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**Center for the School of the Future**  
UtahStateUniversity



## New Charter School

### Proposal Interview (Invited)

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<https://csf.usu.edu/projects-services/>

### Welcome

The USU charter school authorizing staff congratulate you on being invited to participate in a stage 2 proposal interview (see figure 1 below). If any changes have occurred to what you originally proposed in stage 1, email a description of these changes to David Forbush at [david.forbush@usu.edu](mailto:david.forbush@usu.edu) before completing this stage of the process. The proposal interview has multiple purposes. First, it allows the charter school authorizing staff to obtain additional information about your full board and your proposal that is difficult to, or cannot be drawn from your written proposal. Additionally, a face-to-face meeting allows you to get to know us in ways a paper-based process doesn't support. Second, because a close professional relationship between those proposing and those authorizing is vital, we feel it is important to draw you into an experience where we can get to know each other. Finally, we recognize that some of the most effective learning is socially constructed, and because we may ultimately unite as a learning organization (i.e., charter school authorizer and charter school leadership) getting to know each other and estimating our capacity to co-form a learning organization is needed.

As you proceed with preparing for your stage 2 proposal interview, if questions/needs arise please contact David Forbush, Associate Director, at the Center for the School of the Future (CSF) (435) 797-9050 | [david.forbush@usu.edu](mailto:david.forbush@usu.edu) for additional information. Again, we want this experience to be informative, positive and productive. Please note that information and supports for stages 3-6 are addressed in other USU charter school authorizing documents.

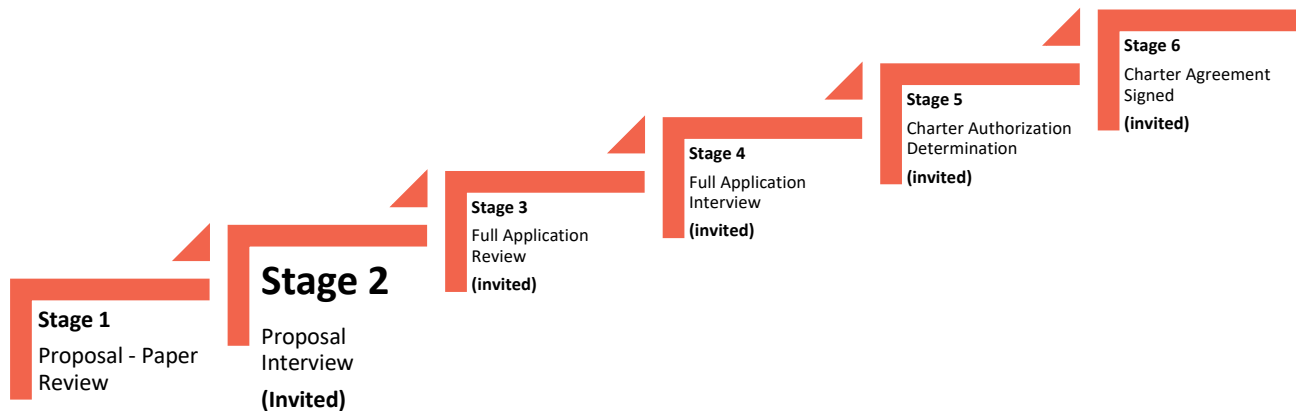


Figure 1. USU Charter School Authorizing Stages

## Proposal Interview Description

The proposal interview consists of five activities:

**Activity 1) Full board interview (30-minutes).** *All board members and all other persons substantial to formation of the charter school proposal must participate in the entirety of the proposal interview. 7-days in advance of your interview, email [david.forbush@USU.edu](mailto:david.forbush@USU.edu) the list of persons participating in your interview, along with each person's title as it relates to your proposal. Participants are constrained to those identified in your email.* Your interview will be scheduled on a date and time set forth by USU charter school authorizing staff and agreeable to your board. You will be invited to arrive 30-minutes before the interview begins and will be provided with a space for your group to meet in and to review the questions you will be asked when the interview begins. A series of questions will be presented. During the 30-minutes you will coordinate your responses and designate the person who will be the lead respondent for each question. Each question will be allocated a specified number of minutes for response, and a time keeper will be utilized to prompt your movement to the next question.

**Activity 2) Case study workout (30-minutes).** You will be given a brief case study in which an issue common to charter schools is presented. As a team, you will have 30-minutes to read the case study, identify primary and secondary challenges and develop two brief plans. The first plan will identify a set of proactive steps that if taken, would result in the prevention of the problem. The second plan will identify a set of reactive steps if taken would resolve the problem when it occurs. Rationale supporting your selection of actions should be stated. Both plans will be delivered orally in the last five minutes of this 30-minute experience. This experience will provide you and your team with an opportunity to assess your problem-solving strategies, skills, and capacities in an authentic charter school related

context.

### **Break – 10 Minutes**

**Activity 3) Learning activity (45 minutes).** Because schools are learning organizations, and because our focus at USU charter school authorizing is on high levels of student learning, it is in our interest to draw a sample of a learning experience students would encounter in the proposed school. Two weeks in advance of your interview you will receive an email that includes a case study with sufficient information (Utah core standard, physical layout, student composition, grade level, disability status...) for you to develop a detailed lesson plan. This lesson plan is to be submitted not less than 48-hours before you arrive for your interview. Thirty five of the 45-minutes allocated to this activity are for you to engage USU charter school authorizing staff in your learning experience—we will take the authentic role of your students. You will be the teachers. Stepping out of our roles, we will use the final 10-minutes to offer you feedback on the strengths and needs we identified in the learning experience you engaged us in.

**Activity 4) Questions for USU-CSF leadership (15-minutes).** We are interested in knowing the questions you have for us as your potential authorizer. Your questions are to be provided to us when you arrive for your interview. Please provide 5 copies. We will address as many questions as we can in the 15-minute period. You will be able to ask us your questions in any order you choose and you may ask questions not on your list if you like—we appreciate the dynamic nature of how one question may lead to a related question not on the list.

**Activity 5) Proposal interview reflection (send by email within 48-hours of the close of your interview).** Drawing on the totality of your proposal interview experience, express in writing up to 5-key strengths you feel you and your team put on display for USU charter school authorizing staff. Also, express in writing up to 5-key improvements you would make to any of the interview activities if you had it to do all over again. Send this reflection to David Forbush at [david.forbush@usu.edu](mailto:david.forbush@usu.edu) This reflection should be no longer than 2-3 pages.