**Maine Charter School Commission**

**Reviewer’s Evaluation for a Public Charter School**

**Renewal Application**

Reviewer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This rubric is intended to assist review team members in analyzing applications for charter school renewal.

* This analysis occurs after the application has been verified to be complete.
* This rubric will be used by team members to aid in his/her recommendation to the full Commission.
* This rubric is organized similarly to the renewal application and its topical sections.
* Members will review each subsection against various criteria provided in the rubric.
* Based on those criteria, the member will rate the subsection as being inadequate, minimally developed, fully developed, or excellent.
* Each member shall document his/her respective determinations with respect to his/her rating of the subsection.

Does Not Meet Expectations. The reviewer has found that this section of the application lacks detail or raises serious concerns about the applicant’s ability to maintain that aspect of a successful, sustainable, high-quality charter school.

Approaching Expectations. This section lacks meaningful detail or provides only superficial information. It does not create confidence in the success of the applicant to maintain that aspect of a successful, sustainable, high-quality charter school.

Meets Expectations. This section evidences detailed preparation of the application and addresses key issues fully. It provides a strong indication that the applicant can successfully maintain that aspect of a successful, sustainable, high-quality charter school.

Exceeds Expectations. This section evidences a comprehensive understanding and readiness to address the key issues and provides superior detail supporting that aspect of a successful, sustainable, high-quality charter school.

* After all sections are reviewed by each member, the review team will convene to discuss the application and formulate its recommendation to the full Commission.
* The rubric documents may be subsequently referred to by members of the Commission in considering subsequent actions on the application.
* All notes taken on or in conjunction with the rubric, including those on this worksheet constitute a working paper of the Commission and must be preserved in the application file as required by law.
* Members should preserve notes and the rubric during consideration of an application and provide them to commission staff for the application file when no longer needed.

**Looking Back**

1. **Academic Performance**

|  |  |
| --- | --- |
| Criteria | Include any notes for clarify |
| 1. Using the results contained in the Performance Framework, the school has or has not met a majority of its performance expectations. | Indicate where the information was found:  ( ) Self-Assessment  ( ) Performance Report  ( ) Renewal Application  ( ) Other |
| 1. Details of academic performance –related evidence, supplemental data or contextual information that may not be captured in authorizer records. *Submissions may include supplements related to the Renewal Performance Report.* | Indicate where the information was found:  ( ) Self-Assessment  ( ) Performance Report  ( ) Renewal Application  ( ) Other |
| 1. Evidence of outcomes related to any mission-specific academic goals and measures established in the charter contract not already captured in Renewal Performance report. | Indicate where the information was found:  ( ) Self-Assessment  ( ) Performance Report  ( ) Renewal Application  ( ) Other |

**Looking Back - Academic Performance**

|  |
| --- |
| Strengths |
| Questions, Concerns |
| Address the overall section. These notes may be used at the public hearing to address concerns. |

Rate: ( )Does Not Meet Expectations ( )Approaching Expectations ( )Meets Expectations ( )Exceeds Expectations

**Looking Back 2. Financial Performance**

|  |  |
| --- | --- |
| Criteria | Include any notes for clarify |
| 1. The school has provided assurance that it is current in meeting its liabilities, including but not limited to payroll taxes, debt service payments, and employee benefits.   See Appendix D for Budget years 4-7. | Indicate where the information was found:  ( ) Self-Assessment  ( ) Performance Report  ( ) Renewal Application  ( ) Other |
| 1. The Applicant has provided financial performance-related evidence, supplemental data or contextual information that may not be captured in authorizer records. Submissions may include, but are not limited to, updated financial records and other updates regarding the Renewal Performance Report. Please reference the specific Performance Framework measures to which the information applies, as appropriate. | Indicate where the information was found:  ( ) Self-Assessment  ( ) Performance Report  ( ) Renewal Application  ( ) Other |

**Looking Back - Financial Performance**

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| --- |
| Strengths |
| Questions, Concerns |
| Address the overall section. These notes may be used at the public hearing to address concerns. |

Rate: ( )Does Not Meet Expectations ( )Approaching Expectations ( )Meets Expectations ( )Exceeds Expectations

**Looking Back 3. Organizational Performance**

|  |  |
| --- | --- |
| Criteria | Include any notes for clarify |
| 1. The Applicant has provided organizational performance-related evidence, supplemental data or contextual information that may not be captured in authorizer records. Submissions may include evidence of current compliance in areas for which the school was found previously to be non-compliant or other updates relevant to the Renewal Performance Report. Please reference the specific Performance Framework measures to which the information applies, as appropriate.   See Appendices  A – Governing Board Turnover  B - Staff Turnover  C – Student Turnover | Indicate where the information was found:  ( ) Self-Assessment  ( ) Performance Report  ( ) Renewal Application  ( ) Other |
| 1. The Applicant has provided evidence of outcomes related to any school-established organizational goals, as appropriate. | Indicate where the information was found:  ( ) Self-Assessment  ( ) Performance Report  ( ) Renewal Application  ( ) Other |

