponsor Community School Application Process & Timeline for 2018-2019
Sponsorship begins Fall 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, 2019	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.

Transfer of Sponsor Community School Application Process & Timeline for 2019-2020
Sponsorship begins Fall 2020

Application Actions	Deadline	Responses and Outcomes
Complete and Submit Pre-Application to Transfer	October 1, 2019	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, 2019	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, 2019	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, 2020	RAA staff will contact the current sponsor to discuss past performance, i.e., academics, fiscal, operations, governance.
Agreement Decision	On or before March 15, 2020	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, 2020	A contract will be negotiated & approved by the School Governing Authority and the RAA board.
Contract Execution	By April 30, 2020	School Governing Authority & RAA must fully execute & sign the community school contract.
Contract Activation	By September 30, 2020	The Community School must open by September 30, 2019.

**New Start-up Schools and Replicator Schools Application Process & Timeline
Schools Opening Fall 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	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 incomplete or difficult to read, will be immediately rejected. B. Individual Evaluators—trained RAA staff and RAA consultants will review and score application. C. Evaluator meeting—scoring rubrics tallied, review of application strengths, weaknesses, decision to interview school leaders, management, governing authority and/or other key stakeholders.	Applications scored, and decision made to proceed with interview process by October 31, 2018
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. *Replicators: current sponsor interview	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 February 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 by March 15, 2019

Contract Execution	May 15, 2018	School Governing Authority & RAA adopt the community school contract.	Negotiate & fully execute contract between RAA & governing authority by May 15, 2019
Contract Activation	By September 30, 2018	The New Start-Up Community School must open by September 30.	Contract effective date: July 1, 2019

**New Start-up Schools and Replicator Schools Application Process & Timeline
Schools Opening Fall 2020**

Application Actions	Process	Required Dates: Schools Opening Fall 2020
Application Available	For Schools Opening in 2020: submit pre-application by August 20, 2019. Pre-Application applicants that are approved will be invited to complete a New Start-up School Application.	Pre-Application Available: July 1, 2019 Pre-Application due: August 20, 2019 Notice for approval to complete Application: August 25, 2019
Completed New Start-up School due to RAA Office by 12:00 p.m.	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, 2019 to RAA Office by 12:00 p.m.
Application Review process	The contract review staff will review, score and make a determination on the quality of the application; which includes: A. Content—applications that are incomplete or difficult to read, will be immediately rejected. B. Individual Evaluators—trained RAA staff and RAA consultants will review and score application. C. Evaluator meeting—scoring rubrics tallied, review of application strengths, weaknesses, decision to interview school leaders, management, governing authority and/or other key stakeholders.	Applications scored, and decision made to proceed with interview process by October 31, 2019
Application interview	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. *Replicator school: current sponsor interview	Interview process to be completed by November 15, 2019. An agenda will be sent to applicant prior to the interview.
Agreement Decision	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 February 2020.
PA and Contract Adoption	A Preliminary Agreement will be signed, and contract negotiations begin.	Preliminary Agreement will be signed by both parties by March 15, 2020
Contract Execution	School Governing Authority & RAA adopt the community school contract.	Negotiate & fully execute contract between RAA & governing authority by May 15, 2020
Contract Activation	The New Start-Up Community School must open by September 30.	Contract effective date: July 1, 2020

Charter Renewal Application Timeline

Application Actions	Required Dates	Responses and Outcomes
Renewal Application Distribution	On or before October 15, 2019	RAA will distribute the renewal application to all board members and School Administrators via email.
Completed Renewal Application due to RAA Office by 5:00 p.m.	On or Before November 14, 2019	Completed renewal applications are due to the Education Division office of Richland Academy of the Arts (RAA) by 5 p.m. per Renewal Application Submission Instructions listed below. All documents and contract attachments must be included with the application.
Renewal Contract Team Review process	November 15-30, 2019	The renewal contract review team will review, score and make a determination on the quality of the renewal application.
Interview with Applicant(s)	Between December 1– 15, 2019	Applicants that RAA determines an interview is necessary to complete the renewal process will participate in an interview at an agreeable date, time, location and mode.
Final Renewal Decision & Notification	By January 15, 2020	Applicants will be notified by email regarding the decision to renew the charter school contract by Richland Academy of the Arts by January 15, 2017.
Contract Adoption	No later than April 26, 2020	School Governing Authority & RAA must fully execute the charter contract.
Contract Execution	July 1, 2020	School Governing Authority officially implements the charter contract.