



## 2019-2020 SCHOOL TRANSFER APPLICATION SCORESHEET

<b>Community School:</b>	
<b>Reviewer Name(s):</b>	

### Instructions for the Review Team

This template guides reviewers through the quality review of the school transfer application. Reviewers will score the key categories within the main areas of the application and the attachments. Please note that the category names align with the sub-headers found in each completed application so reviewers are easily able to locate the relevant information in the application.

For each category, key characteristics of "Meets Expectations" response are outlined. Applicants that "Meets Expectations" outlined can earn 2 points; applications that "Partially Meets Expectations" can earn 1 point and applications that "Does Not Meet Expectations" can earn 0 points. Half scores are not permitted. Using these standards, reviewers should score each category based on the evidence on each category in that domain for which a score has been provided. Evidence should be as factual and objective as possible.

## REASON FOR NEW SPONSORSHIP

<b>Reason for New Sponsorship</b>	<i>Review Criteria: 1.) Provided reason for considering new sponsor.</i>			
	<b>Strengths Noted</b>	<b>Challenges Noted</b>	<b>Questions</b>	<b>Interview Comments</b>

## GOVERNANCE AND OVERSIGHT

<b>Governing Authority Resumes</b>	<i>"Meets Expectations" Characteristics: Provided a bio or resume for <u>each</u> governing authority member as <u>Attachment 1</u>. If necessary, provided a brief explanation that provides additional information or clarification of the governing authority resumes submitted.</i>					
	<b>Strengths Noted</b>	<b>Challenges Noted</b>	<b>Questions</b>	<b>Score</b>	<b>Interview Comments</b>	<b>Final Score</b>

<b>Governing Authority Meeting Schedule and Minutes</b>	<i>"Meets Expectations" Characteristics: 1.) Provided the school's board meeting schedule for the past twelve months and copies of the governing authority meeting minutes for all board meetings held during the past twelve (12) months as <u>Attachment 2</u>. The governing authority must have met with a quorum at least 6 times during the past twelve (12) months. Minutes are thorough and provide information of each decision made by the governing authority.</i>					
	<b>Strengths Noted</b>	<b>Challenges Noted</b>	<b>Questions</b>	<b>Score</b>	<b>Interview Comments</b>	<b>Final Score</b>

<b>Governing Authority Consistency</b>	<i>"Meets Expectations" Characteristics: 1.) Explained the history and continuity of the governing authority. 2.) Provided evidence that the board has maintained five (5) consistent members and achieved a quorum at each meeting. Reviewers can refer to meeting minutes from previous question to fulfill this requirement.</i>					
	<b>Strengths Noted</b>	<b>Challenges Noted</b>	<b>Questions</b>	<b>Score</b>	<b>Interview Comments</b>	<b>Final Score</b>

**ACADEMIC INFORMATION / DATA**

<b>Educational Model</b>	<i>"Meets Expectations" Characteristics: 1.) Provided a summary of the school's educational model as Attachment 3 indicating any modification from the community school contract currently posted on ODE's website. Reviewers should review the educational model provided in the school's current community school contract and ensure it includes <u>all</u> of the following: Mission, Vision, Philosophy; Curriculum; Instructional Delivery Methods and Resources/Materials; Continuous Improvement and Professional Growth; Prevention and Intervention; Goals and Performance Indicators (Performance/Accountability Plan); Assessment Plan; Organization and Staffing.</i>					
	<b>Strengths Noted</b>	<b>Challenges Noted</b>	<b>Questions</b>	<b>Score</b>	<b>Interview Comments</b>	<b>Final Score</b>

<b>Nationally Normed Assessment Data</b>	<i>"Meets Expectations" Characteristics: 1.) Provided nationally normed assessment results for the school by grade for the last three (3) years as Attachment 4. 2.) Provided a brief explanation of the data. School must be showing growth based on the data.</i>					
	<b>Strengths Noted</b>	<b>Challenges Noted</b>	<b>Questions</b>	<b>Score</b>	<b>Interview Comments</b>	<b>Final Score</b>

