



New Hampshire  
**Charter School Office**

Request for Applications  
Qualified Peer Reviewers

Seeking qualified Peer Reviewers to assist in evaluating applications for authorization of New Charter Schools and applications for funding under the Charter School Program Grant

Release Date: November 29, 2021  
Submission Due Date: December 30, 2021



# New Hampshire Charter School Office

## Request for Qualifications: Peer Reviewers

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### Background

The New Hampshire Department of Education (NHDOE) is the recipient of a Federal Charter School Program Grant from the US Department of Education authorized by Title V, Part B of the Elementary and Secondary Education Act (ESEA) [P.L. 107-110]. The Federal Charter Schools Program (CSP) awards funding to state educational agencies (SEAs) which, in turn, provide sub-recipient grants to charter schools within their state. These grants are focused on expanding opportunities for all students, especially at-risk student's access to high-quality charter schools.

Through our competitive application process, we are seeking to identify and provide funding to new charter schools who will work to meet challenging State academic standards; increase the number of high-quality charter schools available throughout New Hampshire to students through expansion and replication; share best practices between charter schools and other public schools; and manage their funds and projects responsibly.

As such, the NHDOE is seeking qualified peer reviewers to 1) review applications to the State Board of Education for new charter schools applying for authorization and 2) review applications to the Charter School Office for grant funds through the Charter School Program Grant.

A peer reviewer will provide important, confidential, and impartial feedback on these applications to assist the department in the delivery and expansion of high-quality charter school opportunities in New Hampshire. Reviewers that are deemed qualified will remain on the list for a period of one (1) year.

### Peer Review Process

NHDOE will develop a pool of qualified peer reviewers through this RFA process. When a new round of grants is available and/or when a new charter school is seeking authorization, the NHDOE will send a request for available peer reviewers to the qualified pool. The request will provide qualified reviewers with school information, a schedule for the review, an estimated time commitment and anticipated quantity of applications to review. Members of the pool wishing to participate in the requested review will respond to the request, affirming their interest and availability. Reviewers will also provide the department with a conflict of interest certificate, non-disclosure statement and W-9 form. NHDOE will follow-up with reviewers, providing schedules and materials, as required.

Reviews could include (depending on type):

- **Training:** A single session that will provide training on the process, application type, criteria, scoring methods, feedback required, review of samples, and best practices. (approximately 2-3 hours)
- **Independent Reviews:** Each reviewer performs an independent review of applications they are assigned and scores them based on their impressions, experience and per training guidance given (time to complete depends on individual's schedule and quantity of applications, but a due date will be provided).
- **Mid-way Check-in:** NHDOE conducts a meeting mid-way through the review process for reviewers to ask questions and ensure the schedule is maintained (approximately 1 hour)





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- **Review Consolidation Meeting:** After all the independent reviews are complete, reviewers will meet to discuss any wide differences in scoring to attempt to normalize outlying scores. (approximately 1-2 hours)
- **Finalization and Submission:** Reviewers finalize their scores and submit their final signed rubrics to the NHDOE.

Reviewers that successfully complete all the requirements of the review will receive an honorarium of:  
\$350 per New Charter School Application reviewed  
\$250 per Charter School Grant Application reviewed

### Qualifications and Expectations

NHDOE is seeking reviewers from a variety experience and backgrounds. Peer reviewers who were awarded a CSP Grant in the past or plan to apply in the future **ARE eligible** to be on the Qualified Peer Reviewer List; however, they may not participate in a round of grant reviews for which they are an applicant. Qualified reviewers will possess a Bachelor's degree and a minimum of 3 years' experience in any of the following areas:

- Current and retired PK-12 teachers, professors, instructors, or administrators in teacher preparation/certification programs;
- Current and retired state or district education officials, administrators, education and public policy professionals;
- Experience in implementing teacher preparation, professional development and training, or mentoring initiatives;
- Experience in increasing student achievement, in particular, for at-risk students;
- Experience with unique educational models, Social and Emotional Learning initiatives, or best practices for educators;
- Experience in finance, business management, entrepreneurial start-ups, or fostering operational innovation;
- Experience in serving on boards or managing non-profit organizations; or
- Experience working with at-risk populations.

