Part V: Evaluation Rubric

The Evaluation Rubric (Rubric) is the final section of the Charter School Application and Rubric (2017). This Charter School Application and Rubric is the result of a collaborative effort that involved the Colorado Association of Charter School Authorizers, (CACSA) the Colorado Department of Education (CDE) Schools of Choice Unit, the Colorado Charter School Institute (CSI) and the Colorado League of Charter Schools (CLCS). It is intended as a resource for Colorado charter school authorizers who desire to have a charter school application and rubric that is aligned to statute and reflects best practice. The Evaluation Rubric is a tool for both the Authorizer and reviewers, and the charter school applicant and planning team. The Authorizer and reviewers may use the Rubric to determine the quality of applications and to make approval decisions. The charter applicant may use the Rubric to guide the writing of their application and self-evaluate their application prior to submission to the Authorizer. Each main Application Section of the Rubric is mandated by state statute.

**Overall Evaluation Factors**

The Overall Section Rating provides a holistic evaluation of the application that considers each indicator as well as the Applicant’s ability to clearly and comprehensively present the proposed school. The following factors are considered in the evaluation of the application.

* Comprehensiveness – The new school proposal has all essential pieces of the school’s plan.
* Support - All statements are backed up with data, citations, or expert testimony.
* Mission Alignment – All pieces of the plan are working towards the same purpose.
* Cohesion – All pieces of the plan are integrated together.

**Reviewer Note:** Reviewers who are not evaluating the application in its entirety but instead are evaluating certain sections, should consider the aforementioned factors in their review.

**Application Deal Breakers**

The Rubric identifies sections of the application that considered essential to opening a quality school, and typically appear as an Authorizer’s more heavily weighted requirements. (These sections are identified with a ^ symbol.) It is anticipated a developer should only apply to an authorizer if all of these essential sections are developed to a level that inspires confidence in the reviewer team.

**Rating Descriptions**

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| **Rating**  | **Characteristics** |
| **Fully Developed** | The response reflects a thorough understanding of key issues, such that the reviewer has essentially no unanswered questions about the section. It addresses the topic with specific and accurate information that shows thorough preparation; presents a clear, realistic picture of how the school expects to implement the criteria; and inspires confidence in the applicant’s capacity to carry out the plan effectively. Examples or evidence are provided for all appropriate sections. |
| **Mostly Developed** | The response addresses or meets an appropriate level of expectation for these criteria, leaving only a few clarifying questions for the reviewer. Examples or evidence are provided for all appropriate sections if available. If examples or evidence are unavailable, a timeline to include or submit this information is stated in the application.  |
| **Partially Developed** | The response meets the criteria in some respects but has substantial gaps in several areas, leaving a number of questions remaining for the reviewer. Examples and evidence may be found in a few appropriate sections. |
| **Not Developed** | 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. No examples or evidence are provided. |

