



NEW COMMUNITY SCHOOL **EFFECTIVE DATE 07/01/2013**
APPLICATION SCORESHEET (RUBRIC)
REVIEW PROCESS

SOP **1.2**

SIGNATURE _____


PROPOSED BY _____ **VP Sponsorship Operations**

PURPOSE

The NEW COMMUNITY SCHOOL APPLICATION SCORESHEET (RUBRIC) REVIEW PROCESS documents rigorous criteria and a consistent rating scale for evaluating and scoring individual application requirements. The SCORESHEET(RUBRIC) tool addresses all selection criteria of an application for sponsorship and allows for effective scoring.

SCOPE

The NEW COMMUNITY SCHOOL APPLICATION SCORESHEET (RUBRIC) REVIEW PROCESS applies to new school applications 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 NEW COMMUNITY SCHOOL APPLICATION SCORESHEET (RUBRIC) REVIEW PROCESS begins upon successful completion of SOP 1.1 NEW COMMUNITY SCHOOL 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 verifying no conflicts of interest exist with the applicants.
 - a. If a conflict of interest exists, General Counsel and President will follow the process provided in the CONFLICT OF INTEREST PROCESS.
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 review period.
5. Each team member reviews the application sections individually according to their respective area 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.
8. During the team meetings, before individual scores are discussed for each section, the team will calibrate the score sheet for that section and determine a clear understanding and definitions for each requirement in the score sheet. 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.
 - a. The calibrated scoresheet will be sent by the team lead to General Counsel who will prepare a final calibration scoresheet to be used by additional reviewers if necessary.
9. Review team leads record team consensus cores, strengths, challenges noted and questions in a "CSS Review Team" SCORESHEET(RUBRIC).
10. Members of the interview team will review each SCORESHEET(RUBRIC) individually and specific questions provided for the applicant interviews.
11. The Legal Department shall schedule the NEW COMMUNITY SCHOOL APPLICATION INTERVIEW PROCESS.

DOCUMENTATION / VERIFICATION

All NEW COMMUNITY SCHOOL 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) NEW CONTRACT-APPLICATION PROCESS – SCORESHEET(RUBRIC)

Ex: S: / (School Year) NEW CONTRACT-APPLICATION PROCESS – SCORESHEET(RUBRIC) –



Naming convention: School + IRN

Ex: ABC ACADEMY OF COLUMBUS [Date]

Supporting documentation included with this process:

1. Application Scoring Guidelines and Criteria
2. New School Application SCORESHEET(RUBRIC)
3. Existing School Application SCORESHEET(RUBRIC)
4. CSS Conflict Of Interest Statement

DOCUMENT HISTORY

Orig. Date 2011

Rev. Date Dec. 2012

Rev. Date June 2013

Rev. Date March 2015

Rev. Date March 2017

Rev. Date October 2018

REVIEW AND APPROVAL

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

Reviewed By: Management Team

Date: 11/19/18

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

Date: 11/19/18

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