



MEMORANDUM

TO: Charter School Applicants (New Schools)
FROM: Thomas B. Fordham Foundation
DATE: (Sponsorship) September 15, 2015
RE: Application Process for New Charter Schools
Action item: Please review.

Introduction

The purpose of this memo is to provide information on the Thomas B. Fordham Foundation's application process for new charter schools.

Factors Considered

The Thomas B. Fordham Foundation considers the following factors when evaluating a charter school developer's application for a new, start-up charter school.

1. The developer's application, as submitted to the Fordham Foundation's online application management system, Epicenter; and,
2. Due diligence information relevant to the application.

Process

The above information is reviewed by a team of individuals comprised of Fordham Foundation staff and external experts. Based on the team's analysis, staff identifies which applications to recommend for approval. Applicants not recommended for approval are notified of the decision. Staff then makes a recommendation on to a committee of the Fordham Foundation's board. The committee discusses the merits of the recommendation, and makes recommendations to the Fordham Foundation's board of directors. If the Fordham Foundation's board of directors approves the committee's recommendation, a contract for sponsorship is drafted and executed.

Timing

Qualified applicants may submit the following application materials in accordance with the timeline as set forth below.

Deadline	Task
October 19, 2015	Application in Epicenter is available to complete. Contact Theda Sampson (tsampson@edexcellence.net) to obtain log in information.
November 18, 2015	Deadline to submit application
November 19 – December 18, 2015	Fordham staff and external reviewers evaluate the application
January 10-17, 2016	Applicant interviews conducted
By January 24, 2016	Developers whose applications are not recommended to move forward are notified
By February 23, 2016	Fordham board votes on new school contracts
By March 9, 2016	New school contracts drafted
March 10-14, 2016	Parties review draft contracts
By March 15, 2016	Contracts submitted to Ohio Department of Education

Questions

Please contact Theda Sampson, at tsampson@edexcellence.net or 937-227-3368, with questions or requests for additional information.