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|  **A. Executive Summary: The majority of elements required in this section are evaluated throughout the remainder of the rubric; only elements not captured in other sections of the application are included.**  |
| *The application describes the student population based on publicly available demographic data including racial/cultural, socioeconomic, special needs, ELLs, and achievement data for the proposed school’s area and comparable schools. The educational program reflects an understanding of the identified student population.* | [ ]  Fully Developed[ ]  Mostly Developed[ ]  Partially Developed[ ]  Not Developed |
| **Overall Rating & Supporting Narrative:**[ ]  Fully Developed [ ]  Mostly Developed [ ]  Partially Developed [ ]  Not Developed**Strengths:** **Concerns:** **Key Questions:****Interview Strengths:** **Interview Concerns:** **Interview Key Questions:** |
| **B. Vision & Mission Statements:**  |
| *The vision statement clearly describes the school’s proposed impact on the community.**The mission statement clearly describes how the school will accomplish this vision, with a focus on the target student population.* | [ ]  Fully Developed[ ]  Mostly Developed[ ]  Partially Developed[ ]  Not Developed |
| **Overall Rating & Supporting Narrative:**[ ]  Fully Developed [ ]  Mostly Developed [ ]  Partially Developed [ ]  Not Developed**Strengths:** **Concerns:** **Key Questions:****Interview Strengths:** **Interview Concerns:** **Interview Key Questions:** |
| **^C. Goals, Objectives, & Pupil Performance Standards:**  |
| *The applicant articulates annual and interim goals for the school that align to the school’s vision and mission, relate to state and authorizer performance indicators, and accelerate student achievement. There is a clear rationale for the development of the stated goals and plan for addressing performance gaps.* | [ ]  Fully Developed[ ]  Mostly Developed[ ]  Partially Developed[ ]  Not Developed |
| **Overall Rating & Supporting Narrative:**[ ]  Fully Developed [ ]  Mostly Developed [ ]  Partially Developed [ ]  Not Developed**Strengths:** **Concerns:** **Key Questions:****Interview Strengths:****Interview Concerns:****Interview Key Questions**:  |
| **^D. Evidence of Support:**  |
| *The applicant provides sufficient evidence that an adequate number of parents, pupils, and community members support the formation of the charter school.* | [ ]  Fully Developed[ ]  Mostly Developed[ ]  Partially Developed[ ]  Not Developed |
| **Overall Rating & Supporting Narrative:**[ ]  Fully Developed [ ]  Mostly Developed [ ]  Partially Developed [ ]  Not Developed**Strengths:** **Concerns:****Key Questions:** **Interview Strengths:****Interview Concerns:** **Interview Key Questions:** |
| **E. Educational Program:**  |
| ***Rationale:*** *There is a strong research-based rationale for the selection of educational model, curriculum, and instruction that is evidence-based and effective with the target population.* | [ ]  Fully Developed[ ]  Mostly Developed[ ]  Partially Developed[ ]  Not Developed |
| ***Alignment:*** *The proposed curriculum is already aligned vertically and horizontally as well as to the state model content standards and school’s mission and vision across all grade levels, or there is a reasonable plan for aligning the curriculum prior to the school’s opening. If applicable, the applicant provides information for high school course offerings, graduation plans, and credits.* | [ ]  Fully Developed[ ]  Mostly Developed[ ]  Partially Developed[ ]  Not Developed |
| ***Instructional Strategies:*** *The applicant provides a strong rationale for the school’s instructional philosophy, including the process and methods used to differentiate the curriculum, the research to support the selected instructional model with the target population, the alignment to educational program, and the extent to which technology will be implemented into the educational program. The school’s proposed calendar and bell schedule support the school’s mission and meet state and authorizer requirements.* | [ ]  Fully Developed[ ]  Mostly Developed[ ]  Partially Developed[ ]  Not Developed |
| ***Supplemental Programming:*** *Proposed supplemental programming are thoroughly described and align with the school’s educational program.* | [ ]  Fully Developed[ ]  Mostly Developed[ ]  Partially Developed[ ]  Not Developed |
| **Overall Rating & Supporting Narrative:**[ ]  Fully Developed [ ]  Mostly Developed [ ]  Partially Developed [ ]  Not Developed**Strengths:** **Concerns:** **Key Questions:** **Interview Strengths:****Interview Concerns:****Interview Key Questions:** |
| **^F. Plan for Evaluating Pupil Performance:**  |
| *The applicant proposes a thorough plan for evaluating student performance across the curriculum, that considers both student needs and the effectiveness of the educational program, has appropriate systems for maintaining and monitoring student information and using information to make changes to the educational program as appropriate, and includes procedures for taking corrective action in the event that performance falls below goals and standards.* | [ ]  Fully Developed[ ]  Mostly Developed[ ]  Partially Developed[ ]  Not Developed |
