REVIEW OF APPLICATIONS

District Reviewer Expertise

Each application for sponsorship shall be reviewed by the District's application review team ("Review Team"). The Review Team shall be comprised of at least three (3) members/reviewers. The Review Team will be identified prior to each school year.

The Review Team may consist of District staff and, if necessary, external sources. Members shall be selected based on their experience with sponsoring community schools and expertise in the following areas:

1. education planning,

2. governance,

3. finance, and

4. accountability.

The District shall endeavor to have at least two (2) reviewers with three (3) or more years of experience in sponsoring community schools. The Review Team shall not have a conflict of interest with any applicants. To ensure no conflict of interest exists, each member of the Review Team shall complete a conflict of interest form prior to reviewing each application.

If an application is from a "niche" school *(e.g.* dropout prevention and recovery school, special education school, or an e-school), the District may add an additional reviewer with expertise in the respective niche.

Reviewer Protocols

The District shall develop specific protocols for evaluating applications and shall develop an application rubric. The rubric shall be created to demonstrate whether: there is clear capacity to operate the school, research data that shows strong market demand for the school, a quality educational program, a solid business plan, and a review of the school's history that does not raise any continuing issues.

Each reviewer is required to individually score each application and document their rating in accordance with the rubric. To ensure that applications are evaluated consistently, the District shall hold annual training on reviewer protocols. Training shall occur regardless of whether the Board decides to accept applications in a given school year and shall include discussion of the selection criteria, the evaluation process, and the protocols to be followed.

Decision Making

The Review Team shall provide evidence-based recommendations to the Board of Education regarding application decisions. The Review Team shall not recommend an applicant unless (1) the applicant received 75% of possible points on the District's rubric, (2) the applicant's school is consistent with the Board's sponsoring mission and strategic plan, and (3) the applicant has completed the interview process. Along with its recommendation, the Review Team shall cite to evidence relative to whether the applicant meets the specified criteria.

The District, at its sole discretion, may choose not to accept applicants or may reject otherwise qualified applications upon determining that the District does not have capacity, resources to sponsor additional community schools.

Quality Practices Rubric: B.04 Reviewer Expertise; B.OS Reviewer Protocols; B.06 Rigorous

Decision-Making

Adopted: April 19, 2017