In addition, reviewers must:

- **Be available:** Reviewers will be given details of the expected commitment of time for each request for reviewers. Reviewers may be required to attend training and engage in reviewing multiple applications. They must be available and able to commit time weekly between business hours of 8:00am -6:00pm for training and meetings, unless noted otherwise. Reviews must be completed within the provided timeframe, but reviewers may develop their own schedule to complete them.
- **Access Technology:** Each reviewer must have access to the Internet, a phone, a computer, and a printer. This is a paperless review and hard copies will not be sent to reviewers. Reviewers should also have access to applications and their comments during panel discussion, which will be virtual.





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- **Perform Quality Review:** Each reviewer must provide detailed, objective, constructive, timely, and well-written reviews for each assigned application. These reviews will be used to recommend applications for funding. They will also be shared with each applicant, and the comments regarding successful applicants could be made available to the general public following the closure of the review.

### To Apply

NHDOE requests interested applicants to submit the following:

- Cover Letter
- Resume (limited to 4 pages)
- Peer Reviewer Applicant Form (attached)

Upon selection and for each review performed, the reviewer will be required to complete a non-disclosure statement and a conflicts disclosure statement. W-9 form will also be required upon qualification in order to process the honorarium payments.

### Cover Letter

Your cover letter should provide the following:

- An overview of your experience;
- A statement of why you are interested in performing these Charter School Application reviews;
- Note any experience you have in education, working with at-risk populations, and in implementing best practices or fostering operational innovation.

### Resume

Please provide a copy of your resume that details your experience and background in relation to the qualifications noted on the Peer Reviewer Applicant Form. Additional information and attachments are permissible in an appendix to the extent that they support the application, or provide additional detail required to answer the questions above. These attachments could include: certifications, licenses, etc.

### Peer Reviewer Applicant Form

Please complete this form in order to provide NHDOE with important contact information and a summary of your qualifications.

This application package should be emailed to Tal Bayer, CSP Program Administrator at [Talmage.H.Bayer@doe.nh.gov](mailto:Talmage.H.Bayer@doe.nh.gov) no later than 4:00 pm on December 30, 2021. Selected reviewers will be notified of their placement on the list by mid-January 2022. Questions on this RFQ may be directed to Tal Bayer, CSP Program Administrator at [Talmage.H.Bayer@doe.nh.gov](mailto:Talmage.H.Bayer@doe.nh.gov) or Kasey Silva, CSP Program Specialist at [Kasey.C.Silva@doe.nh.gov](mailto:Kasey.C.Silva@doe.nh.gov).



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## Peer Reviewer Applicant Form

### Contact Information

<b>Peer Reviewer Name:</b>			
<b>Phone:</b>		<b>Is this a cell phone?</b>	Yes No
<b>Email:</b>			
<b>Mailing Address:</b>			

### Experience & Expertise

<b>Highest Degree Attained:</b>		
<b>Have you ever served as a peer reviewer before?</b>	Yes	No
<b>If yes, provide details:</b>		

Please select all the areas in which you possess experience and provide your level of expertise

Experience Area	Years of Experience		
	< 3 years	3-10 years	10+ years
PK-12 Education, Programs, Policy, Administration			
Teacher development, mentoring, preparation			
Student Achievement Improvements			
Unique Educational Models or Charter Schools			
Educational Best Practices			
Non-profit management or board service			
Business, Finance, Operations, Entrepreneurial Start-ups			
Operational Innovation			
Social work, working with at-risk populations			

By signing below, the applicant affirms that the information contained within the entire application is an accurate and true representation of facts. The applicant acknowledges that the application and supplemental documents will be a matter of public record and could be subject to a Right to Know Request (FOIA Law).

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

