City of Milwaukee- Charter School Application Evaluation Form

Name of Proposed School	
Date	
Name of CSRC Member	

Final Recommendation ☐ Accept to Recommend Authorization ☐ Deny ☐ Resubmit with modification for further consideration

This form documents the score given to the proposed charter school by a member of the City of Milwaukee Common Council Charter School Review Committee. Any applicant achieving an average score of less than 50% for any one section of the application will be automatically denied the opportunity to open a charter school. The CSRC may not recommend an applicant even when the applicant meets the minimum scoring requirements if there is general consensus among committee members that the school has not demonstrated that they will achieve the necessary results with city of Milwaukee children.

Recommendation of Charter School Review Committee is conditioned upon the following:

1. For schools that are provisionally approved, a second presentation of material will be required, with follow-up material identified in the "phased application checklist" provided by CSRC staff; and

2. All schools will need to meet follow-up conditions named in their contract before opening.

Section 1· School Governance, Administration, and Financial Systems

Mission and Vision-*Key Design Elements*

Evaluation Criteria: A response that meets the standard will:

- Describe how the mission, vision, and core beliefs are grounded in specific research or best practices.
- Demonstrate a need for the proposed school and explains how the mission, vision, and core beliefs are grounded in specific research or demonstrated best practices.
- Describe how the school is innovative in its educational approach.
- Identify how the school will operate as a legal entity under Wisconsin law.

Strengths
Concerns/Questions

(Maximum points: 5) Points awarded: _____

Governance

Evaluation Criteria: A response that meets the standard will:

- Describe a well-defined legal structure.
- Provide clear identification of responsibility for all major functions.
- Describe clear lines of accountability between people who govern the school and those who manage it.
- Describe appropriate combination of skill levels on the Board to contribute to the success of the school.
- Explain how the governance of school embodies principles of democratic. management, including but not limited to parental involvement.
- Describe a plan for annually auditing the school finances and identifies the firm which will conduct audit.

Strengths
Concerns/Questions

(Maximum points: 8) Points awarded: _____

Operational and Fiscal Management of School

Evaluation Criteria: A response that meets the standard will:

- Provide a clear definition of responsibility for all management functions
- Is in compliance with generally accepted procedures for fiscal management, investment of funds, audit and accounting procedures
- Submit a clear, easy to read parent handbook
- Submit a clear personnel manual addressing staff recruitment, retention, training and licensing
- Submit a comprehensive operations manual
- Submit comprehensive accounting policies and procedures manual (addresses fiscal Management procedures, internal controls and investment policies)

Strengths
Concerns/Questions

(Maximum points: 7) Points awarded: _____

Budget

Evaluation Criteria: A response that meets the standard will:

- Provide clear delineation of sources of revenues and categories of expenses
- Describe realistic methods of estimating revenues and expenses
- Identify acceptable methods for dealing with deficits and other contingencies
- Discuss a plan for raising funds needed beyond the per-pupil allocation provided under state law.
- Show how the budget addresses the unique aspects of the school.
- Provides appropriate insurance information.

Strengths
Concerns/Questions

(Maximum points: 15) Points awarded: _____

Facility

Evaluation Criteria: A response that meets the standard will:

- Describe the school facility or proposed facility and its layout.
- Indicate adequate of space and layout for the program
- **If no facility identified, score is based on plan and applicant's capacity for obtaining a suitable facility.*

Strengths
Concerns/Questions

Audits (no points; observations)

Concerns/Questions

(Maximum points: 5) Points awarded: _____

TOTAL POINTS FOR SECTION 1: ___ of 40

Section II: Educational Program

Description of Educational Program

Evaluation Criteria: A response that meets the standard will:

- Describe a clear and cohesive educational program
- Specify both content focus and student performance goals
- Build developmentally across levels
- Specify varied types of formal and informal assessment
- Will incorporate the use of feedback to improve teaching and student
- learning
- Identify how goals are linked in a systematic way with the design of
- assessment
- Describe how the school's curriculum will ensure cultural relevancy.

Strengths
Concerns/Questions

(Maximum points: 15) Points awarded: _____

Educational Results- Assessment

Evaluation Criteria: A response that meets the standard will:

- Describe appropriate choice of measures of academic progress, including local measures in reading, writing, math, and IEP goals.
- Describe assessment measures are credible and useful in improving teaching and learning.
- Demonstrate adequate student progress. *(Existing schools)*
- Incorporate multiple assessment measures.
- Describe accountability to City of Milwaukee CSRC.
- Provide a reporting method is reasonable and clear.

Strengths
Concerns/Questions

(Maximum points: 10) Points awarded: _____

Staffing Structure and Qualifications of Teaching Staff

Evaluation Criteria: A response that meets the standard will:

- Describe a realistic strategy and process for recruiting, hiring, and retaining teaching staff.
- Indicate overall ability of staff to meet the needs of the student population.
- Describe plans to evaluate staff consistently and fairly.
- Provide evidence that teachers will participate in ongoing professional development that is driven by data.
- Describe policies and procedures for hiring and releasing staff in personnel manual

Strengths
Concerns/Questions

(Maximum points: 15) Points awarded: _____

Admission Requirements

Evaluation Criteria: A response that meets the standard will:

- Provide fairness of admissions procedures.
- Serve children at risk (WI state law requires that CSRC show a preference for at-risk programs)
- Describe applicant's plans for adapting the education program will likely result in a successful learning experience for children with disabilities
- Ensure due process rights of applicants

Strengths
Concerns/Questions

(Maximum points: 5) Points awarded: _____

Disciplinary Procedures

Evaluation Criteria: A response that meets the standard will:

- Include fairness of process
- Provide coherent and reasonable grounds for disciplinary action
- Incorporate alternative forms of discipline as a preference over student removal
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Strengths
Concerns/Questions

(Maximum points: 5) Points awarded: _____

Plan to Educate Children With Disabilities

Evaluation Criteria: A response that meets the standard will:

- Provide fairness of admissions procedures.
- Describe a plan to educate children with disabilities that complies with IDEA.
- Provide a plan for developing and solidifying relationships with other agencies to serve children with disabilities.
- Provide plans for adapting the education program will likely result in a successful learning experience for children with disabilities.
- (Existing schools) demonstrate an awareness of their obligations under IDEA and other federal regulations related to children with disabilities.

Strengths
Concerns/Questions

(Maximum points: 5) Points awarded: _____

TOTAL POINTS FOR SECTION II : ____ of 40

Summary Assessment

TOTAL POINTS FOR SECTION I	_____ **of 60**
TOTAL POINTS FOR SECTION II	_____ **of 40**
TOTAL	_____ **of 100**

Final Recommendation

☐   Accept to Recommend Authorization

☐   Deny

☐   Resubmit with modification for further consideration

Notes