

# Miamisburg City Schools

## New Charter School Application

### Evaluation Rubric

#### Reviewers include:

Dr. David Vail, MCS Superintendent  
Mr. Steve Homan, MCS Assistant Superintendent, Director of Human Resources  
Mr. Scott Gilbert, MCS Director of Business  
Mrs. Katy Lucas, MCS Director of Student Services  
Mrs. Stacie Moore, MCS Director of Secondary Education

Miamisburg City Schools will review and evaluate sponsorship applications against standards in the following categories:

1. *Education Plan*
2. *Financial Plan*
3. *Organizational and Governance Plan*
4. *Facilities*
5. *Blended Learning (if applicable)*

Evaluators will use the following Evaluation Rubric to rate applicant responses to the questions asked on the application. Within each section, specific criteria define the expectations for a response that “meets the standard.” Each enumerated item in the application is worth a maximum of three (3) points. An applicant must score “Meets Standards” in all areas and/or score 75% of the total possible points in each area to advance to the interview process to be considered for sponsorship. If a section is incomplete or an attachment is missing, the document will not be scored.

#### Rating Characteristics:

##### **Meets the Standard (3 points)**

The response reflects a thorough understanding of key issues. It addresses the topic with specific and accurate information that shows thorough preparation; presents a clear, realistic picture of how the school expects to operate; and inspires confidence in the applicant’s capacity to carry out the plan effectively.

##### **Approaches the Standard: (2 points)**

The response meets the criteria in many respects, but lacks detail and/or requires additional information in one or more areas.

##### **Partially Meets the Standard: (1 point)**

The response meets the criteria in some respects but has substantial gaps in a number of areas.

##### **Does Not Meet the Standard: (0 points)**

The response is wholly undeveloped or significantly incomplete; demonstrates lack of preparation; or otherwise raises substantial concerns about the viability of the plan or the applicant’s ability to carry it out.



## **Section 1: Education Plan** (27 possible points for this section)

### 1.1 Mission, Vision, and Educational Philosophy

*To meet the standard reviewers will be looking for:*

- *A mission that is concise and provides a compelling statement of what the school hopes to achieve, for whom, and to what degree.*
- *An educational philosophy that demonstrates a commitment to educational excellence and is founded on an understanding of effective, research-based educational practices. An overview of instructional methods and any research, data or experience that indicates why this approach has been selected should be included.*

### 1.2 Geographic Boundaries

*To meet the standard reviewers will be looking for:*

- *A description of which of the following options the school will choose:*
  - (a) Prohibit the enrollment of students who reside outside the district in which the school is located; or,*
  - (b) permit the enrollment of students who reside in districts adjacent to the district in which the school is located; or,*
  - (c) permit the enrollment of students who reside in any other district in the state.*

### 1.3 Curriculum and Instruction

*To meet the standard reviewers will be looking for:*

- *A description of the curriculum to be used by the school, including measurable objectives and subject area content and skills for each grade level.*
- *An explanation on how the chosen curriculum aligns with the Ohio content standards.*
- *The specific instructional strategies that will be employed to ensure successful implementation of the curriculum, such as classroom based or independent study, class size, class structure, and teaching methods.*
- *A description of how the program will meet the needs of the at-risk students to be served.*
- *Evidence that the proposed curriculum is research-based and has been or will be effective with the student population you plan to serve.*
- *A description of the process the school will follow to evaluate, review and revise its curriculum.*

*Include in Attachments:* *For core subjects, include sample lessons from two different grade levels that illustrate strategies for implementation of the curriculum consistent with the mission and educational philosophy of the school.*

### 1.4 Target Population

*To meet the standard reviewers will be looking for:*

- *A description of the anticipated population of the school and how the proposed mission, curriculum, teaching methods and services align with the educational needs of that population.*
- *A description of the leadership team's experience serving similar student populations.*

### 1.5 School Calendar and Daily Schedule

*To meet the standard reviewers will be looking for:*

- *The School's calendar showing the number of days the school will be in session.*
- *Two sample daily class schedules showing daily hours of operation and allocation of time for core instruction, supplemental instruction, extra-curricular activities, and after-school activities.*

### 1.6 Special Student Populations

*To meet the standard reviewers will be looking for:*

- *The School's philosophy regarding educating special student populations, including but not limited to strategies for student recruitment, retention and support.*

- A description of the School's plan for identifying and successfully serving/monitoring the following students in order to comply with the applicable laws and regulations: students with disabilities, students with Limited English Proficiency (LEP), homeless students, gifted and talented students.
- An explanation how the school's curriculum and approach to instruction will be designed or adapted to serve those students.
- A plan that reflects an understanding of the services and costs associated with providing high quality support for all students.

### 1.7 School-Specific Goals and Objectives

To meet the standard reviewers will be looking for:

- Identification of key academic goals and key non-academic goals for which the school plans to hold itself accountable – goals that are clear, measurable and data-driven.
- An explanation of how these performance standards align with the school's mission and proposed educational program.
- A description of the School's policy and plan for reporting performance goals to parents and the public.

