



## MEMORANDUM

TO: Charter School Applicants (New Schools)  
FROM: Thomas B. Fordham Foundation  
DATE: March 10, 2016  
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 application 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
Between March 16 and July 15, 2016	Application in Epicenter is available to complete. Contact Theda Sampson

	( <a href="mailto:tsampson@edexcellence.net">tsampson@edexcellence.net</a> ) to obtain log in information
July 15, 2016	Deadline to submit application
August 14, 2016	Fordham staff and external reviewers evaluate the application
September 13, 2016	Application interviews conducted
September 20, 2016	Developers whose applications are not recommended to move forward are notified
October 20, 2016	Fordham board votes on new school contracts
January 3, 2017	New school contracts drafted
February 2, 2017	Parties review draft contracts
March 15, 2017	Contracts submitted to the Ohio Department of Education

### **Questions**

Please contact Theda Sampson, at [tsampson@edexcellence.net](mailto:tsampson@edexcellence.net) or 937-227-3368, with questions or requests for additional information.