

**Montgomery County Public Schools**  
**PUBLIC CHARTER SCHOOL APPLICATION–SECTION REVIEWS**

Name of Proposed Public Charter School: \_\_\_\_\_

Area(s) Reviewed (Mark “X” in all that apply):

Executive Summary

Facilities Requirements

Academic Requirements

Finance Requirements

Governance Requirements

Operations Requirements

Name/Title of Reviewer

Office/Department \_\_\_\_\_

**Directions:**

- Read the application.
- Read the item(s) listed for the section(s) you are expected to evaluate, and note the page number(s) within the application that you read to assess that component. Please type all information directly onto this evaluation rubric.
- Describe the specific strengths of each component, as possible.
- For elements that are not adequately addressed, describe the deficiencies, as possible.
- Record additional comments and/or questions.
- Complete the last page of this rubric, *Summary Assessment of Written Application*, regardless of the areas reviewed.
- Return this evaluation rubric by email to designated staff no later than **May 23, 2022**.
- Indicate date submitted in the blank below.

**Reviewer’s Name:** \_\_\_\_\_

**Date Submitted:** \_\_\_\_\_

*Electronic submission of this form constitutes the equivalent of a signature.*

Name of Proposed Public Charter School: \_\_\_\_\_ Reviewer's Name: \_\_\_\_\_ Date: \_\_\_\_\_

**EXECUTIVE SUMMARY**

		Page(s)	Strengths	Deficiencies	Comments/Questions
1	Summarizes proposed school's mission.				
2	Summarizes proposed school's vision.				
3	Provides overview of needs to be addressed by the public charter school.				
4	Describes briefly the program to be implemented including any specific focus of the program.				

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**ACADEMIC REQUIREMENTS**

Vision, Mission, Goals, Objectives, Educational Philosophy					
		Page(s)	Strengths	Deficiencies	Comments/Questions
1	States the vision for the school.				
2	Describes the mission for the proposed program. <ul style="list-style-type: none"> <li>Describes the educational program, including what the school intends to do, for whom, and to what degree.</li> </ul>				
3	Describes the educational philosophy of the proposed school. <ul style="list-style-type: none"> <li>Includes research that substantiates this approach with the targeted audience.</li> </ul>				
4	Describes program goals and objectives. <ul style="list-style-type: none"> <li>Summarizes goals and associated performance measures in relation to academic performance, organizational viability, and specific school objectives.</li> </ul>				

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**ACADEMIC REQUIREMENTS**

Curriculum					
		Page(s)	Strengths	Deficiencies	Comments/Questions
1a	Describes curriculum, including goals, indicators, content, and skills to be taught in each subject at each grade level or in each course.				
1b	Outlines instructional and assessment methods and strategies to enhance student learning, monitor progress, determine progress and inform instruction.				
1c	Explains how the curriculum encompasses the Maryland College and Career-Ready Standards, aligned with Common Core State Standards.				
1d	Describes criteria and procedures for selection of textbooks and other instructional materials.				

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1e1	Describes how program will meet the needs of English Language Learners, students with Individual Educational Program or Sections 504 plans, and all students covered under the <i>Americans with Disabilities Act</i> .				
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**ACADEMIC REQUIREMENTS**

Curriculum					
		Page(s)	Strengths	Deficiencies	Comments/Questions
1e2	Describes how services such as screening, diagnostic and psychological testing, evaluation, and identification; instructional placements based on language proficiency; and health-related support to students will be provided in compliance with federal, state, and local requirements.				
1f	Describes how the academic calendar or length of school day will differ from MCPS and provide rationale for differences, as appropriate.				

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1g	Describes how school will assess status of academic program (including local, state, and federal assessment mandates).				
2	Describes the uniqueness of the program. Includes concept design, techniques, and/or practices.				
3a	Describes the target population including number of students enrolled each year and over charter term; explains the rationale for school size.				

**ACADEMIC REQUIREMENTS**

Curriculum					
		Page(s)	Strengths	Deficiencies	Comments/Questions
3b	Provides evidence of parental support for proposed school (letters of support, etc.).				
3c	Provides detailed recruitment and marketing plans, including those for culturally and linguistically diverse families, and families of students with disabilities.				

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4	Explains proposed grading, promotion, and retention policies. (Must be consistent with MCPS policies and regulations, unless a waiver is submitted and approved.)				
5	Describes compliance plan for state and federal assessments mandates.				
6	Provides strategies for students who are at risk of academic failure, advanced learners, and/or students not making reasonable progress.				
7	Describes how assessment information will be used to improve instruction, student learning, and individual development and how the school will engage students who are working above or below performance standards.				

