

Appendix B:

Charter Schools Application

Scoring Rubric

AACPS Charter School Program

Scoring Rubric

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Comments: Please include comments to justify the numeric score. Comments are required for score of 1 or 2.

Section A. Overview

1. Executive Summary	1	2	3	4	5	Comments
The applicant has clearly articulated a purpose, mission and goals that provide a broad idea of the vision for the school and is focused enough to describe the specific mission that would make this school unique.						
The mission is clear, substantive, focused and concise, demonstrating the collective deliberation and reflection that have conceived the school.						
Subtotal: (maximum points awarded =10)						
2. Profile of the Founding Group	1	2	3	4	5	Comments
A.-D. The founding group demonstrates a track record of success in developing programs, which assist students in meeting rigorous state academic standards.						
Subtotal: (maximum points awarded =5)						

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Section A. Overview

3. Background Information	1	2	3	4	5	Comments
A. The employment history, in the form of a resume, is provided for individuals responsible for the day-to-day operations of the school and reflects the capacity of the individuals to implement the proposed program.						
B. The employment history of the applicants clearly reflects the necessary qualifications and experiences, which convince the reader that the applicant is sufficiently qualified to operate a charter school.						
C. The qualifications of the applicant convince the reader of the applicant's capacity to develop academic programs, operate a school or small business and demonstrate a background in financial management.						
D. The applicant provides a clear and thorough statement of intent regarding their roles, responsibilities and commitment relating to this application and/or the operation of the proposed charter school.						
Subtotal:						(maximum points awarded =20)

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Section A. Overview

4. Governance Structure	1	2	3	4	5	Comments
The applicant provides a thorough Conflict of Interest policy including statements of full disclosure of connections to anyone doing business with the organization.						
A. The application includes a thorough copy of Articles of Incorporation and by-laws or other instruments, which clearly affect the governance of the public charter school, and discusses the legal status of the organization.						
B. A thorough discussion of any business arrangements or partnerships with existing schools, educational programs, business or non-profit organizations is provided.						
C. If consultants are to be utilized, a detailed description of their role and qualifications is provided.						
D. A thorough process for resolving conflicts between and among the governing board and the chartering authority, which is aligned with AACPS board policy, is provided.						
E. A thorough set of by-laws, which includes the charter schools method for appointment/election of the governing body and the length of the terms established for each management position, is provided.						
F. A proposed communication plan between the charter school founding board and AACPS personnel at the central office, is provided.						
Subtotal:						(maximum points awarded =35)

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Section A. Overview

5. School Management and Administrative Structure	1	2	3	4	5	Comments
A. An organization chart for the school and a narrative description of the chart is provided that clearly indicates the reporting structure of the founding board and staff to the school director(s)/leader.						
B. The roles and responsibilities of the board are clearly described, including the relationship of the founding board to teachers and administrators, and AACPS.						
C. The proposed management and administrative structure applicable to the operation of the public charter school in AACPS is described, which includes principal and all staff and clearly delineating responsibilities, policies, and practices needed to effectively manage the school.						
D. The Code of Ethics is provided and includes a comprehensive and formal conflict of interest policy that is written to apply to the founding board, officers and employees of the school.						
E. Discussion is included that outlines how the charter school will comply with Maryland statutes related to public records and public meetings.						
Subtotal:						(maximum points awarded =25)

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Section A. Overview

6. Student Population and School Calendar		1	2	3	4	5	Comments
The applicant clearly describes the grades of the students to be served, the number of students at each grade level and provides a comprehensive school calendar.							
The applicant has a plan to, or has initiated discussion with the appropriate bargaining units if differences exist between the proposed school calendar and the AACPS calendar.							
Subtotal:							(maximum points awarded =10)
7. Recruiting and Marketing Plan		1	2	3	4	5	Comments
A. A plan is provide that outlines how the charter school will publicize and attract a sufficient pool of students to operate a school.							
B. Steps that will be taken to reach students representative of the racial and socioeconomic diversity in the community are clearly outlined.							
Subtotal:							(maximum points awarded =10)
8. Private School Conversion		1	2	3	4	5	Comments
The applicant clearly indicates whether the proposed charter school is substantially the same as an existing private school, draws a substantial portion of employees from a private school, receives a substantial portion of private school's assets or property or would be located at the same site as an existing private school.							
Subtotal:							(maximum points awarded =5)

Section A: Overview total points awarded = _____ out of 120 possible.

