

Charter School Scoring Rubric

School Name: **Imagine School**

Date: **September 19, 2006**

I. ACADEMIC DESIGN

1) Guiding Principles, Purpose, and Mission:

- A. Core philosophy/underlying philosophy of the school.
- B. Utilization of Guiding Principles.
- C. Meeting prescribed purposes.
- D. Target population to be served, including ages and grade levels.

Total 12

A.	3	3
B.	3	3
C.	3	3
D.	3	3

2) Educational Program:

- A. Educational purposes and curriculum objectives and content of main subject areas.
- B. Reading curriculum; strategies; scientifically based.**
- C. Goals and objectives to improve student learning.
- D. Instructional methods and distinctive learning techniques.
- E. Meeting the needs of ESE students and how services will be delivered. **(Detailed)**
- F. Meeting the needs of LEP students both limited and proficient. **(Detailed)**

Total 25

A.	3	3
B.	10	10
C.	3	3
D.	3	3
E.	3	1.5
F.	3	3

3) Student Assessment:

- A. Goals and objectives to measure student achievement.
- B. Assessment plan in core academic areas.
- C. Methods to identify educational strengths & needs of students and to what extent Goals are met. **Description of how data will be used to address instructional needs.**
- D. Description of evaluation of students' rate of progress and progress rates of comparable student populations.
- E. Student participation in FCAT program.
- F. Secondary charters method for determining that a student has met requirements for graduation.

Total 15-18

A.	3	2
B.	3	2
C.	3	2
D.	3	2
E.	3	2
F.	3	

II. GOVERNANCE & MANAGEMENT (total points possible)

1) Profile of the application group and management team:

- A. Description of application group/management team including for each person: name, background, professional or other relevant experience, and references
- B. Transition of Founding Board to Governing Board.
- C. Description of relevant expertise of retained consultants or professionals (e.g. accounting, finance, educational management services, risk management, human resources).
- D. Identification of management or professional expertise that must be acquired and how task will be achieved.
- E. Discussion of business arrangements or partnerships with existing schools, Educational programs, businesses, or non-profit organizations.

Total 15

A.	3	2
B.	3	2
C.	3	2
D.	3	2
E.	3	2

2) School Governance

- A. Description of legal entity that will organize and/or operate school.
- B. Outline of school's governance and management structure, including responsibilities, policies, and practices for managing the school.
- C. Status as private or public employer. If participating in Florida Retirement Program, detail of process leading to participation.
- D. Explanation of how Governing Board will be chosen initially and in future
- E. Provides method for resolving disputes between charter and sponsor.
- F. Description of parental involvement including governance, communication with Governing Board and management team, and methods for handling disputes between parents and school. **Schedule of Governing Board Meetings.**
- G. Description of compliance with Florida Statutes relating to public records and public meetings.

Total 21

A.	3	1
B.	3	1
C.	3	1
D.	3	1
E.	3	1
F.	3	1
G.	3	1

3 Fully Addressed
 2 Addressed-Yet Incomplete
 1 Incomplete
 0 Not /addressed

3) Length of Contract & Implementation Timetable:

B. Timetable for school's start-up.

Total 3		
B.	3	1

4) Recruiting and Marketing Plan:

A. Description of how will publicize school to obtain sufficient pool of applications.

B. Description of steps to reach students representative of racial and socioeconomic diversity in community, including "harder to reach" families.

Total 6		
A.	3	2
B.	3	2

III. FINANCE & FACILITIES

1) Facilities:

A. Description of facilities to be used and location or alternatively options for a school building.

B. Plans for finding a suitable facility

C. Description of financing or leasing plans for facilities.

D. Applicant states they will market and/or target families residing within the attendance areas of schools that exceed 100% utilization.

E. Applicant states that they will locate within (1) mile attendance area of schools that exceed 100% utilization.

F. Applicant provides documentation of a school location within the attendance area of schools that exceed 100% utilization.

