

To be filled out by Reviewer – not by Applicant

**NEW HAMPSHIRE DEPARTMENT OF EDUCATION
CHARTER SCHOOL EVALUATION SCORING GUIDE FOR
PROPOSED CHARTER SCHOOL APPLICATIONS**

Application requirements: No greater than 50 pages (excluding cover letter and appendices) and at least 11-point font. Applications must include a table of contents with corresponding page numbers.

The evaluation scoring guide provides the application reviewers with a means of determining the quality of the charter school application. It may also be used by charter school developers to guide writing their application, along with the Charter School Application Guidelines used for the legal review conducted by an Attorney. Application reviewers shall objectively review the application using the following scoring criteria, based on a 100-point scale:

NAME OF PROPOSED CHARTER SCHOOL:						
Topic - Mission and vision statements						
The mission statement clearly defines the core purpose and key values of the school in a few concise sentences. A school’s mission statement provides the foundation for the entire application. The vision statement describes what the school hopes to be in the future. The mission statement is how the school intends to make that vision a reality. The mission and vision statements should be meaningful, clear, and easy to understand.						
Criterion #1	The mission and vision statements express a clear, focused and compelling purpose for the school that is attainable and supports student achievement.					
Comments:						
Supporting factors can be found on page(s):			Maximum Score	10	Rating	
Topic – Governance and organizational structure						
Governance is extremely important to the success of a charter school. Oftentimes, the founding members will transition into the school’s governing board. The application should describe the process to appoint/elect the initial board members, the decision-making process, term limits, and an organizational plan that outlines roles and responsibilities of the board members and school administration in order to successfully implement the school’s program.						
Criterion #2	The founding members have a wide-range of experience and qualifications to implement and oversee a successful public charter school. There is a clear description of the policies and procedures by which the governing board will operate, as well as their roles and responsibilities.					
Comments:						
Supporting factors can be found on page(s):			Maximum Score	10	Rating	

Topic – General description of school facilities and students to be served

One of the major tasks to opening a public charter school is finding a suitable facility. It is not required to have a formal facility agreement during the application process; however, viable options should be explained to include a target location, reasonable plan for space requirements and assurance that the school facility will be adequate for the projected student enrollment and future growth.

Criterion #3 A description of the school facility is provided and includes sufficient detail to indicate that priorities will focus on a facility that is appropriate based on the target location, students to be served, and future growth.

Comments:

Supporting factors can be found on page(s):			Maximum Score	8	Rating	
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Topic – Curriculum

A charter school application should include a description of the school’s educational program, student performance standards and curriculum that meets or exceeds content area standards that will enable each student to achieve academic success. Current research for selecting a particular curriculum should be included in the application.

Criterion #4 A clearly defined, research-based curriculum is being proposed with the potential to increase student achievement, and that is aligned with the New Hampshire Curriculum Frameworks/Common Core State Standards.

Comments:

Supporting factors can be found on page(s):			Maximum Score	8	Rating	
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Topic – Academic and other learning goals and objectives/Assessment

Academic goals should be clear, specific and measureable to reflect the school’s mission and vision statements. The application should give a description of well-defined and realistic strategies for improving student achievement and closing achievement gaps.

Criterion #5 In the application, there are clearly defined high and attainable educational goals. There are strategies and achievement tests in place that will be used to measure each student’s progress toward meeting the goals of the school.

Comments:

Supporting factors can be found on page(s):			Maximum Score	8	Rating	
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Topic – Staffing overview and benefits compensation plan, if any						
The application should include an overview of school staffing to include qualifications, job responsibilities and benefits to be offered for particular positions, i.e., administration, teachers, aides.						
Criterion #6	Adequate description is provided on staff member qualifications and job responsibilities. A benefits compensation plan is outlined in the application.					
Comments:						
Supporting factors can be found on page(s):			Maximum Score	8	Rating	
Topic – Pupil transportation plan						
Description of the school’s transportation plan to include reasonable provision from the charter’s own resources for transportation of students residing outside the district where the charter school is located.						
Criterion #7	Student transportation needs are considered and adequate plans are in place to address those needs. In the application, there is acceptance that the charter school will take responsibility for any additional costs surrounding transportation.					
Comments:						
Supporting factors can be found on page(s):			Maximum Score	8	Rating	
Topic – Serving students with special needs						
A plan must be in place to identify and meet the needs of all students enrolled at the school. A description should be provided on how the school will: (1) ensure students with disabilities will have an equal opportunity to attend the charter school; (2) work collaboratively with the resident school district and parents/guardians to determine the appropriate placement for each student with a disability based on the student’s needs; and, (3) ensure appropriate services will be provided for students enrolled in the charter school.						
Criterion #8	Strategies are in place to meet individual student needs and to ensure that the appropriate services will be provided in compliance with state and federal requirements.					
Comments:						
Supporting factors can be found on page(s):			Maximum Score	8	Rating	

Topic – Admission procedures					
Description of a student recruiting plan, including strategies for reaching the school’s targeted population. Description of the school’s registration policies and procedures including enrollment timeline and lottery process.					
Criterion #9	The school’s enrollment policies and procedures are clearly described. The enrollment and lottery processes are fair and equitable and reflects compliance with applicable laws.				
Comments:					
Supporting factors can be found on page(s):			Maximum Score	8	Rating
Topic – Student discipline, suspension and expulsion					
Description of the school’s proposed policies and due process procedures for student discipline, suspension, or expulsion that meets applicable law.					
Criterion # 10	Adequate description is given of the school’s proposed policies and due process procedures to address discipline, suspension, and expulsion.				
Comments:					
Supporting factors can be found on page(s):			Maximum Score	8	Rating
Topic – Budget and financial management					
A five-year operating budget, that includes the start-up budget, to contain revenue projections, expenses and anticipated fund balances based upon the projected student enrollment. A detailed budget narrative and fundraising plan should also be provided. Description of who will manage the school finances and how financial resources will be properly managed.					
Criterion # 11	The budget is based on realistic revenue and expenses for a five-year period; the budget narrative is based on valid assumptions. There is a clear description of how the school finances will be managed along with an internal process to safeguard finances.				
Comments:					
Supporting factors can be found on page(s):			Maximum Score	8	Rating

Topic – Parent and community involvement/Dissemination of information

The application should demonstrate the expectations and plans for ongoing parent and community involvement. Communication and networking with the entire community and surrounding school districts is a priority in developing the school and beyond. Charter school developers need to provide adequate notice to the community about the possibility of a new charter school. ****Letters of support, from business and community leaders, elected officials, and/or local school districts, are strongly encouraged****

Criterion #12	The school’s purpose and expectations for parent and community involvement are clearly defined in the application. A plan is in place to develop and disseminate material to the community about the implementation and action steps of the school.
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Comments:

Supporting factors can be found on page(s):		Maximum Score	8	Rating	
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SCORE TOTAL:	
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OVERALL ASSESSMENT - This section gives the application reviewers an opportunity to provide general feedback about the overall impression of the charter school application:

Reviewed by:		Date:	
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