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Section B. Instruction and Student Services

Academic Program Standards, Curriculum, and Assessment					
Improved student achievement is the major focus of the academic program and services offered by Anne Arundel County Public Schools. The aim of public charter schools should be no different. Before approving a charter, the Board of Education will consider whether the public charter school proposal is based on an innovative approach to student learning and performance in order to improve student achievement, and whether there is consistency between the school's mission, goals, curriculum, and proposed student population. In addition, the Board must ensure that the public charter school will comply with applicable regulations to meet the needs of Limited English Learners and students receiving special education services in the school program. As part of the application, complete the following with enough detail to assist the Board in its decision.					
1	2	3	4	5	Comments
1. Educational Plan					
A. The objectives of the charter school and the methods by which the charter school will measure its performance are clearly and thoroughly described.					
B. The applicant provides information on grades to be served, student teacher ratios, and takes into consideration the variables or allowances that might impact those ratios.					
C. The applicant provides a thorough demographic analysis which explains the relationship between the student population to be served and the geographic area of the proposed school location and describes the impact of the proposed school on the existing community and neighborhood schools					
Subtotal:					(maximum points awarded =15)
2. Academic Program, Standards and Curriculum					
A. The applicant thoroughly describes the educational program of the school, including an overview of the curricular objectives which support the Core Learning Goals of MSDE					
B. The applicant clearly describes how the program will further the goals and objectives of the AACPS Master Plan.					

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Section B. Instruction and Student Services

<p>C. A sample schedule is provided which reflects the minimum number of hours/minutes per week the school will devote to core academic subjects in each grade, and reflects a plan to facilitate student achievement.</p>							
<p>D. The applicant provides a thorough description of student achievement goals for the proposed educational program.</p>							
<p>E. A thorough, comprehensive curriculum, consistent with the school’s mission, philosophy and goals has been adopted and described including a description of the skills and knowledge students will be expected to attain at the end of each grade or course.</p>							
<p>F. The applicant clearly and thoroughly outlines the pedagogy and instructional methodology, including distinct instructional techniques to be implemented to enhance student achievement.</p>							
<p>G. The applicant clearly and thoroughly describes the implementation model for meeting the instructional needs of students with limited English proficiency. Applicant demonstrates the capacity to implement these programs in accordance with federal law, specifically with reference to identification and intervention models and access to the general education curriculum and non-disabled children, as well as outreach to parents in the community who are not proficient in English.</p>							
<p>H. The applicant demonstrates the capacity to comply with requirements of IDEA and thoroughly describes the school’s plan to adhere to all provisions of the federal law, including identification, provision of services, LRE, FAPE, evaluation requirements and a process for resolution of disputes.</p>							

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Section B. Instruction and Student Services

3. Student Assessment	1	2	3	4	5	Subtotal: (maximum points awarded =40)
						Comments
A. The applicant provides a thorough plan to assess student performance in the core academic areas including a method for establishing baseline student academic achievement levels and the demonstration of a sound process for comparing these data with post assessment criteria as well as to comparable student population progress.						
B. Applicant thoroughly describes the methods used to identify 1. student strengths and needs, and 2. whether goals and performance standards are being met.						
C. A sound knowledge of the expectations for participation in statewide assessments and a plan for their administration is provided.						
D. A complete schedule of assessments is included.						
E. A thorough description of the methods used to ensure testing procedures and policies will be followed.						
F. A comprehensive description of the grading policy, including method and frequency of feedback to parents and students is given. If applicant includes secondary students, a detailed description of the method for determining that a student has satisfied the requirements for graduation is provided.						
G. A sound justification for any waivers to federal, state or local regulations is provided and the applicant clearly demonstrates rationale for this request.						
H. The applicant demonstrates a sound understanding of the challenges associated with educating the proposed student population and convinces the reader of their unique capacity to implement the proposed programs designed to facilitate student academic achievement.						