*** The applicant can be awarded 10, 15, or 20 points. The number of points awarded reflects how D, E, and F are addressed by the applicant.**

Total 54		
A.	3	0
B.	3	1
C.	3	2
D.	10*	10
E.	15*	15
F.	20*	15

2) Finance:

A. Annual Financial Plan

B. Description of financial management and internal accounting procedures

C. Presentation of accounting records format. ("Financial and Program Cost Accounting and Reporting for Florida Schools" or "not-for-profit").

D. Discussion of projected enrollment for 3-year period needed to generate sufficient funds to support expenditures.

E. Explanation of plans for obtaining annual audit of financial statements from independent certified public accounting firm.

F. Description of storage of student and financial records in protected environment.

G. Discussion of format and frequency of financial reporting to sponsor (balance sheet, income statement, bank reconciliation, etc.).

Total 21		
A.	3	1
B.	3	1
C.	3	1
D.	3	1
E.	3	1
F.	3	1
G.	3	1

3) Risk Management:

A. Description of procedures identifying various risks and provisions for comprehensive approach to reduce impact of losses.

B. Discussion of plans to ensure safety and security of students and staff.

C. Description of plans identifying, minimizing, and protecting others from violent or disruptive student behavior.

D. Description of school's insurance coverage plans, including applicable health, worker's compensation, general liability, property insurance and director's and officer's liability coverage.

E. Detail of emergency plans, including fires, hurricanes, tornadoes, and child safety issues.

Total 15		
A.	3	3
B.	3	3
C.	3	3
D.	3	3
E.	3	3

IV. OPERATIONS

1) Admissions & Registration Plan:

A. Descriptions of Admissions procedures.

B. Description of timetable to be used for registering & admitting students, including admission lottery.

C. Description of school's endeavor to achieve racial/ethnic balance reflective of community to be served.

Total 9		
A.	3	3
B.	3	3
C.	3	3

3 Fully Addressed
 2 Addressed-Yet Incomplete
 1 Incomplete
 0 Not /addressed

* **D. In the case of an existing school being converted to a charter, suggested alternative arrangements for current students who choose not to attend the charter.**

D.	N/A	
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2) Class Size Requirements

Total 3		
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A. Description of methods to ensure compliance with Florida's class size provisions.

A.	3	3
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3) Student Code

Total 3		
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A. Description of plans to ensure safety and security of students and staff, as well as plans to identify, minimize, and protect others from violent or disruptive student behavior.

A.	3	3
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4) Human Resource Information:

Total 12		
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A. Description of standards and potential strategies to be used to recruit, hire, train, and retain qualified staff.

A.	3	3
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B. Description of human resource plan that will govern: salaries, hiring & dismissal, and benefits packages.

B.	3	3
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C. Description of how the qualifications of the teachers be described to parents, as required in the charter statute.

C.	3	3
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D. Description of targeted staff size, staffing plan and projected student-to-teacher ratio.

D.	3	3
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* **E. If being converted to a charter, suggest alternative arrangements for current teachers.**

E.	N/A	
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5) Transportation:

Total 9		
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A. Discussion of plans for transporting students to and from school. Description of arrangements to be made with local school district, private provider, or with or with parents.

A.	3	2
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B. Explanation of how the "reasonable distance" has been defined in the transportation plan, including the factors that helped form the basis for this distance determination

B.	3	2
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C. Description of the policies which will help ensure transportation is not a barrier to "equal access" for all students.

C.	3	2
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6) Food Service

Total 9		
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A. Discussion of the plans for providing food service, including the arrangements that will be made with either the local school district or with a private agency.

A.	3	2
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B. Description of the plans for providing food and related food services, meeting reporting requirements, and documentation of annual sanitation certification.

B.	3	2
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C. Description of the procedures to process free/reduced lunch applications for eligible students.

