



EXISTING COMMUNITY SCHOOL

EFFECTIVE DATE 7/1/2018

APPLICATION SCORESHEET (RUBRIC)

REVIEW PROCESS

SOP 1.5

SIGNATURE

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PROPOSED BY

Legal Department

PURPOSE

The EXISTING COMMUNITY SCHOOL 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, educational program, academic data, financial performance/business plan 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 EXISTING COMMUNITY SCHOOL APPLICATION SCORESHEET (RUBRIC) REVIEW PROCESS applies to existing 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 EXISTING COMMUNITY SCHOOL APPLICATION SCORESHEET (RUBRIC) REVIEW PROCESS begins upon successful completion of SOP 1.4 EXISTING 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.
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.
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.
9. Review team leads record team consensus scores, 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 before the applicant interviews.
11. The interview team shall schedule the existing community school application process interviews directly with the school and follow the process established in EXISTING COMMUNITY SCHOOL APPLICATION INTERVIEW PROCESS.

DOCUMENTATION / VERIFICATION

All EXISTING 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) EXISTING COMMUNITY SCHOOL APPLICATION SCORESHEET (RUBRIC) REVIEW PROCESS

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



Naming convention: School + IRN

Ex: ABC ACADEMY OF COLUMBUS [Date]

Supporting documentation included with this process:

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

DOCUMENT HISTORY

Orig. Date October 2018

REVIEW AND APPROVAL

Reviewers of the EXISTING 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 EXISTING COMMUNITY SCHOOL APPLICATION SCORESHEET (RUBRIC) REVIEW PROCESS may be implemented as currently written and will be formally evaluated and revised as necessary going forward.