**Looking Back - Organizational Performance**

|  |
| --- |
| Strengths |
| Questions, Concerns |
| Address the overall section. These notes may be used at the public hearing to address concerns. |

Rate: ( )Does Not Meet Expectations ( )Approaching Expectations ( )Meets Expectations ( )Exceeds Expectations

**Looking to the Future**

1. **Adjustments to the Performance Framework, if any**

Performance Framework

|  |  |
| --- | --- |
| Proposed change in application | Evaluator notes regarding proposed change |
|  |  |

|  |
| --- |
| Strengths |
| Questions, Concerns |

Rate: ( )Does Not Meet Expectations ( )Approaching Expectations ( )Meets Expectations ( )Exceeds Expectations

**Looking to the Future**

1. **As applicable, review proposed improvements to the charter school as it relates to:**

|  |  |
| --- | --- |
| a. Education Plan – Proposed changes | Evaluator notes strengths and/or weaknesses of the proposed change |
| 1. Mission, vision, identification of targeted student population and the community the school hopes to serve |  |
| 1. Academic Program |  |
| 1. Special Student Populations |  |
| 1. Assessment |  |
| 1. School Climate and Discipline |  |

**Looking to the Future - review proposed improvements to the charter school**

|  |
| --- |
| Strengths |
| Questions, Concerns |

Rate: ( )Does Not Meet Expectations ( )Approaching Expectations ( )Meets Expectations ( )Exceeds Expectations

**Looking to the Future**

**As applicable, review proposed improvements to the charter school as it relates to:**

|  |  |
| --- | --- |
| b. Organizational Plan – proposed changes | Evaluator notes strengths and/or weaknesses of the proposed change |
| 1. School Calendar and Daily Schedule |  |
| 1. Student Recruitment and Enrollment |  |
| 1. Staffing and Human Resources |  |
| 1. Management and Operation |  |
| 1. Parent and Community Development |  |

**Looking to the Future -** Organizational Plan

|  |
| --- |
| Strengths |
| Questions, Concerns |

Rate: ( )Does Not Meet Expectations ( )Approaching Expectations ( )Meets Expectations ( )Exceeds Expectations

**Looking to the Future**

**As applicable, review proposed improvements to the charter school as it relates to:**

|  |  |
| --- | --- |
| 1. Governance Plan – proposed changes | Evaluator notes strengths and/or weaknesses of the proposed change |
| 1. Governing Body |  |
| 1. Governing Board Composition |  |

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| --- |
| Strengths |
| Questions, Concerns |

Rate: ( )Does Not Meet Expectations ( )Approaching Expectations ( )Meets Expectations ( )Exceeds Expectations

**Looking to the Future**

**As applicable, review proposed improvements to the charter school as it relates to:**

|  |  |
| --- | --- |
| D. Business and Financial Services – proposed changes | Evaluator notes strengths and/or weaknesses of the proposed change |
| 1. Budget |  |
| 1. Financial Management |  |
| 1. Facilities |  |
| 1. Transportation |  |
| 1. Insurance |  |
| 1. Food Service |  |
| **Looking to the Future -** Business and Financial Services | |
| Strengths | |
| Questions, Concerns | |

Rate: ( )Does Not Meet Expectations ( )Approaching Expectations ( )Meets Expectations ( )Exceeds Expectations

**Looking to the Future**

**As applicable, review proposed improvements to the charter school as it relates to:**

|  |  |
| --- | --- |
| E. Education Service Providers – proposed changes | Evaluator notes strengths and/or weaknesses of the proposed change |
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|  |  |
|  |  |

**Looking to the Future -** Education Service Providers

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| --- |
| Strengths |
| Questions, Concerns |

Rate: ( )Does Not Meet Expectations ( )Approaching Expectations ( )Meets Expectations ( )Exceeds Expectations

**ESSENTIAL QUESTION(S)**

|  |
| --- |
| Based on the evidence and contextualized information provided, has the school achieved the majority of the standards and targets stated in the charter contract, is organizationally and fiscally viable, and has been faithful to the terms of the contract and applicable laws? Describe why or why not. If the school has not met or come close to meeting certain standards or targets, what conditions would you propose for its subsequent renewal term? |

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| --- |
| Overall Assessment: After a thorough analysis of a comprehensive body of objective evidence defined by the Performance Framework in the charter contract the recommendation for renewal of the charter is:  To renew ( )  To not renew ( ) |