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Section B. Instruction and Student Services

	1	2	3	4	5	Subtotal:	(maximum points awarded =40)
4. Student Support Services							
A. The applicant provides a thorough and comprehensive plan for student participation in extracurricular activities.							
B. The applicant thoroughly describes appropriate levels of technology and media services designed to facilitate the attainment of student and program goals.							
C.1. The applicant provides a detailed plan the school intends to implement to achieve racial/ethnic balance reflective of the community it serves.							
C. 2. The applicant provides a detailed plan for the admission lottery if the number of applicants exceeds the program capacity.							
C.3. <i>If Applicable:</i> Alternatives are given for students who do not choose to attend the charter school if the charter school is being converted from an existing school.							
C.4. The applicant provides thorough written policies and procedures with respect to student enrollment							
C.5. The applicant provides strategies for compliance with compulsory attendance laws.							
C.6. The applicant provides thorough written policies and procedures with respect to student withdrawal and transfer.							
C.7. Name or title of staff member(s) who will take daily attendance and maintain accurate enrollment data in the AACPS provided student data system is provided.							
D. Applicant provides thorough description of the policy, procedures and conformance to Student/Family Confidentiality Standards.							

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Section B. Instruction and Student Services

E. Applicant provides thorough description of the policy and procedures for student immunizations.							
F. The applicant provides sound understanding of the criteria for provisions of school health services, which reflects student access to health services during school hours.							
G. <i>If Applicable:</i> License to operate a child development center is provided.							
5. Code of Student Conduct The applicant provides a comprehensive Code of Student Conduct, which is aligned with AACPS policies and procedures, and articulates the disciplinary strategies and interventions designed to address student discipline and thoroughly explains the disciplinary philosophy of the proposed charter school.	1	2	3	4	5	Subtotal: (maximum points awarded =65)	Comments
6. Parent Involvement and Community Participation A.-B. The Parent Involvement Policy is clear and concise. The applicant clearly demonstrates in depth involvement of parents and other community members throughout the planning and design of the charter school in order to build family-school partnerships which focus on improving learning, communication and parental involvement in school operations.	1	2	3	4	5	Subtotal: (maximum points awarded =5)	Comments

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Section B. Instruction and Student Services

<p>C. The application outlines strategies to foster parent involvement in student learning, encourage parent decision-making about student’s education, and will foster a welcoming environment for parents.</p>								
<p>D. Applicant provides complete and clear description of community partnerships including roles and responsibilities. The application, at a minimum, outlines the strategy the charter school will employ to build partnerships with community agencies. Details regarding any partnership commitments from community agencies are provided. How these partnerships will enrich learning opportunities for students at the school are described clearly and such partnerships are appropriate given the mission of the school.</p>								
<p>E. The application clearly conveys the scope of community backing for the charter school and its founding board by the inclusion of letters of support, surveys or other measurable / quantifiable documentation. (3.H) Conversion evidence is appropriate and clearly demonstrates 80% support from parents / guardians and existing staff for conversion.</p>								
<p>F.-G. Parent involvement opportunities are clearly outlined including the management and administration of the charter school. Methods for handling disputes between parents and the school are clearly provided and aligned with AACPS policy and Parent Handbook</p>								
Subtotal: (maximum points awarded =25)								

Section B: Instruction and Student Services total points awarded = _____ out of 190 possible.