<b>Local Report Cards: Overall School Grade</b>	<i>"Meets Expectations" Characteristics: 1.) Reviewed most recent local report card data ( Attachment 16). "Meets Expectations": Grade of A or B; "Partially Meets Expectations": Grade of C or D; "Does Not Meet Expectations": Grade F.</i>					
	<b>Strengths Noted</b>	<b>Challenges Noted</b>	<b>Questions</b>	<b>Score</b>	<b>Interview Comments</b>	<b>Final Score</b>

<b>Local Report Cards: Achievement Component Grade</b>	<i>"Meets Expectations" Characteristics: Did not receive a grade of F during the three (3) year review period AND showed growth in the performance index percentage; "Partially Meets Expectations" Characteristics: Did not receive all Fs during the three (3) year review period OR showed more than five (5) percentage points of growth in the performance index percentage for the most recent school year; "Does Not Meet Expectations" Characteristics: Received all Fs during the three (3) year review period AND showed less than five (5) percentage points of growth in the performance index percentage for the most recent school year. ( Attachment 16)</i>					
	<b>Strengths Noted</b>	<b>Challenges Noted</b>	<b>Questions</b>	<b>Score</b>	<b>Interview Comments</b>	<b>Final Score</b>

<b>Local Report Cards: Progress Component Grade (Value-Added)</b>	<i>"Meets Expectations" Characteristics: Did not receive a grade of F during the three (3) year review period; "Partially Meets Expectations" Characteristics: Did not receive all Fs during the three (3) year review period; "Does Not Meet Expectations" Characteristics: Received all Fs during the three (3) year review period. ( Attachment 16)</i>					
	<b>Strengths Noted</b>	<b>Challenges Noted</b>	<b>Questions</b>	<b>Score</b>	<b>Interview Comments</b>	<b>Final Score</b>

## FINANCIAL PERFORMANCE

<b>Recent Financials</b>	<i>"Meets Expectations" Characteristics: 1.) Provided approved financials from the last twelve (12) months as <u>Attachment 5</u>. Financials do not show the school is running a consistent deficit over the last twelve (12) months.</i>					
	<b>Strengths Noted</b>	<b>Challenges Noted</b>	<b>Questions</b>	<b>Score</b>	<b>Interview Comments</b>	<b>Final Score</b>

<b>Five-Year Forecast</b>	<i>"Meets Expectations" Characteristics: 1.) Provided any recent updates to the school's five-year forecast as <u>Attachment 6 and 12</u>. Reviewers will review the two (2) most recent five-year forecasts submitted to ODE. Forecasts should not show a deficit for any year. If the forecast shows a deficit for any year, applicant cannot receive a "meets expectations".</i>					
	<b>Strengths Noted</b>	<b>Challenges Noted</b>	<b>Questions</b>	<b>Score</b>	<b>Interview Comments</b>	<b>Final Score</b>

<b>Current Budget and Narrative</b>	<i>"Meets Expectations" Characteristics: 1.) Included a written financial narrative describing the schools financial position and the governing authority approved current school year budget as <u>Attachment 7</u>.</i>					
	<b>Strengths Noted</b>	<b>Challenges Noted</b>	<b>Questions</b>	<b>Score</b>	<b>Interview Comments</b>	<b>Final Score</b>

<b>Audit Reports</b>	<i>"Meets Expectations" Characteristics: 1.) Reviewed three (3) most recent audits.( <u>Attachment 13</u>) If the Auditor of State has identified findings for recovery, details provided stating how the findings have been resolved. If the school has unresolved findings for recovery or a qualified opinion, applicant cannot receive a "meets expectations".</i>					
	<b>Strengths Noted</b>	<b>Challenges Noted</b>	<b>Questions</b>	<b>Score</b>	<b>Interview Comments</b>	<b>Final Score</b>

Financial and Enrollment Information	<i>"Meets Expectations" Characteristics: 1.) Reviewed the last 6 months of financials and enrollment reviews conducted by the current sponsor and there have been no deficiencies noted by the current sponsor. ( Attachment 14) If deficiencies have been noted and remain unresolved, applicant cannot receive a "meets expectations."</i>					
	Strengths Noted	Challenges Noted	Questions	Score	Interview Comments	Final Score

