

**Maine Charter School Commission**  
**Reviewer’s Evaluation for a Public Charter School**  
**Renewal Application**

Reviewer: \_\_\_\_\_

Applicant: \_\_\_\_\_

This rubric is intended to assist review team members in analyzing applications for charter school renewal.

- This analysis occurs after the application has been verified to be complete.
- This rubric will be used by team members to aid in his/her recommendation to the full Commission.
- This rubric is organized similarly to the renewal application and its topical sections.
- Members will review each subsection against various criteria provided in the rubric.
- Based on those criteria, the member will rate the subsection as being inadequate, minimally developed, fully developed, or excellent.
- Each member shall document his/her respective determinations with respect to his/her rating of the subsection.

Inadequate. The reviewer has found that this section of the application lacks detail or raises serious concerns about the applicant’s ability to maintain that aspect of a successful, sustainable, high-quality charter school.

Minimally Developed. This section lacks meaningful detail or provides only superficial information. It does not create confidence in the success of the applicant to maintain that aspect of a successful, sustainable, high-quality charter school.

Fully Developed. This section evidences detailed preparation of the application and addresses key issues fully. It provides strong indication that the applicant can successfully maintain that aspect of a successful, sustainable, high-quality charter school.

Excellent. This section evidences a comprehensive understanding and readiness to address the key issues and provides superior detail supporting that aspect of a successful, sustainable, high-quality charter school.

- After all sections are reviewed by each member, the review team will convene to discuss the application and formulate its recommendation to the full Commission.
- The rubric documents may be subsequently referred to by members of the Commission in considering subsequent actions on the application.
- All notes taken on or in conjunction with the rubric, including those on this worksheet constitute a working paper of the Commission and must be preserved in the application file as required by law.
- Members should preserve notes and the rubric during consideration of an application and provide them to commission staff for the application file when no longer needed.

## Looking Back

### A. Academic Performance

Criteria	Notes
<p>1. Using the results contained in the Performance Framework, the school has or has not met its performance expectations.</p>	
<p>2. Details of academic performance – related evidence, supplemental data or contextual information that may not be captured in authorizer records. <i>Submissions may include supplements related to the Renewal Performance Report.</i></p>	
<p>3. Evidence of outcomes related to any mission-specific academic goals and measures established in the charter contract not already captured in Renewal Performance report.</p>	

## Looking Back - Academic Performance

Strengths

Questions, Concerns

Address the overall section. These notes may be used at the public hearing to address concerns.

Rate: ( ) Inadequate ( ) Minimally Developed ( ) Fully Developed ( ) Excellent

**Looking Back B. Financial Performance**

Criteria	Notes
<p>1. The school has provided assurance that it is current in meeting its liabilities, including but not limited to payroll taxes, debt service payments, and employee benefits.</p> <p>See Appendix D for Budget years 4-7.</p>	
<p>2. The Applicant has provided financial performance-related evidence, supplemental data or contextual information that may not be captured in authorizer records. Submissions may include, but are not limited to, updated financial records and other updates regarding the Renewal Performance Report. Please reference the specific Performance Framework measures to which the information applies, as appropriate.</p>	

## Looking Back - Financial Performance

Strengths

Questions, Concerns

Address the overall section. These notes may be used at the public hearing to address concerns.

Rate: ( ) Inadequate ( ) Minimally Developed ( ) Fully Developed ( ) Excellent

**Looking Back C. Organizational Performance**

Criteria	Notes
<p>1. The Applicant has provided organizational performance-related evidence, supplemental data or contextual information that may not be captured in authorizer records. Submissions may include evidence of current compliance in areas for which the school was found previously to be non-compliant or other updates relevant to the Renewal Performance Report. Please reference the specific Performance Framework measures to which the information applies, as appropriate.</p> <p>See Appendices A – Governing Board Turnover B - Staff Turnover C – Student Turnover</p>	
<p>2. The Applicant has provided evidence of outcomes related to any school-established organizational goals, as appropriate.</p>	

## Looking Back - Organizational Performance

Strengths

Questions, Concerns

Address the overall section. These notes may be used at the public hearing to address concerns.