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Section C. Business and Management

	1	2	3	4	5	Comments
<p>1. Personnel</p> <p>The Maryland Public Charter School Program defines employees of a public charter school as public school employees and employees of a public school employer in the county in which the public charter school is located with rights afforded them under Maryland law.</p> <p>In that Maryland's Public Charter School Law defines a charter school as a public school, there are many administrative and support services that can be provided to a charter school by the school system administration consistent with the services provided to other public schools within that system.</p> <p>High professional standards for teachers and staff are essential to the success of the public charter school. Consideration should be given to the commitment of staff development and working conditions that will attract a quality staff. The public charter school applicant(s) should seek professional staff that is in agreement and consistent with the mission, goals, and educational approach of the school. After receipt of its charter and completion of the hiring process, the public charter school will be required to submit certificates of newly hired teachers, administrators, and professional support staff as an addendum to this application.</p> <p><i>Note: Charter school applicants will be invited to participate in the charter school hiring process. However, the Anne Arundel County Public Schools Department of Human Resources will be responsible for the final interviews and decisions regarding the hiring, evaluation, and discipline of charter school staff. Under Maryland law, the teachers and certain staff of the public charter school are public employees and therefore are required to adhere to the rules and regulations of AACPS. In addition, guidelines set forth in negotiated agreements must be followed unless a change has been requested and granted by appropriate bargaining units.</i></p>						
<p>The application demonstrates a clear understanding that, without exception, all employees of the public charter school are AACPS employees.</p>						
<p>A. The Roster of charter school staff is:</p> <ul style="list-style-type: none"> 1. Clear 2. Appropriate for the grades being served; 3. Appropriate for the proposed schedule and program per year; and 4. Reasonable in terms of staffing numbers, student ratios, and certification requirements. 						

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Section C. Business and Management

<p>B.-D. Job Descriptions</p> <ol style="list-style-type: none"> 1. The methodology for determining job descriptions is appropriate. 2. Job descriptions are clear and appropriate for the position (continued) being described; salary scales take into account AACPS negotiation; 3. The school calendar, proposed school day and teaching program are in compliance with state law and negotiated agreements, or, if not, a plan to secure waivers and /or enter into discussions with the bargaining units has been provided. 								
<p>E. School safety and security in the form of adherence to the AACPS background check process is addressed.</p>								
<p>F. Evaluation procedures for all job descriptions/proposed staff are outlined and are in line with current AACPS negotiated agreements.</p>								
<p>G. Evidence of meetings and/or dialogues with bargaining units is provided and is in line with AACPS negotiated agreements, proposed teaching program and school calendar requirements.</p>								
Subtotal: (maximum points awarded =30)								

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Section C. Business and Management

2. Human Resources Information	1	2	3	4	5	Comments
<p>A. 1-3 Recruitment, Employment and Retention Application details willingness and understanding that recruiting and hiring qualified staff will be a partnership between the charter school and AACPS Human Resources. Application acknowledges willingness to utilize the current online applicant process for recruitment of all positions. Applicant demonstrates interest in supporting the submission of education and previous work experience documentation. Foreign National hiring policy of the charter school is thoroughly outlined and includes a discussion of the payment of costs associated with hiring foreign nationals.</p>						
<p>A. 4. Application describes methodologies for retaining staff.</p>						
<p>A.5 - 7 Application describes clearly and accurately: the procedure for dealing with discipline, investigations and grievance procedures; the plan for ADA accommodations; and, the procedure for dealing with employee terminations, resignations, retirements.</p>						
<p>A.8, 9, 12 Application details plan to report workplace injuries and to deal with staffing shortages resulting from workplace injuries, FMLA leave or mid-year staffing changes.</p>						
<p>A.10 Plan demonstrates knowledge in the limitation of earnings for retired / rehired employees and impact to school system if earnings limitations are exceeded.</p>						
<p>A.11 Application outlines plan for utilizing the Substitute Employee Management System.</p>						

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Section C. Business and Management

<p>B. 1-4 Payroll and Benefits Application clearly:</p> <ol style="list-style-type: none"> 1. demonstrates a working knowledge of payroll procedures including the applicants willingness to utilize AACPS payroll processing for all employees; 2. provides a human resources plan to govern salaries, hiring, dismissal and benefits packages 3. indicates the applicants responsibilities and requirements for monitoring and reporting employee leave; and 4. and provides a human resources plan regarding salaries, benefits, garnishments, levies, etc. For the latter, an acknowledgement that the charter school will abide by all AACPS processes and regulations regarding pay and acknowledgement that the charter school is responsible for the appropriate and associated employee salary costs could constitute an adequate response. 			
<p>C.1-3 Certification A thorough grasp of the issues surrounding certification has been demonstrated including the impact of certification and highly qualified status under NCLB</p>			
<p>C.4-5 Application outlines strategies for retaining qualified staff, communicating with parents of a teachers highly qualified status under NCLB and shows a willingness to work with teachers to maintain certification and foster staff development opportunities.</p>			

