



**COMMUNITY SCHOOL TRANSFER
APPLICATION SCORESHEET (RUBRIC)
REVIEW PROCESS**

EFFECTIVE DATE 01/01/2019

SOP 1.12

SIGNATURE

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PROPOSED BY Legal Department

PURPOSE

The COMMUNITY SCHOOL TRANSFER APPLICATION SCORESHEET (RUBRIC) REVIEW PROCESS documents rigorous criteria and a consistent rating scale for schools seeking a change in sponsorship. The SCORESHEET(RUBRIC) assists the reviewers in scoring the key categories of existing schools in five (5) main areas: governance and oversight, academic information/data, financial performance and organizational performance. These areas will include at a minimum a review of academic data, sponsor's compliance reports, school's governing authority meeting minutes, financial records (including recent audits) and information about how the school has remedied any deficiency cited by the current sponsor (if applicable).

SCOPE

The COMMUNITY SCHOOL TRANSFER APPLICATION SCORESHEET (RUBRIC) REVIEW PROCESS applies to applications from schools seeking to transfer and primarily involves the Application Review Team. At least two (2) members of the application review team will have at least three (3) or more years of experience in sponsoring community schools. Members of the review team will have expertise in all areas of school planning and operations, including: education plan, governance, finance and accountability. If an application includes an area of specialization, for example dropout recovery and prevention, blended learning, or Eschool, at least one reviewer will have expertise in that area.

PROCEDURE

The COMMUNITY SCHOOL TRANSFER APPLICATION SCORESHEET (RUBRIC) REVIEW PROCESS begins upon successful completion of SOP 1.11 COMMUNITY SCHOOL TRANSFER APPLICATION PROCESS.

1. The Legal Department prepares a timeline for review based on the current year.



2. Each member of the application review team (internal and external reviewers as may be necessary) will complete a signed a conflict of interest statement prior to September 30 of each year, or upon hire if after September 30, verifying no conflicts of interest exist with the applicants.
3. The Legal Department establishes review teams based on reviewers' expertise.
4. Review team assignments are provided during the reviewer training which is conducted annually during each application period.
5. Each team member reviews the application sections individually according to their respective areas of expertise.
6. Applications are scored by ratings of "meets expectations" worth a maximum 2 points, "partially meets expectations" worth a maximum 1 point and "does not meet expectations" worth 0 points. Half scores are not permitted.
7. Reviewers complete an individual SCORESHEET(RUBRIC) to discuss during review team meetings to determine a team consensus score. The individual scoresheets will be sent to the Legal Department.
8. During the team meetings, before individual scores are discussed for each section, the team will calibrate the scoresheet for that section and determine a clear understanding and definitions for each requirement in the scoresheet. If a section "partially meets expectations" or "does not meet expectations", the review team must provide comments in the Challenges Noted section of the SCORESHEET(RUBRIC) and questions to be asked during the interview stage.
9. Review team leads record team consensus scores, strengths, challenges noted and questions in a "CSS Review Team" SCORESHEET(RUBRIC).
10. The Legal Department will finalize the scoresheet and save it to the shared drive.
11. Members of the interview team will review each SCORESHEET(RUBRIC) individually and specific questions provided before the applicant interviews.
12. The interview team shall schedule the community school transfer application process interviews directly with the school and follow the process established in COMMUNITY SCHOOL TRANSFER APPLICATION INTERVIEW PROCESS.

DOCUMENTATION / VERIFICATION

All COMMUNITY SCHOOL TRANSFER APPLICATION SCORESHEET (RUBRIC) REVIEW PROCESS documents will be saved with a naming convention and the date in the shared drive as follows:

Location of documentation:

S :/(School Year) COMMUNITY SCHOOL TRANSFER APPLICATION SCORESHEET (RUBRIC) REVIEW PROCESS



Ex: S: / (School Year) COMMUNITY SCHOOL TRANSFER APPLICATION SCORESHEET
(RUBRIC) REVIEW PROCESS

Naming convention: School + IRN

Ex: ABC ACADEMY OF COLUMBUS [Date]

Supporting documentation included with this process:

1. Transfer School Application
2. Transfer School Application SCORESHEET(RUBRIC)
3. CSS Conflict Of Interest Statement

DOCUMENT HISTORY

Orig. Date January 2019

REVIEW AND APPROVAL

Reviewers of the COMMUNITY SCHOOL TRANSFER APPLICATION SCORESHEET (RUBRIC) REVIEW PROCESS are as follows:

Reviewed By: Management Team

Date: 11/08/2018

Approved by: President: David L. Cash, Jr.

Date: 11/08/2018

The effective date is as of the date signed above. Processes are consistently reviewed and revised as necessary throughout the term. The COMMUNITY SCHOOL TRANSFER APPLICATION SCORESHEET (RUBRIC) REVIEW PROCESS may be implemented as currently written and will be formally evaluated and revised as necessary going forward.