### 1.8. Academic Assessment

All Ohio public charter schools must participate in all state mandated assessments and are subject to all federal accountability measures.

To meet the standard reviewers will be looking for:

An indication of any additional assessments the School will administer.

- An explanation of the School's approach to assessment and how the School will evaluate the progress of individual students, cohorts over time, and the school as a whole.
- The person(s), position(s) and/or entities that will be responsible and involved in the collection and analysis of assessment data.
- A description of the School's policies and criteria for promotion and retention of students.

### 1.9 School Climate and Discipline

To meet the standard reviewers will be looking for:

- A description of the strategies the school will employ to develop and sustain a safe and orderly school climate that supports fulfillment of the educational goals and incorporates research-based discipline practices such as positive behavior interventions.
- An explanation of the School's student behavior philosophy and discipline policy or code of conduct for both the general student population and for students with special needs.
- A description of how the School's staff will be educated about and trained to implement the policy.

Include in Attachments: The full discipline policy should be included with procedures and policies for implementing alternative instruction. The policy should address the consequences (or range of consequences); due process procedures; identify the individuals responsible for carrying out the discipline policy, restraint and seclusion policy; and, escalation process.

	Meets Standards (3 pts)	Approaches the Standard (2 pts)	Partially Meets the Standard (1 pt)	Does Not Meet the Standard (0 pts)	
1.1					
1.2					
1.3					
1.4					
1.5					
1.6					
1.7					
1.8					
1.9					Section 1 Total
TOTALS					

Total Points Possible for Section 1: 27

Total points earned for Section 1 must be 21 or more to move on to Section 2 scoring. The standard is 75% or above.

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## **Section 2: Financial Plan**

### **2.1 Budget**

To meet the standard reviewers will be looking for:

A budget (in Excel format) that projects expenses and revenues over the next five years and aligns with the educational plan, projected enrollment, and staffing of the school. Define and give support for assumptions behind revenue and expenditure projections, and detail your contingency plans in the event of a budget shortfall.

New School Application should include:

- Start-up Budget with Assumptions
- First Year Budget with Assumptions
- First Year Monthly Cash Flow Projection with Assumptions for monthly changes
- Five Year Budget Plan with Assumptions for yearly changes
- Agreements with any outside source (e.g., banks, lending institutions, corporations, foundations, grants, etc.) from which you are receiving funds, property or resources.

### **2.2 Financial Management**

To meet the standard reviewers will be looking for:

- A description of the systems and procedures to be used for managing the School's finances, identifying the staff position(s) responsible for financial oversight and management as well as their relevant qualifications to manage this work.
- Identification of any vendors that will be used to support finance and operations.
- If using an education management entity, please provide the three most recent years of the entity's audited financial statements.

### **2.3 Transportation, Food Service and Health Services**

To meet the standard reviewers will be looking for:

- How the School will provide transportation for all students, including those with special needs and an explanation of the budget revenue and expenditure assumptions (include any agreement with a school district),
- How the School will provide food service.
- How any types of health services will be provided – either by staff or vendor.
- An explanation of any other partnerships or contractual relationships central to the School's operations or mission.

### **2.4 Insurance**

To meet the standard reviewers will be looking for:

- A certificate of coverage that describes the level of insurance coverage that will be obtained.

### **2.5 Safety and Security**

To meet the standard reviewers will be looking for:

- A description of the technology and processes that will be employed to ensure the safety and security of students and staff in the building.
- A description of the safety plan and documentation for fire, tornado and lockdown procedures.
- A copy of the occupancy permit, proof of ownership or lease, health and safety inspections as required by ORC, where applicable.

### **2.6 Pre-Opening Plan**

To meet the standard reviewers will be looking for:

- A pre-opening plan (timeline) that documents key tasks to be completed between approval of the application and opening of the school, including but not limited activities associated with finance, leadership, facilities, state obligations, students, parents and community.

	Meets Standards (3 pts)	Approaches the Standard (2 pts)	Partially Meets the Standard (1 pt)	Does Not Meet the Standard (0 pts)	
2.1					
2.2					
2.3					
2.4					
2.5					
2.6					Section 2 Total
TOTALS					

Total Points Possible for Section 2: 18.

Total points earned for Section 2 must be 13 or more to move on to Section 3 scoring. The standard is 75% or above.

## **Section 3: Organizational and Governance Plan:**

### **3.1 Governing Body**

To meet the standard reviewers will be looking for:

- A brief description of the governing board and its entity and its role,
- An explanation of the understanding of the board's view of the relationship between itself and the school leader and/or management entity.
- A description of any training the board has planned with a timetable, topics to be addressed and requirements for participation.

### **3.2 Governing Board Composition**

To meet the standard reviewers will be looking for:

- A list of the current/proposed governing board members, including names, current employment, experience, qualification and relevant affiliations for serving on the board.

Include in Attachment: For each proposed governing board member, the application should include a resume.

### **3.3 Management and Operations**

To meet the standard reviewers will be looking for:

- A description of the organizational structure of the school and its day-to-day operation.
- An explanation of the management roles and responsibilities of key administrators with respect to:
  - Instructional leadership
  - Curriculum development and implementation
  - Personnel decisions
  - Budgeting
  - Financial management
  - Legal compliance
  - Any special staffing needs
- How the School will handle back office support, including state data entry.