Full- Time Equivalency (FTE) Review	<i>"Meets Expectations" Characteristics: 1.) Reviewed the most recent full-time equivalency (FTE) review conducted by ODE and there have been no deficiencies noted by ODE. If deficiencies have been noted and remain unresolved, applicant cannot receive a "meets expectations". If the school has not had a recent FTE audit, mark this N/A. ( Attachment 15)</i>					
	Strengths Noted	Challenges Noted	Questions	Score	Interview Comments	Final Score

**ORGANIZATIONAL PERFORMANCE**

Compliance Reports	<i>"Meets Expectations" Characteristics: 1.) Provided two (2) most recent sponsor compliance site visit reports as Attachment 8. For items noted as non-compliant and/or deficient, a brief explanation was provided of how the school has remedied any deficiency cited by the sponsor. School cannot meet expectations if deficiencies have not been remedied.</i>					
	Strengths Noted	Challenges Noted	Questions	Score	Interview Comments	Final Score

<i>"Meets Expectations" Characteristics: 1.) Provided any notice of probation or request for a corrective action plan as Attachment 9 and provided an explanation of the deficiency and the remedy. School cannot meet expectations if deficiencies have not been remedied <u>AND</u> the school has been released from probation by the current sponsor.</i>						
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<b>Corrective Actions</b>	<b>Strengths Noted</b>	<b>Challenges Noted</b>	<b>Questions</b>	<b>Score</b>	<b>Interview Comments</b>	<b>Final Score</b>

<b>Facility</b>	<i>"Meets Expectations" Characteristics: 1.) Described the school's current facilities (age of building(s), number of classrooms, common areas, etc.), including a description of grade levels served at each location. 2.) Described any planned facility improvements or changes. 3.) Provided any updates to the deed/mortgage or lease as <u>Attachment 10</u> or indicated NO CHANGE in the Attachment Chart if there has been no change to the community school contract version as posted on ODE. Reviewers will review facility information, including lease, from current community school contract. Facility must be adequate for school and lease amount and term should be reasonable.</i>					
	<b>Strengths Noted</b>	<b>Challenges Noted</b>	<b>Questions</b>	<b>Score</b>	<b>Interview Comments</b>	<b>Final Score</b>

<b>Management or Operator Agreement</b>	<i>"Meets Expectations" Characteristics: 1.) Reviewed a copy of the current Management Company or Operator Agreement. Agreement is up to date and includes the following: 1) final agreement should not exceed term of the charter contract (language indicating the management agreement is terminated if the school ceases to have a charter is acceptable); 2) clear delineation of responsibilities, fees and services; 3) criteria used for early termination of the operator contract; 4) required notification procedures and timeline for early termination or nonrenewal of the operator contract; 5) stipulation of which entity owns all community school facilities and property. Applicant cannot receive a "meets expectations" if all five (5) elements are not present in the contract. ( <u>Attachment 11</u> )</i>					
	<b>Strengths Noted</b>	<b>Challenges Noted</b>	<b>Questions</b>	<b>Score</b>	<b>Interview Comments</b>	<b>Final Score</b>

<b>School Annual Report</b>	<i>"Meets Expectations" Characteristics: 1.) Reviewed the school's most recent annual report and it complied with all statutory and ODE requirements for school annual reports. If the report does not comply with all statutory and ODE requirements, applicant cannot receive a "meets expectations". ( <u>Attachment 17</u> )</i>					
	<b>Strengths Noted</b>	<b>Challenges Noted</b>	<b>Questions</b>	<b>Score</b>	<b>Interview Comments</b>	<b>Final Score</b>

<b>Community School Contract</b>	<i>"Meets Expectations" Characteristics: 1.) Reviewed community school contract and it is up to date with all applicable law changes. ( Attachment 18)</i>					
	<b>Strengths Noted</b>	<b>Challenges Noted</b>	<b>Questions</b>	<b>Score</b>	<b>Interview Comments</b>	<b>Final Score</b>



## OVERALL SCORE

Section	Maximum Score Per Section	Overall Section Score
Governance and Oversight	6	
Academic Information / Data	10	
Financial Performance	12	
Organizational Performance	12	
<b>Total Score</b>	40	<b>0</b>
<b>Percentage Score</b> (75% is required to be eligible for approval)		



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