C.	3	2
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SCORING

Total Possible Points:

Elementary School: 232 Points

Middle and High School: 235 Points

**FOR AN ACCEPTABLE APPLICATION 90 % OR
TOTAL NUMBER OF POINTS IS REQUIRED:**

ELEMENTARY 90% = 209
MIDDLE AND HIGHSCHOOL 90% = 212

Your total score was:

172 = 74%

New Application Review Feedback Sheet (2006)

**Department of Charter Schools
School District of Palm Beach County**

Applicant / School Name: **Imagine Charter School**

School Level: **Elementary** Middle High Cross-level (specify) _____

Total Points Earned: 172 out of 232 points

I. Academic Design

- 1) Guiding Principles, Purpose, and Mission: 12 out of 12 points
- 2) Educational Program: 23.5 out of 25 points
- No mention of technology in response.
 - ESE component is weak. Did not fully address the procedures in place to ensure appropriate services to low incidence disabilities.
- 3) Student Assessment: 10 out of 15 points
- No mention of comparison of the student's achievement against self.
 - There is no clear explanation how academic decisions will be made using data.

II. Governance and Management

- 1) Profile of the application group and management team: 10 out of 15 points
- No clear explanation of the Operating Team as compared to Board of Managers page 61.
 - Duties of those separate groups not clearly defined.
 - 12% of revenues to cover costs of services.
 - No stated permission to perform background checks on Operating Team and/or Governing Board members.
- 2) School Governance: 7 out of 21 points
- No clear outline of school's governance.
 - The main responsibilities are outlined for the principal and not the Governing Board.

- No mention of how the Board will review financial matters; the budget, contracts, and other financial concerns.
- In this section, there was no mention of conflict resolution process through mediation.
- Public meetings are set up two weeks in advance. According to the Sunshine Law, the Board should establish and set up dates for all meetings for the Fiscal Year.

3) Length of Contract and Implementation Timetable: 1 out of 3 points

- No mention of grades that will open in year one, two, and /or three.
- No mention of enrollment projections.
- Contingency plans in case projections are not accurate.
- Already planning on request for extension to SY2008.
- No provisions for “Opening of Schools Checklist” documents due by end June and mid-July 2007.

4) Recruiting and Marketing Plan: 4 out of 6 points

- No mention of contingency plan for low enrollment.
- No mention of lottery for student enrollment.

III. Finance and Facilities

1) Facilities: 43 out of 54 points

- No facility proposed.
- Applicant indicates the intent to seek property within concurrency areas of highest demand, 10, 11, 12, and 16.
- 20% of the gross per pupil revenues earmarked for a lease facility: too much.
- Too little left for education (12%).

2) Finance: 7 out of 21 points

- Assuming that Imagine Schools will be contracted for management services, the expenses are extremely high to allow the school to be in a viable financial status.
- The annual financial plan contains high operational expenditures not intended to go to the education of the children.
- Budget did not address any expenditure related to pupil personnel services, instructional media services, instruction, and curriculum development services.
- The cash flow forecast is incomplete and only showed the months of July through January.

- Additional revenue for local sources is not detailed enough to see what the forecast will be.
- Grant dollars are not listed, unless considered as additional revenue.
- The start-up funds are not according to the Grant specifications.
- There is not a clear explanation of how the internal procedures and controls will be followed.
- There are no contingency plans, if enrollment is not met.
- There is no clear understanding if they will use Imagine Schools bid for the hiring of an auditor.
- There is no mention of cash flow reports and inventory reports to be provided to the Sponsor.
- There is no mention of the new requirement under Statute of deficit balances and corrective action plans.

3) Risk Management: 15 out of 15 points

IV. Operations

1) Admissions and Registration Plan: 9 out of 9 points

2) Class Size Requirements: 3 out of 3 points

3) Student Code: 3 out of 3 points

4) Human Resource Information: 12 out of 12 points

5) Transportation: 6 out of 9 points

- Applicant should not include contracting with the school as part of the transportation plan.
- The application referred to “Lake County Public Schools” instead of Palm Beach County.
- Contracting with the District, to include students who have IEPs is not an option.
- It will be the charter school’s responsibility to provide transportation.

6) Food Service: 6 out 9 points