| **Overall Rating & Supporting Narrative:**[ ]  Fully Developed [ ]  Mostly Developed [ ]  Partially Developed [ ]  Not Developed**Strengths:****Concerns:** **Key Questions:****Interview Strengths:****Interview Concerns:****Interview Key Questions:** |
| **^G. Budget & Finance:**  |
| ***Establishing Business Operations:*** *The applicant describes reasonable, functional and accountable business operations.*  | [ ]  Fully Developed[ ]  Mostly Developed[ ]  Partially Developed[ ]  Not Developed |
| ***Budget Narrative:*** *The budget is based on realistic revenue and expenditures, and budget details are based on valid assumptions, and enable the school’s mission to be realized. There is a sound contingency plan to meet financial needs if anticipated revenues are not received or are lower than estimated.* | [ ]  Fully Developed[ ]  Mostly Developed[ ]  Partially Developed[ ]  Not Developed |
| ***Five-Year Budget:*** *The budget demonstrates complete, realistic, and viable start-up and 5 year balanced operating budgets that align with the educational, organizational, and school growth plans as described in each section of the application.* | [ ]  Fully Developed[ ]  Mostly Developed[ ]  Partially Developed[ ]  Not Developed |
| **Overall Rating & Supporting Narrative:**[ ]  Fully Developed [ ]  Mostly Developed [ ]  Partially Developed [ ]  Not Developed**Strengths:** **Concerns:** **Key Questions:****Interview Strengths:** **Interview Concerns:****Interview Key Questions:** |
| **^H. Governance:dministration in carrying out the school’s mission and vision.**  |
| ***Founding Board/Steering Committee Members:*** *The board consists of a wide range of experienced members with the capacity to oversee a successful school, and a commitment to do so. There is a clear description the transition to a formal board, the nature and extent of parent/community involvement in the board, and draft board member agreements and conflict of interest statements.*  | [ ]  Fully Developed[ ]  Mostly Developed[ ]  Partially Developed[ ]  Not Developed |
| ***Board Procedures:*** *The applicant includes bylaws and articles of incorporation, and the details of board membership, meeting frequency, and member expectations are thoroughly addressed and align with the proposed school.**Proposed procedures align with statutory compliance requirements.*  | [ ]  Fully Developed[ ]  Mostly Developed[ ]  Partially Developed[ ]  Not Developed |
| **Overall Rating & Supporting Narrative:**[ ]  Fully Developed [ ]  Mostly Developed [ ]  Partially Developed [ ]  Not Developed**Strengths:** **Concerns:** **Key Questions:****Interview Strengths:****Interview Concerns:****Interview Key Questions:** |
| **I. Employees:**  |
| *The applicant clearly describes the relationship between charter and employees and includes a draft or plan for employment policies and procedures (such as job descriptions, organizational charts, etc.).**The applicant provides a thorough professional development plan that aligns with the educational program and budget.**The applicant describes the school’s teacher evaluation system and its alignment with the intent of SB191.* | [ ]  Fully Developed[ ]  Mostly Developed[ ]  Partially Developed[ ]  Not Developed |
| **Overall Rating & Supporting Narrative:**[ ]  Fully Developed [ ]  Mostly Developed [ ]  Partially Developed [ ]  Not Developed**Strengths:****Concerns:** **Key Questions:****Interview Strengths:****Interview Concerns:****Interview Key Questions:** |
| **J. Insurance Coverage:**  |
| *Proposed insurance coverage aligns with statutory and district-mandated requirements and aligns with what the school is proposing within the application.*  | [ ]  Fully Developed[ ]  Mostly Developed[ ]  Partially Developed[ ]  Not Developed |
| **Overall Rating & Supporting Narrative:**[ ]  Fully Developed [ ]  Mostly Developed [ ]  Partially Developed [ ]  Not Developed**Strengths:****Concerns:****Key Questions:****Interview Strengths:****Interview Concerns:****Interview Key Questions:** |
| **K. Parent & Community Involvement:**  |
| *The applicant provides evidence of parent and community involvement in the development of the school as well as the ongoing support of the school once opened.* *The applicant addresses outreach efforts conducted to date and planned for the future that reach all student populations, including at-risk students.**The applicant provides opportunities to solicit feedback from stakeholders.* *The applicant identifies reasonable plans for external partnerships to support the school.*  | [ ]  Fully Developed[ ]  Mostly Developed[ ]  Partially Developed[ ]  Not Developed |
| **Overall Rating & Supporting Narrative:****Strengths:** **Concerns:** **Key Questions:****Interview Strengths:****Interview Concerns:****Interview Key Questions:** |
| **L. Enrollment Policy:**  |
| *The applicant details a plan for recruitment of all students, including special populations.* *The proposed enrollment policy and priorities for enrollment are non-discriminatory and align with district policy and procedures and statue as applicable.*  | [ ]  Fully Developed[ ]  Mostly Developed[ ]  Partially Developed[ ]  Not Developed |
