

**APPLICATION EVALUATION AND DECISION-MAKING PROTOCOL  
AND PROCESS**

The application review team (“Review Team”) shall evaluate sponsorship applications (new school, replicator school, and existing school) pursuant to the process specified below.

1. Prior to conducting each application review, each Review Team member shall complete a conflict of interest statement verifying that he/she does not have a conflict of interest in evaluating the applicant.
2. If the applicant is a “niche” school and the Review Team does not have expertise in the specific application area or the Review Team does not have three (3) members due to identified conflicts of interest, the District shall obtain additional reviewers with specific qualifications.
3. Each Review Team member is to receive and review individually each applicant’s complete application using the Application Evaluation Tool.
4. At the review meeting, each Review Team member shall individually score the application by using the District’s application rubric.
5. The individual scores shall be entered into the Application Evaluation Tool. In the unlikely event that there is a discrepancy of more than two points for any rubric item, Review Team members shall discuss the reason for the variance. Review Team members may be given an opportunity to revise their score if they believe an error was made.
6. The scores for each rubric item shall be averaged and a total score shall be calculated. If the applicant receives an overall score of 60% or higher and the Review Team determines that the School is consistent with the Board of Education’s sponsoring mission and strategic plan, the Review Team may recommend the applicant for interview.
7. If the School is a Replicator or a school seeking to change sponsor, the Review Team shall also interview the current sponsor of the School
8. The interviews used to verify responses submitted in the application and further determine whether the applicant is consistent with the Board of Education’s sponsoring mission. The entire Review Team may participate in the interviews.
9. Based on the results of the interviews, the Review Team may recommend that the Board of Education enter negotiations for a preliminary agreement. The Review Team’s recommendations shall be evidence-based, supported by a written summary of the application, and shall include the applicant’s scores on each selection criterion for purposes of demonstrating evidence-based recommendations.