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Section C. Business and Management

<p>D.1-3 Records Management Application demonstrates a willingness to work with AACPS send the originals of all Official Personnel File documents to AACPS for processing, to share information changes to AACPS in a timely manner, and to work with AACPS when information is requested from official sources.</p> <p>D.4 Application clearly outlines records management strategies including file confidentiality, security and the policy to limit access to employee records at the public charter school location.</p> <p>E. Contact Information The plan includes a comprehensive contact information list, even if it means listing the job title / description of the person who will be the most appropriate contact at the time the application is submitted.</p>							
Subtotal: (maximum points awarded =60)							
3. School Facilities	1	2	3	4	5	Comments	
An understanding of facilities issue is clearly articulated and a knowledge of the issues relating to zoning, permits and building codes is demonstrated.							
A.-B Location of school, or proposed location(s) is/are viable, adequate, and included in the application.							

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Section C. Business and Management

<p>A.,C. A clear description of the proposed layout of the building including the number of classroom and non-classroom spaces are provided and support the proposed student population, future expansion and the attainment of the school’s mission</p>						
<p>D. Partnership developments, conversions or other facility acquisition plan is complete and clear.</p>						
<p>E. Finance plan for facilities is outlined clearly and concisely in both the facilities section and corresponds to numerical estimates provided in the budget / finance documentation. A plan to manage or avoid potential conflict-of –interest regarding the ownership or lease arrangement is included.</p>						
<p>F. Plan for acquiring educational materials, supplies, furniture, technology and other equipment is clearly outlined in the facilities section and directly corresponds to costs provided budget / finance documentation. Costs in the latter section are reasonable given the scope of the educational program and the current costs of items purchased by AACPS recently.</p>						
Subtotal:						(maximum points awarded =30)

AACPS Charter School Program

Scoring Rubric

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- 5 = Extensive evidence exists in the application to demonstrate that the criterion has been exceeded

Comments: Please include comments to justify the numeric score. Comments are required for score of 1 or 2.

Section C. Business and Management

4. Finances	1	2	3	4	5	Comments
<p>A. Applicants clearly demonstrate or strongly address their intent to adhere to policies, and practices dictated GAAP accounting, State Educational Law, State Regulations and standards required by the State Financial Reporting Manual. Thorough discussions regarding the</p> <ul style="list-style-type: none"> 1. financial management and accounting practices of the school 2. the process to track financial transactions 						
<p>B.-D. Applicants provide clear, accurate and thorough reports on AACPS designed forms regarding</p> <ul style="list-style-type: none"> 3. a three-year estimate of the proposed budget for operating and capital expenses 4. the start-up expenses budget including the planning and capital expenses required before school opening. This budget should not include state funds (except for grant funding through MSDE) or funds from the LEA / BOE. 5. Budget for the length of the proposed contract including all revenue and planned expenditures including a <ul style="list-style-type: none"> i. Sensitivity analysis ii. Contingency fund (5%) iii. Monthly cash flow projections for the first year including a plan to fund any cash shortfalls. 						
<p>E. A clear, reasonable and appropriate level of fund-raising is provided and corresponds to needs outlined by cash flow shortfalls or other deficits arising from proposed expenditures exceeding proposed revenues.</p>						

AACPS Charter School Program

Scoring Rubric

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Section C. Business and Management

<p>F. A clear and thorough discussion of charter school insurance is provided including the manner in which the charter school shall be insured. The levels of insurance provided should meet or exceed insurance levels stipulated in the Charter School Application packet or related materials.</p>								
<p>G. Revenue arising from the annual PPE, as described in the application and on required financial documentation is accurate or within the historical range of PPE levels. Requests for modifications are reasonable and any negotiated services outlined in the application are viable and statistically in range of historical averages.</p>								
<p>H. The inventory management process provided is clear, complete, and sufficient to track materials and equipment purchased by the charter school. The process includes a methodology or procedure for tracking the source of funds which were used to purchase all charter school materials and equipment.</p>								
<p>Subtotal: (maximum points awarded =30)</p>								