| **Overall Rating & Supporting Narrative:**[ ]  Fully Developed [ ]  Mostly Developed [ ]  Partially Developed [ ]  Not Developed**Strengths:** **Concerns:** **Key Questions:****Interview Strengths:****Interview Concerns:****Interview Key Questions:** |
| **M. Transportation & Food Services:**  |
| *If the school plans to offer transportation, the applicant provides an explanation of a transportation plan that meets the needs of the school.**If the school does not plan to offer transportation, the applicant describes any alternative means for meeting students’ transportation needs.*  | [ ]  Fully Developed[ ]  Mostly Developed[ ]  Partially Developed[ ]  Not Developed |
| *If the school plans to offer food services, the applicant provides an explanation of a food service plan to meet the needs of the school.**If the school does not plan to offer food services, the applicant provides an explanation of how students qualifying for free or reduced price meals would be accommodated.* | [ ]  Fully Developed[ ]  Mostly Developed[ ]  Partially Developed[ ]  Not Developed |
| **Overall Rating & Supporting Narrative:**[ ]  Fully Developed [ ]  Mostly Developed [ ]  Partially Developed [ ]  Not Developed**Strengths**: **Concerns:****Key Questions:****Interview Strengths:****Interview Concerns:****Interview Key Questions:** |
| **^N. Facilities:**  |
| ***Needs Assessment:*** *The applicant provides a comprehensive facility needs assessment that aligns with the proposed school program.*  | [ ]  Fully Developed[ ]  Mostly Developed[ ]  Partially Developed[ ]  Not Developed |
| ***Facility Options:*** *The applicant provides a realistic timeline and resource allocation for the identification, selection, construction/repair, and/or lease/contract negotiation for a facility that meets the requirements identified in the needs assessments.**The applicants provides a plan for ensuring student safety and security, including anticipated costs.*  | [ ]  Fully Developed[ ]  Mostly Developed[ ]  Partially Developed[ ]  Not Developed |
| **Overall Rating & Supporting Narrative:**[ ]  Fully Developed [ ]  Mostly Developed [ ]  Partially Developed [ ]  Not Developed**Strengths:** **Concerns:** **Key Questions:** **Interview Strengths:****Interview Concerns:** **Interview Key Questions:** |
| **O. Waivers:**  |
| *The applicant provides a list of state statutes and district policies for which waivers are being requested and provides adequate rationale and replacement plans.* | [ ]  Fully Developed[ ]  Mostly Developed[ ]  Partially Developed[ ]  Not Developed |
| **Overall Rating & Supporting Narrative:**[ ]  Fully Developed [ ]  Mostly Developed [ ]  Partially Developed [ ]  Not Developed**Strengths:** **Concerns:** **Key Questions:****Interview Strengths:****Interview Concerns:****Interview Key Questions:** |
| **P. Student Discipline, Expulsion, or Suspension:**  |
| *The applicant provides a discipline policy that aligns with statute and policy and provides appropriate details for addressing student discipline, expulsion, and suspension.*  | [ ]  Fully Developed[ ]  Mostly Developed[ ]  Partially Developed[ ]  Not Developed |
| **Overall Rating & Supporting Narrative:**[ ]  Fully Developed [ ]  Mostly Developed [ ]  Partially Developed [ ]  Not Developed**Strengths:****Concerns:****Key Questions:****Interview Strengths:****Interview Concerns:****Interview Key Questions:** |
| **^Q. Serving Students with Special Needs::**  |
| ***Programming, Staffing, and Budget for Serving Educationally Disadvantaged Students:*** *The applicant thoroughly addresses how the school will accommodate the needs of all students from identification through programming and redesignation for this student population.**The applicant clearly describes the staffing plan and professional develop to ensure staff can appropriately meet the needs of this student population.**The narrative clearly aligns with the resources and staffing to appropriately serve this student population, including materials, assessments, equipment, and staffing.* | [ ]  Fully Developed[ ]  Mostly Developed[ ]  Partially Developed[ ]  Not Developed |
| ***Programming, Staffing, and Budget for Serving Students with IEPs:*** *The applicant thoroughly addresses how the school will accommodate the needs of all students from identification through programming and redesignation for this student population.**The applicant clearly describes the staffing plan and professional develop to ensure staff can appropriately meet the needs of this student population.**The narrative clearly aligns with the resources and staffing to appropriately serve this student population, including materials, assessments, equipment, and staffing.* | [ ]  Fully Developed[ ]  Mostly Developed[ ]  Partially Developed[ ]  Not Developed |