Rate: ( ) Inadequate ( ) Minimally Developed ( ) Fully Developed ( ) Excellent

**Looking to the Future**

**A. Adjustments to the Performance Framework, if any**

Performance Framework

Proposed change in application	Evaluator notes regarding proposed change

## Looking to the Future - Adjustments to the Performance Framework

Strengths

Questions, Concerns

Rate: ( ) Inadequate ( ) Minimally Developed ( ) Fully Developed ( ) Excellent

## Looking to the Future

### B. As applicable, review proposed improvements to the charter school as it relates to:

Education Plan – Proposed changes	Evaluator notes regarding proposed change
A1 Mission, vision, identification of targeted student population and the community the school hopes to serve	
A2 Academic Program	
A3 Special Student Populations	
A4 Assessment	
A5 School Climate and Discipline	

**Looking to the Future - review proposed improvements to the charter school**

Strengths

Questions, Concerns

Rate: ( ) Inadequate ( ) Minimally Developed ( ) Fully Developed ( ) Excellent

**Looking to the Future** - Education Plan Analysis Summary

Is the Education Plan adequate and appropriate? Are we convinced that the applicant makes a strong case for the quality of the program? Describe why or why not?

Does the education Plan support the vision and mission of the school? Describe why or why not?

## Looking to the Future

As applicable, review proposed improvements to the charter school as it relates to:

Organizational Plan – proposed changes	Evaluator notes regarding proposed change
B1 School Calendar and Daily Schedule	
B2 Student Recruitment and Enrollment	
B3 Staffing and Human Resources	
B4 Management and Operation	
B5 Parent and Community Development	

**Looking to the Future - Organizational Plan**

Strengths

Questions, Concerns

Rate: ( ) Inadequate ( ) Minimally Developed ( ) Fully Developed ( ) Excellent

**Looking to the Future - Organizational Plan Analysis Summary**

Is the Organizational Plan adequate and appropriate? Are we convinced that the applicant makes a strong case for the quality of the program? Describe why or why not?

Does the Organizational Plan support the vision and mission of the school? Describe why or why not?

## Looking to the Future

As applicable, review proposed improvements to the charter school as it relates to:

Governance Plan – proposed changes	Evaluator notes regarding proposed change
C1 Governing Body	
C2 Governing Board Composition	

Strengths

Questions, Concerns

Rate: ( ) Inadequate ( ) Minimally Developed ( ) Fully Developed ( ) Excellent

**Looking to the Future - Governance Plan Analysis Summary**

Is the Governance Plan adequate and appropriate? Are we convinced that the applicant makes a strong case for the quality of the program? Describe why or why not?

Does the Governance Plan support the vision and mission of the school? Describe why or why not?

## Looking to the Future

As applicable, review proposed improvements to the charter school as it relates to:

Business and Financial Services – proposed changes	Evaluator notes regarding proposed change
D1 Budget	
D2 Financial Management	
D3 Facilities	
D4 Transportation	
D5 Insurance	
D6 Food Service	
D7 Closure Protocol	

**Looking to the Future - Business and Financial Services**

Strengths

Questions, Concerns

Rate: ( ) Inadequate ( ) Minimally Developed ( ) Fully Developed ( ) Excellent

**Looking to the Future** - Business and Financial Services Analysis Summary

Are the Business and Financial Services adequate and appropriate? Are we convinced that the applicant makes a strong case for the quality of the program? Describe why or why not?

Do the Business and Financial Services support the vision and mission of the school? Describe why or why not?

**Looking to the Future**

**As applicable, review proposed improvements to the charter school as it relates to:**

Education Service Providers – proposed changes	Evaluator notes regarding proposed change

**Looking to the Future - Education Service Providers**

Strengths

Questions, Concerns

Rate: ( ) Inadequate ( ) Minimally Developed ( ) Fully Developed ( ) Excellent

**Looking to the Future** - Education Service Provider Analysis Summary

Are the Business and Financial Services adequate and appropriate? Are we convinced that the applicant makes a strong case for the quality of the program? Describe why or why not?

Do the Business and Financial Services support the vision and mission of the school? Describe why or why not?

**ESSENTIAL QUESTION**

Do you believe that the applicant has achieved the standards and targets stated in the charter contract, is organizationally and fiscally viable, and has been faithful to the terms of the contract and applicable laws? Describe why or why not.

Overall Assessment: After a thorough analysis of a comprehensive body of objective evidence defined by the Performance Framework in the charter contract the recommendation for renewal of the charter is:

To renew ( )

To not renew ( )