

ANSWERS TO APPLICANT QUESTIONS

New Charter School Application for 2020-2021 School Year, Page 9

Applicant Questions and Complaints

Applicant questions regarding this New Charter School Application will be allowed consistent with the Timeline. All questions must be submitted in writing (email acceptable) to the New Charter School Application Coordinator. Official written Commission responses will be provided for questions received by the deadlines, and will be posted at: <http://charterschool.wa.gov/applying/application-updates/>

Applicants submitting questions will not be identified. Verbal responses to questions will be considered unofficial and non-binding. Only written responses posted to the Commission website listed above will be considered official and binding.

Updated: November 6, 2018

Question: Are all templates related to the 2020-2021 charter application, with the exception of the budget workbook, current on the website? Are you anticipating updating or adding any templates?

The templates available on the website are current. These templates will also be available to applicants through the online submission program, Epicenter. The Washington State Charter School Commission (Commission) will notify via the website (www.charterschool.wa.gov) and the listserv any changes made to templates.

Question: Our board members completed disclosure forms, but using the form updated in 2016. Do they need to redo a disclosure form if they did one in the past?

Yes, board members will need to complete new, updated Charter School Board Member Information Forms (disclosure forms), regardless of their status as current charter school board members.

Each application cycle is distinct and applications are evaluated on their individual merits. While board members and the information on forms submitted may not have changed since 2016, it is important that the new forms are used to ensure that information is current and accurate.

Question: When will we be able to begin uploading and working through the Epicenter site?

Access to Epicenter will be given once the Notice of Intent to Apply (NOI) deadline has passed and no later than December 4, 2018. Applicants will receive an invitation from Epicenter to register for an online account and gain access to the online application. This email will be sent to the email address provided on the NOI. It is the responsibility of the applicant to register for Epicenter. Questions and/or technical challenges can be directed to the Application Coordinator.

Question: Will we be able to demo the Epicenter online tool at some point?

The Commission in collaboration with the technical assistance team at Epicenter will provide a training on how to use the online submission program. This training has not yet been scheduled, but will take place the week of December 3, 2018. An update to the Application Timeline will be made once the training time is confirmed.

Question: There is a note on the Commission’s website about an updated Financial Plan workbook or alternative format that will be available in early 2019. Will the Financial Plan Workbook change significantly? Will this update include:

- **Estimates for federal funding, similar to the state estimates for the Basic Ed. Programs?**
- **Cash flow for state apportionment and federal funding?**
- **The “small schools” bonus funding added into pending tool?**
- **The oversight fee added in as an automatic calculation?**

The only aspects of the Financial Plan Workbook that will change significantly are those related to revenue forecasting. The Commission does not anticipate any changes will be made to the expense related aspects of the Financial Plan Workbook. Applicants are encouraged to use the information currently available on Commission’s website as they begin to build their budget projections.

The Commission is collaborating with the Office of Superintendent of Public Instruction to provide a more accurate revenue forecasting process. The Commission will reserves the right to amend the current Financial Plan Workbook to include a new revenue calculator, or to provide updated revenue projections and instructions. This update will take place in early 2019, though an exact date is unavailable at this time.

Question: Would a request/approval for a waiver of HS graduation requirements ([WAC 180-18-055](#)), if authorized, and within the charter contract term, require a material change request to the Commission for approval? Or rather, would it be within an authorized charter school’s purview to pursue a waiver with the SBE, and viewed as a logical progression of model maturity for a proposed competency-based academic model?

This question was submitted in writing to the Commission, and pursuant to the New Charter School Application, a written answer must be provided. However, the question itself is not an inquiry about the New Charter School Application, but instead poses a question about potential material changes to the charter contract and decisions made by the Commission after the authorization of a new charter public school.

Applicants are strongly encouraged to read and carefully consider the relevant application requirements as well as the criteria provided for in the New Charter School Application Evaluation Rubric, and the requirements set forth in WAC 180-18-055 when drafting a response to Section 6 (High School Graduation Requirements) of the New Charter School Application.