| ***Programming, Staffing, and Budget for Serving Students with 504 Plans:*** *The applicant thoroughly addresses how the school will accommodate the needs of all students from identification through programming and redesignation for this student population.**The applicant clearly describes the staffing plan and professional develop to ensure staff can appropriately meet the needs of this student population.**The narrative clearly aligns with the resources and staffing to appropriately serve this student population, including materials, assessments, equipment, and staffing.* | [ ]  Fully Developed[ ]  Mostly Developed[ ]  Partially Developed[ ]  Not Developed |
| ***Programming, Staffing, and Budget for Serving English Learners:*** *The applicant thoroughly addresses how the school will accommodate the needs of all students from identification through programming and redesignation for this student population.**The applicant clearly describes the staffing plan and professional develop to ensure staff can appropriately meet the needs of this student population.**The narrative clearly aligns with the resources and staffing to appropriately serve this student population, including materials, assessments, equipment, and staffing.* | [ ]  Fully Developed[ ]  Mostly Developed[ ]  Partially Developed[ ]  Not Developed |
| ***Programming, Staffing, and Budget for Serving Gifted & Talented Students:*** *The applicant thoroughly addresses how the school will accommodate the needs of all students from identification through programming and redesignation for this student population.**The applicant clearly describes the staffing plan and professional develop to ensure staff can appropriately meet the needs of this student population.**The narrative clearly aligns with the resources and staffing to appropriately serve this student population, including materials, assessments, equipment, and staffing.* | [ ]  Fully Developed[ ]  Mostly Developed[ ]  Partially Developed[ ]  Not Developed |
| ***Programming, Staffing, and Budget for Serving Homeless Students:*** *The applicant thoroughly addresses how the school will accommodate the needs of all students from identification through programming and redesignation for this student population.**The applicant clearly describes the staffing plan and professional develop to ensure staff can appropriately meet the needs of this student population.**The narrative clearly aligns with the resources and staffing to appropriately serve this student population, including materials, assessments, equipment, and staffing.* | [ ]  Fully Developed[ ]  Mostly Developed[ ]  Partially Developed[ ]  Not Developed |
| ***MTSS/RTI:*** *The plan also provides a comprehensive description of the monitoring for all students to determine universal, targeted, or intensive needs.* | [ ]  Fully Developed[ ]  Mostly Developed[ ]  Partially Developed[ ]  Not Developed |
| **Overall Rating & Supporting Narrative:**[ ]  Fully Developed [ ]  Mostly Developed [ ]  Partially Developed [ ]  Not Developed**Strengths:** **Concerns:** **Key Questions:****Interview Strengths:****Interview Concerns:****Interview Key Questions:** |
| **R. Dispute Resolution Process:**  |
| *The applicant sets forth a method for resolving disagreements which arise from the school’s charter contract between a charter school and its chartering district, in compliance with statutory requirements.* | [ ]  Fully Developed[ ]  Mostly Developed[ ]  Partially Developed[ ]  Not Developed |
| **Overall Rating & Supporting Narrative:**[ ]  Fully Developed [ ]  Mostly Developed [ ]  Partially Developed [ ]  Not Developed**Strengths:** **Concerns:****Key Questions:****Interview Strengths:****Interview Concerns:****Interview Key Questions:** |
| **^S. School Management Contracts:**  |
| *The applicant demonstrates the effectiveness of the proposed school management provider academically, operationally and financially, includes a rationale for the selection of this provider, and identifies any existing or potential conflicts of interest between provider and school and board stakeholders.* *The applicant provides a draft management contract as an attachment, which addresses the cost, length of contract, and the process to evaluate, oversee, renew, or terminate the contract without adversely affecting the viability of the school.*  |  |  |  |  |
| **Overall Rating & Supporting Narrative:**[ ]  Fully Developed [ ]  Mostly Developed [ ]  Partially Developed [ ]  Not Developed**Strengths:** **Concerns:****Key Questions:****Interview Strengths:****Interview Concerns:****Interview Key Questions:** |

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| **Overall Recommendation:**  |
| **Risk Factors** (Reviewers should summarize risk factors, as applicable, from the application for consideration by the authorizer in acting on the application. Generally, risk factors inform the reviewer’s overall recommendation—approval or denial—as well as proposed conditions and milestones to address identified risk factors to the extent possible.) |
| **Recommendation** [ ]  Approve (complete the proposed conditions/milestones below if applicable) [ ]  Deny (do not complete the proposed conditions/milestones below)  |
| **Proposed Conditions** (to be fulfilled before execution of the contract and based on identified weaknesses in the proposal) |
| **Proposed Milestones** (to be fulfilled after execution of the contract and before the opening of the school and based on identified weaknesses in the proposal) |