



COMMUNITY SCHOOL REPLICATOR **EFFECTIVE DATE 01/01/2019**
APPLICATION SCORESHEET (RUBRIC)
REVIEW PROCESS

SOP 1.9

SIGNATURE _____ 

PROPOSED BY Legal Department

PURPOSE

The COMMUNITY SCHOOL REPLICATOR 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 COMMUNITY SCHOOL REPLICATOR APPLICATION SCORESHEET (RUBRIC) REVIEW PROCESS applies to replicator 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 COMMUNITY SCHOOL REPLICATOR APPLICATION SCORESHEET (RUBRIC) REVIEW PROCESS begins upon successful completion of SOP 1.8 COMMUNITY SCHOOL REPLICATOR 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 conflict of interest statement prior to September 30 of each year or upon hire if the reviewer is hired after September 30 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. 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.
 - 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 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 for the applicant interviews.
12. The Legal Department shall schedule the COMMUNITY SCHOOL REPLICATOR APPLICATION INTERVIEW PROCESS and provide a copy of the scoresheet to the applicant for review prior to the interview.

DOCUMENTATION / VERIFICATION

All COMMUNITY SCHOOL REPLICATOR 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 January 2019

REVIEW AND APPROVAL

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