AACPS Charter School Program

Scoring Rubric

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Section C. Business and Management

5. School Safety and Security		1	2	3	4	5	Comments
A.1-9	A school Crisis and Emergency Management Plan that incorporates a multi-hazards safety program in compliance with MSDE Emergency Planning Guidelines for local school systems and schools is provided in detail covering the nine items outlined in the application including such things as an Incident Command System (ICS), a Utility System Emergency Plan, staff and student training plans, etc.						
B.1-9	A plan to ensure the safety and security of students, staff and facilities which demonstrates that appropriate measures are in place to ensure that unauthorized persons are not able to enter schools or cause a disturbance is provided in line with the nine items outlined in the application including such things as visitor sign-in requirements, intruder prevention plan, background checks, etc.						
Subtotal:							(maximum points awarded =10)

AACPS Charter School Program

Scoring Rubric

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Section C. Business and Management

6. Transportation		1	2	3	4	5	Comments
A.	A clear and thorough transportation plan is provided which includes the plan for transporting students to and from school including all proposed service providers.						
B, F.	The definition of “reasonable distance” and the factors used to determine this distance is concisely outlined. A thorough description of the geographic attendance area for the school is provided.						
C.-E.	Policies designed to ensure that transportation is not a barrier to equal access to all students is provided. Specifically, the clear and thorough procedures are provided which address the required transportation services to students with disabilities, lower income students, and at-risk students. The plan includes a comprehensive plan for supervision of students on the bus, or while traveling between residences and bus stops.						
G.	A clear, concise and sound implementation outline for all transport services proposed in section 6A is provided.						
Subtotal:							(maximum points awarded =20)

AACPS Charter School Program

Scoring Rubric

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Section C. Business and Management

7. Food and Nutrition Services						
	1	2	3	4	5	Comments
Application includes a viable food and nutrition services plan that addresses the service of school meals to all students and supports one of the three options outlined in A.1-3; demonstrates a willingness to work with Food and Nutrition staff regarding the meals to be provided; acknowledges the need to adhere to applicable regulations and codes including USDA nutritional guidelines.						
Intent to purchase kitchen equipment is included by a line item in the budget proposal.						
Subtotal: (maximum points awarded =10)						
8. Accountability Plan						
	1	2	3	4	5	Comments
The application provides a thorough three-year accountability plan which outlines methodologies, measurement tools and communication plans to evaluate if the educational program is a success, the Charter school as a viable organization, improving student performance, maintenance of effective leadership, faithful implementation of the Charter School plan as outlined in this application, etc.						

AACPS Charter School Program

Scoring Rubric

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Section C. Business and Management

<p>A.-G. The accountability plan sufficiently covers the following essential elements:</p> <ol style="list-style-type: none"> 1. challenging, measurable, attainable goals. 2. a statement of student academic content and performance standards 3. measurable performance indicators 4. short-term (annual) and long-term benchmarks / performance targets 5. viable measurement tools to judge performance 6. strategies for supporting ongoing program improvement progress reporting and customer satisfaction procedures. 							
Subtotal: (maximum points awarded =10)							

Section C: Business and Management total points awarded = _____ out of 190 possible.

AACPS Charter School Program Scoring Rubric

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Comments: Please include comments to justify the numeric score. Comments are required for score of 1 or 2..

Section	Maximum Points	Reviewer A	Reviewer B	Reviewer C	Reviewer D	Reviewer E	Reviewer F	Reviewer G	Reviewer H	Reviewer I	Composite Score
Overview 24%	120										- Total - Mean - Median
Instructional & Student Services 38%	190										- Total - Mean - Median
Business & Management 38%	190										- Total - Mean - Median
Total Maximum Score 100%	500										- Total - Mean - Median