Include in Attachments: Provide desired qualifications, credentials and resume (if selected) of principal candidate. Attach an organizational chart that clearly presents the school's organizational structure, including lines of authority and reporting between the governing board, staff, any related bodies (such as advisory bodies or parent and teacher councils), and any external organizations that will play a role in managing the school.

**3.4 Staffing and Human Resources**

*To meet the standard reviewers will be looking for:*

- *A plan for recruitment, selection, and evaluation for all staff – including leadership and operations positions – of the proposed charter school.*
- *A list of job descriptions for all staff members, employment benefits offered and estimated salary ranges.*
- *A description of the staff evaluation plan, including criteria for staff evaluation*
- *A description of the plan to handle unsatisfactory staff performance, staff turnover and leadership succession.*

*Include in Attachments: Include a staffing chart for the school's first year, and a staffing plan for the term of the charter. Attach a copy of the proposed school personnel policies or staff handbook.*

**3.5 Professional Development**

*To meet the standard reviewers will be looking for:*

- *A list of professional development opportunities that will be offered to teachers and staff.*
- *How the proposed professional development will include and support both general and special education teachers.*
- *How the professional development program is aligned with the School's pedagogy and curriculum.*
- *How the professional development program is evaluated to assess its effectiveness and success and how the program will be modified to support identified teacher needs.*

*Include in Attachments: Provide a schedule for professional development.*

**3.6 Student Recruitment and Enrollment**

*To meet the standard reviewers will be looking for:*

- *A description of the plan for recruitment and enrollment of students.*
- *A description of the School's plans and timelines for recruitment, enrollment and admission process.*

*Include in Attachments: include any documents related to student enrollment (e.g., enrollment forms) and the school's Enrollment Policy.*

**3.7 Community Partnerships**

*To meet the standard reviewers will be looking for:*

- *How the School will encourage community involvement to support the School's mission.*
- *How the School plans to develop community partners and how they can support the school.*

**3.8 Parent Engagement**

*To meet the standard reviewers will be looking for:*

- *An explanation how the school will encourage family involvement to support student learning.*
- *A list of policies, programs and practices to ensure parental involvement and procedures to respond to parental complaints.*

	Meets Standards (3 pts)	Approaches the Standard (2 pts)	Partially Meets the Standard (1 pt)	Does Not Meet the Standard (0 pts)	
3.1					
3.2					
3.3					
3.4					
3.5					
3.6					
3.7					
3.8					Section 3 Total
TOTALS					

Total Points Possible for Section 3: 24.

Total points earned for Section 3 must be 18 or more to move on to Assurances/Interviews. The standard is 75% or above.

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## **Section 4: Facilities:**

To meet the standard reviewers will be looking for:

- A plan that identifies a viable facility.
- A facility plan that is based on sound financing options; and
- A facility plan where no conflicts of interests exist.

Section 4 has no points awarded. Facilities must meet standards for the application to be considered.

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## **Section 5: Blended Learning: (if applicable)**

To meet the standard reviewers will be looking for the school's ability to provide all the statutory requirements in section 3301.079 for a blended learning delivery of instruction, which will be included in the school's contract:

- (a) An indication of what blended learning model or models will be used;
- (b) A description of how student instructional needs will be determined and documented;
- (c) The method to be used for determining competency, granting credit and promoting students to a higher grade level;
- (d) The school's attendance requirements, including how the school will document participation in learning opportunities;
- (e) A statement describing how student progress will be monitored;
- (f) A statement describing how private student data will be protected; and
- (g) A description of the professional development activities that will be offered to teachers.

Section 5 has no points awarded. The school must be able to provide all statutory requirements for the application for Blended Learning to be considered.

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## **Conclusion**

**Please present any additional information that is relevant or compelling in support of your application for the proposed school.**

**Please be advised that your application becomes a public record of the Miamisburg City School District.**

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## Scoring

Composite Scoring for Applicant: \_\_\_\_\_  
Name of Proposed School

Application was incomplete and therefore was not scored.

Section 1: \_\_\_\_\_ Total possible: 27 (75% = 21)

Section 2: \_\_\_\_\_ Total possible: 18 (75% = 13)

Section 3: \_\_\_\_\_ Total possible: 24 (75% = 18)

Section 4: Meets Standards:  YES  NO

Section 5: Meets Standards:  YES  NO  NOT APPLICABLE

Total points earned on completed application: \_\_\_\_\_

Does this application meet the 75% criteria? \_\_\_\_\_

Additional comments:

NOTES FROM INTERVIEW OF APPLICANT:

Applicant Interview: applicant was able to clearly articulate and provide depth to the details in the plan and provide adequate responses to questions.

Applicant Interview: applicant was not able to clearly articulate and provide depth to the details in the plan and/or was not able to provide adequate responses to questions.

Final Decision: \_\_\_\_\_ Will recommend sponsorship

\_\_\_\_\_ Will not recommend sponsorship

