



## Full Application and Implementation Plan Invite and Instructions

Applicant:

We are pleased to inform you that based on your Capacity Interview our team has decided to move you forward to the full application and implementation phase. Below are important instructions for completing the Application.

\*Please note that moving forward we will refer to the Application as your Implementation Plan.

The Implementation Plan (Application) phase will consist of 3 critical steps. You will have members of the BCHF team assigned to assist during Step 1 below.

### **Step One** (September-Mid November)

The first step of the process is scheduling technical assistance meetings with a member from each of our functional areas: Compliance, School Improvement and Finance. You will meet with each team member up to 3 times depending on your required level of assistance. These meetings are designed to assist you in putting together the Implementation Plan. The purpose of the meetings is as follows:

- Aid you in understanding the requirements of the Implementation Plan.
- Provide recommendation and support for various components.
- Assist in making contacts with appropriate support services outside of BCHF (if necessary)

*\*Please note these meetings are NOT a time to craft your Implementation Plan. You are required to prepare ahead with your team and bring questions to the meetings. The BCHF team cannot write any components of the plan or generate key pieces. We can serve only in the technical assistance role.*

### **Step Two** (Late October-Mid November)

The second step of the process will be the creation of the formal Implementation Plan (Application) and completion of the Required Tables (Excel File provided). This plan must include the following components.

- Section 1 - Governance and Operations
  - Mission of the School
  - Organizational Chart
  - Board Design and Roles (including By-Laws)
  - Calendar and Schedule
  - Staffing Plan (recruitment and retention)
  - Professional Development Plan
- Section 2 – Community Outreach
  - Market Study and Impact
  - Local Community Priorities
  - Community Outreach and Partnerships
- Section 3 - Education Program Design
  - Key Academic Design Elements

- Curriculum
- Assessment and Progress Monitoring
- Special Populations
- Continuity of Learning Plan
- SMART Goals
- School culture and PBIS program
- Section 4 – Finance and Facility
  - Enrollment and Retention
  - Facility Design
  - Financial Plan

### **Step Three** (Late November)

The final step of the Implementation Plan (Application) process requires our team to score your application for approval. Our full review team will score the application to ensure it meets the required standards. If the school meets the required score, we will make a recommendation to our Board of Directors to approve your request for a New Charter.

*\*Important Note: While we can make a recommendation, the final decision on your approval legally remains with our Board of Directors.*

### **Next Steps (if approved)**

Upon formal approval of your Implementation Plan (Application), your school will move into the Ready To Open Phase. This phase will focus on the start-up and execution of the school model. BCHF will assist the founding team in breaking down barriers to create the strongest conditions for success in launching the school.

If you have any questions throughout this process, please contact Jason Moore at:

[jmoore@buckeyehope.org](mailto:jmoore@buckeyehope.org)

937-361-9499.