



**NEW COMMUNITY SCHOOL
CONTRACT SCORESHEET (RUBRIC)
REVIEW PROCESS**

EFFECTIVE DATE 7/01/2013

SOP 2.2

SIGNATURES _____

A handwritten signature in black ink, appearing to be "J. P. P.", is written over a horizontal line.

PROPOSED BY _____

General Counsel

PURPOSE

The NEW COMMUNITY SCHOOL CONTRACT SCORESHEET (RUBRIC) REVIEW PROCESS ensures consistent review and evaluation of the initial submitted contract and attachments. The NEW COMMUNITY SCHOOL CONTRACT SCORESHEET (RUBRIC) REVIEW PROCESS scoring tool identifies expectations and addresses all critical aspects of a contract for sponsorship and allows for effective scoring.

SCOPE

The NEW COMMUNITY SCHOOL CONTRACT SCORESHEET (RUBRIC) REVIEW PROCESS applies to all staff participating in contract review and evaluation. Current resumes or bios of all reviewers will be available for review and demonstrate that at least one reviewer has several years of community school or sponsoring experience. The review team will have expertise in the following areas of school planning and operations: education plan, governance, finance and accountability. All reviewers will execute conflict of interest statements per CONFLICT OF INTEREST PROCESS.

The scoresheet review is conducted by the CSS contract review teams. The CSS staff members review the areas relating to their respective areas of expertise.

PROCEDURE

The NEW COMMUNITY SCHOOL CONTRACT SCORESHEET (RUBRIC) REVIEW PROCESS is implemented upon receipt of a new or renewal applicant's contract and attachments.

1. Reviewers (internal and external where applicable or necessary) will verify no conflicts of interest exist by signing the CSS conflict of interest statement.
2. Legal Department will assign Contract Review Teams and develop a timeline for review of all attachments.



3. Legal Department or designee shall complete training for all contract reviewers to participate in prior to review of attachments. The training will cover protocols for evaluating applications which include review of the scoresheet with selection criteria.
4. The review team uses the Contract Scoresheet to assess Contract and Attachments and supporting materials from three perspectives: (1) academic, (2) operational, and (3) financial.
5. Each Contract Review Team will meet and come to a consensus score of each assigned section, documenting the rating for each selection criteria.
6. For sections that “Does Not Meet” standards, the Contract Review Team will provide comments that will be communicated to the applicant.
7. Each Contract Review Team will designate one person to compile all comments and participate in the conference call with the applicant.
8. Final scores and comments will be provided to the Legal Department in the manner prescribed to compile a final scoresheet that will be provided to the applicant.
9. Legal Department will schedule a conference call or face-to-face meeting with the applicant, if necessary, to review any areas needing modification, correction or additional submission of information.
10. Applicant will resubmit requested documents. Contract Review Teams will schedule relevant follow up dates to obtain documents or other requested materials and monitor progress.
11. Once the Contract has been accepted as complete, Legal Department shall complete and distribute the contract per the NEW COMMUNITY SCHOOL CONTRACT PROCESS.
12. All contracts will be completed and submitted prior to the required ODE or statutory deadlines.
13. A process timeline will be revised annually to provide for internal targets for completion of steps in the process.

DOCUMENTATION / VERIFICATION

The NEW COMMUNITY SCHOOL CONTRACT SCORESHEET (RUBRIC) REVIEW PROCESS is scored for each applicant in each respective area and saved in the Shared Drive under Scoring.

Location of documentation:

- S: / YEAR CONTRACTs & ATTACHMENTS

Naming convention:

- [YEAR/CONTRACT & ATTACHMENTS/SCHOOL FOLDER/DOCUMENT NAME/DATE
- Ex: “Current School Year” NEW CONTRACT RENEWAL APPLICATION PROCESS/ABC Academy of Columbus Application Final 05052012

Supporting documentation included with this process:

1. Sample school contract scoring rubric
2. Contract reviewer training materials – power points, notes or other training documents



DOCUMENT HISTORY

Orig. Date 2011

Rev. 2012

Rev. Date June 2013

Rev. March 2017

REVIEW AND APPROVAL

Reviewer of the NEW COMMUNITY SCHOOL CONTRACT SCORESHEET (RUBRIC) REVIEW PROCESS is as follows:

Reviewed By: Management Team

Date: 3/2/17

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

Date: 3/2/17

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 CONTRACT SCORESHEET (RUBRIC) REVIEW PROCESS may be implemented as currently written and will be formally evaluated and revised as necessary going forward.