

RFP # 020 – Addendum

This document represents an addendum to RFP #020 state and local charter schools pursuant to Connecticut General Statutes § 10-66bb. This document includes all questions from prospective proposers regarding this RFP along with responses from the Connecticut State Department of Education (CSDE).

Question:

The application says to submit a PDF. Is there an email address for this?

CSDE response:

Please refer to page 15 of the RFP under **Application Submission** and email the application in PDF format to: Felicia.Canty@ct.gov. The RFP is available using the following link: [2024 RFPs \(ct.gov\)](#)

Question:

Is there a specific process for filing the application with the local district? Is there a form that needs to be completed?

CSDE response:

It is recommended that you reach out to the local or regional board of education of the school district in which the charter school is to be located for specific information about filing the application with them. It is recommended that you request and obtain from the local or regional board of education of the school district in which the charter school is to be located, written confirmation that you filed your application with it, such as a date-stamped copy of your application or certified letter acknowledging receipt of the application.

Question:

Is there a formal process for someone to be considered a member of the Board as it is being established?

CSDE response:

Please refer to page 20 of the RFP, which asks the applicant to “describe the criteria for selecting officers and members of the governing council. The RFP is available using the following link: [2024 RFPs \(ct.gov\)](#).

List the individuals as officers and members of the governing council; include their names, relevant experience, and/or qualifications for serving on the council, as well as their relationship to the community in which the school would be located. Please note that the council should include the involvement of teachers, parents, and the chairperson of the local or regional board of education of the town in which the proposed school would be located, or the designee of such chairperson, provided such designee is a member of the board of education or the superintendent of schools for the district or his/her designee.” Members of the Governing Council may be formally appointed or elected to the Council by way of a majority vote of the Council in a meeting that has been noticed and convened in accordance with the Connecticut Freedom of Information Act.

Question:

Who should letters of support be addressed to? Is it CSDE or “the school”?

CSDE response:

The letters of support may be addressed to the CSDE or the school.

Question:

Can we apply for Pre-K in our charter application?

CSDE response:

Yes, applicants may apply for full day Pre-K in the charter application.

Question:

If we are a K-8 school, but will not have full enrollment by year 5, do we still need to add in details for those grade levels for staffing or facilities? For example, by year 5 we will only have grades K-6 (and not yet 7 or 8). Do we need to show plans for staffing for 7th and 8th and facilities plans for full enrollment?

CSDE response:

In accordance with Connecticut General Statute 10-66bb(d)(14), “**Application Process and Requirements**,” applications shall include a five-year plan to sustain the maintenance and operation of the school.

Question:

Special Education reimbursement is not listed as a separate line in the budget template. Does it fall under per-pupil revenue, or should it be separated?

CSDE response:

It should be kept separate as special education reimbursement.

Question:

For the fiscal controls, can they be in an appendix, or must they be in the body of the application itself?

CSDE response:

Yes, fiscal controls may be addressed as an appendix.

Question:

Is the CSP grant allowed in the budget?

CSDE response:

Yes, the CSP grant could be included in the budget. The CSP grants are competitively awarded to new charter schools with an initial certificate of approval for a charter and funds appropriated by the Connecticut General Assembly. As indicated on page 26 of the RFP within the Financial Plan section: “The financial plan must reflect the expenses related to all commitments proposed in this application through the proposed school’s fifth year of operation, including the school’s mission, education program, expected student population, human resources, professional development, facilities, and growth plan. Financial projections must include total documented sources of revenue including the state per-pupil grant and other grants (federal, state, and private) and fundraising. If relying upon philanthropic support, please indicate the source and amount of such support, and attach a letter of commitment as documentation.” Evidence of the financial viability of the proposed school over the five-year period is important. Consequently, an overreliance on competitively awarded grant funds is not recommended.