**ACADEMIC REQUIREMENTS**

Curriculum					
		Page(s)	Strengths	Deficiencies	Comments/Questions
7a	<ul style="list-style-type: none"> <li>Outlines strategies to assess and analyze student interests and needs.</li> </ul>				

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7b	<ul style="list-style-type: none"> <li>Describes how student progress will be determined, measured, and reported through a detailed outline of the school's approach to accountability.</li> </ul>				
7c	<ul style="list-style-type: none"> <li>Explains internal and external measures to monitor individual student progress beyond basic state and local testing requirements. Explains why particular measures have been chosen, how baseline achievement data will be collected, in which subject or development areas such data will be collected, and which assessment tools will be used.</li> </ul>				
7d	<ul style="list-style-type: none"> <li>Includes a plan for reporting assessment information indicating which audiences receive this information, as well as frequency of reporting.</li> </ul>				

**ACADEMIC REQUIREMENTS**

Curriculum				
	Page(s)	Strengths	Deficiencies	Comments/Questions



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8a	<p>Student services</p> <ul style="list-style-type: none"> <li>• Describes school culture and strategies that will develop a positive culture that is supportive of student, faculty, and families.</li> </ul>				
8b	<ul style="list-style-type: none"> <li>• Describes philosophy for behavior and discipline.</li> </ul>				
8c	<p>Provides details regarding the school's plan to build and maintain home-school partnerships that support learning and encourage involvement in school operations.</p>				
8d	<p>Describes how staff, student, and parent surveys regarding school environment will be implemented and results reported.</p>				
8e	<p>Provides examples of how community partners will play an integral part in the school.</p>				

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**GOVERNANCE REQUIREMENTS**

		Page(s)	Strengths	Deficiencies	Comments/Questions
1	Describes the board of directors selection process and continuity provision for successors.				
2	Describes the roles and responsibilities of the board of directors, including the relationship of the board of directors to teachers and administrators. Also describes the roles and responsibilities of the governing board of the sponsoring organization, if applicable.				
3	Provides names, background, experiences, and references of public charter school organizers and board members. (Résumés are attached.)				
4	Describes governance structure and its relationship to the school operation.				
5	Outlines administrative management structure with individual job descriptions.				
6	Describes role of parents in the decision-making process.				

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7	Describes business arrangement or partnerships with existing schools, businesses, and/or non-profit organizations.				
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**GOVERNANCE REQUIREMENTS**

		Page(s)	Strengths	Deficiencies	Comments/Questions
7a	<ul style="list-style-type: none"> <li>Provides list of partnership organizations and nature of partnerships</li> </ul>				
7b	<ul style="list-style-type: none"> <li>Describes steps taken to develop partnerships and plans to develop additional partnerships</li> </ul>				
8	Describes school improvement process including team membership, plan development, monitoring, reporting, review and revisions.				
9	Confirms the applicants understand and accept that all state laws and regulations and MCPS policies and regulations will apply to the proposed charter school and be followed in the operation of the proposed charter school unless a waiver (noted below in #10 and #11) is granted.				

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10	As applicable, describes waiver(s) of state laws and regulations obtained from MSDE and explain necessity of waiver(s) to operation of proposed charter school. Waivers are attached.				
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**GOVERNANCE REQUIREMENTS**

		Page(s)	Strengths	Deficiencies	Comments/Questions
11	As applicable, describes waiver(s) of MCPS policies and regulations being sought and explain necessity of waiver(s) to operation of proposed charter school. Waivers are attached.				
12	Provides proposed timetable for charter implementation and specifies length of the initial charter term.				
13	Indicates and documents community support for the public charter school.				
14	Provides copies of community surveys and communications including translations, as appropriate.				

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**FACILITIES AND FINANCE REQUIREMENTS**

Facilities					
		Page(s)	Strengths	Deficiencies	Comments/Questions
1	Describes proposed facility including funding, maintenance, and method of attainment.				
2	Outlines facility compliance with local/state building codes.				
3	Describes civil rights, health, and safety policy compliance.				
4	Provides a detailed description of property-control procedures.				
5	Provides the certification of asbestos inspection of the proposed facility.				
6	Provides documentation of radon testing of the proposed facility.				
7	Outlines why this site would be suitable for the proposed school.				

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**FACILITIES AND FINANCE REQUIREMENTS**

Finance					
		Page(s)	Strengths	Deficiencies	Comments/Questions
1	Provides details on financial management and internal accounting including ability to provide monthly financial reporting and year-end budget projections.				
1a	Outlines internal controls provided by these procedures.				
1b	Provides details on the fiscal oversight structure indicating roles and responsibilities.				
2	Provides detailed school plan to address expenses incurred prior to school opening, such as capital expenditures, supplies, materials, etc.				
3	Provides detailed four-year balanced budget plan including projected revenue sources and planned expenditures, and overall staffing plan.				
4	Provides list of services applicant intends to obtain through contract with MCPS.				

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5	Describes process to be used to pay vendors and other creditors.				
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**FACILITIES AND FINANCE REQUIREMENTS**

Finance					
		Page(s)	Strengths	Deficiencies	Comments/Questions
6	Provides written financial policies, manuals and other documented financial procedures.				
6a	Includes conflict of interest and ethics policies.				
7	Explains basis of extracurricular activities, music, athletics, field trips, or other fees charged to students, or confirm that fees will conform to MCPS policy.				
8	Provides plan for internal and external audit of financial management and procedures for disclosing and responding to audit findings.				
8a	Applicants agree to permit MCPS internal audit staff access to all financial records with 48 hours notice. All financial records must be maintained and available for				

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	a period of no less than 5 years.				
8b	Indicates understanding and acceptance that compliance is required for any audit requests from a regulatory agency.				

**FACILITIES AND FINANCE REQUIREMENTS**

Finance					
		Page(s)	Strengths	Deficiencies	Comments/Questions
9	Provides audited financial statement of the current and preceding three years, if applicable, including financial statements of parent organization.				
10	Outlines plan to raise funds to supplement budget revenues, as applicable.				
11	Lists types and amounts of insurance coverage: liability, general and personal, catastrophic student accident, crime, motor vehicle, etc.				



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11a	<p>Conforms to minimum acceptable amounts of:</p> <ul style="list-style-type: none"> <li>Commercial General Liability (\$1,000,000 combined single limit, for bodily injury and property damage per occurrence).</li> </ul>				
11b	<ul style="list-style-type: none"> <li>Automobile liability (if transporting students— \$1,000,000 combined single limit for bodily injury and property damage coverage per occurrence including the following: owned, hired or non-owned automobiles).</li> </ul>				

**FACILITIES AND FINANCE REQUIREMENTS**

Finance					
		Page(s)	Strengths	Deficiencies	Comments/Questions
11c	MCPS is named additional insured on all general liability policies.				
11d	Indicates the amount of any excess liability (umbrella) insurance.				

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**OPERATIONS REQUIREMENTS**

		Page(s)	Strengths	Deficiencies	Comments/Questions
1	Outlines procedures for reporting and monitoring student enrollment and attendance.				
2	Describes guidelines to be used in recruitment of school staff including compliance with all negotiated agreements, state and federal law (including Highly Qualified guidelines) and local Board of Education policy, except where granted a waiver.				
3	Describes school's staffing plan.				
4	Describes school's professional development and staff training plan including those related to the school's mission, performance goals, and school improvement plan.				
5a	Provides plan for transporting students to and from school, including MCPS contract services, if appropriate.				
5b	Describes procedures that ensure that transportation is				

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	not barrier to equal access for all students.				
5c	Describes insurance coverage plan to be used if the MCPS transportation contract is not used.				

**OPERATIONS REQUIREMENTS**

		Page(s)	Strengths	Deficiencies	Comments/Questions
6	Provides a food and nutrition services plan.				
7	Describes the school's plan for building maintenance.				
8	Describes the business continuity and disaster recovery plan for the organization.				

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**SUMMARY ASSESSMENT OF WRITTEN APPLICATION**

Name/Title of Reviewer _____	Office/Department _____
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Area(s) Reviewed (Mark "X" in all that apply):

- |                                                                                                                                                  |                                                                                                                                                       |
|--------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Executive Summary<br><input type="checkbox"/> Academic Requirements<br><input type="checkbox"/> Governance Requirements | <input type="checkbox"/> Facilities Requirements<br><input type="checkbox"/> Finance Requirements<br><input type="checkbox"/> Operations Requirements |
|--------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|

After reading and noting strengths, deficiencies, and questions for the items, please indicate your summary assessment of the written application below. Mark one box with an "X". This is not considered a final assessment. The final assessment will be reached by consensus among all reviewers after an opportunity to hear a presentation by the applicant based on the questions generated by the written review and an opportunity for a question and response exchange between applicants and reviewers. If you rate the application as not meeting criteria, please cite specific deficiencies in the "Comments" box.

**SUMMARY ASSESSMENT OF WRITTEN APPLICATION**

Rating of criteria		Comments
Meets Criteria		
Does not meet criteria		

**Reviewer's Name:** \_\_\_\_\_ **Date Submitted:** \_\_\_\_\_

*Electronic submission of this form constitutes the equivalent of a signature.*