

APPENDIX U

CHARTER RENEWAL ASSESSMENT (13)

Charter School Evaluation Tool

Review Team Member Name: _____

The Charter School Evaluation Committee is charged with the responsibility of objectively reviewing information provided by the charter school and the Office in order to recommend to the Chancellor and the Board of Regents action in regard to the school's charter. The following protocol is used to guide the evaluation.

Use this tool for both the review of the documents in your binder as well as with the information you gather from the site visit. You will be asked to provide this document completed to the Director following the site visit.

CHARTER RENEWAL BENCHMARKS

<u>Is the school an academic success?</u>	
A. Achievement of Mission	The school has met or made significant progress toward achieving the mission defined in the school's application and contract.
Reviewer Comments	
Reviewer Questions	
Reviewer Concerns	
B. Continual Improvement	The school has met or made significant progress in meeting the goals established in its annual accountability plans.
Reviewer Comments	
Reviewer Questions	
Reviewer Concerns	

C. Proficiency	The number of student obtaining proficient and/or advanced status on the Wisconsin Knowledge and Concepts Examination has increased over the term of the charter.
Reviewer Comments	
Reviewer Questions	
Reviewer Concerns	
D. Growth	Value-added measures indicate that students are making one or more years of academic growth each school year.
Reviewer Comments	
Reviewers Questions	
Reviewers Concerns	
E. No Child Left Behind – will not be included in future evaluations due to ESEA Waiver	The school has made adequate yearly progress (AYP) each year.
Reviewer Comments	
Reviewer Questions	
Reviewer Concerns	
F. Use of Data	<p>The school has a system to gather assessment and evaluation data and to use it to improve instructional effectiveness and student learning.</p> <p>Elements that are generally present, and which the Office will look for, include:</p> <ol style="list-style-type: none"> 1. regular administration of assessments and the regular assignment of student work that are aligned to the state performance standards and the school's scope and sequence; 2. systematic collection of data from such assessments and student work;

	<ol style="list-style-type: none"> 3. use of assessment data to determine whether Accountability Plan goals are being achieved; 4. school's leadership's use of assessment data to monitor and make improvements and changes to the curriculum and instruction; 5. teachers use of assessment data to make changes and improvements to instruction. 6. common understanding between and among teachers and administrators of the meaning and consequences of assessment results; 7. regular communication of assessment outcomes (individual, grade level, school-wide) to the entire school community.
Reviewer Comments	
Reviewer Questions	
Reviewer Concerns	
G. Curriculum	<p>The school has a clearly defined and aligned curriculum and uses it to prepare students to meet state performance standards.</p> <p>Elements that are generally present, and which the Office will look for, include:</p> <ol style="list-style-type: none"> 1. essential knowledge and skills that all students are expected to achieve has been defined at each grade level; 2. teachers are fully aware of the curricula for which they are responsible and have access to materials and information for the development of lesson plans; 3. teachers develop lesson plans that are in alignment with the defined knowledge and skills and follow those plans; 4. the curriculum, as implemented, is organized, cohesive, and seamless from grade to grade;
Reviewer Comments	
Reviewer Questions	
Reviewer Concerns	

<p>H. Leadership</p>	<p>The school has strong instructional leadership.</p> <p>Elements that are generally present, and which the Office will look for, include:</p> <ol style="list-style-type: none"> 1. priorities set by the leadership are responsive to and consistent with achieving the Accountability Plan goals; these priorities are communicated to and understood by, the instructional staff; 2. leadership has in place a comprehensive and on-going system for evaluating teachers' effectiveness and quality; 3. leadership provides direct, on-going coaching and support to teachers; 4. leadership provides structured opportunities for teachers to plan for the delivery of the instructional program; 5. leadership makes staffing decisions based on the evaluation system and has in place a system for recruiting and retaining high-quality teachers; 6. the head administrator has deployed a leadership team able to support the effective delivery of the instructional program; 7. the school's leadership has established an environment of high expectations.
<p>Reviewer Comments</p>	
<p>Reviewer Questions</p>	
<p>Reviewer Concerns</p>	
<p>I. Instruction</p>	<p>High quality instruction is evident throughout the school.</p> <p>Elements that are generally present, and which the Office will look for, include:</p> <ol style="list-style-type: none"> 1. teachers demonstrate subject-matter competency in the subjects they teach; 2. lessons are focused on specific learning objectives aligned to state performance standards and reflect a clear understanding of students' current skill and knowledge; 3. students are fully engaged in focused, purposeful activities; 4. instruction is delivered efficiently with clear expectations for what student must know and be able to do in each lesson; 5. instructional time is maximized, transitions are efficient;

	6. teachers ask challenging questions to provoke student problem solving skills and to assess student learning.
Reviewer Comments	
Reviewer Questions	
Reviewer Concerns	
J. At Risk Learners	<p>The school has programs that are effective in helping students who are struggling academically.</p> <p>Elements that are generally present, and which the Office will look for, include:</p> <ol style="list-style-type: none"> 1. deployment of resources sufficient to support interventions and implement programs which reflect a range of services required to meet students' academic and behavioral needs; 2. screening procedures for identifying students and providing them with appropriate intervention; 3. coordination of intervention services with the mainstream program.
Reviewer Comments	
Reviewer Questions	
Reviewer Concerns	
K. Student Behavior	<p>The school has a culture of learning.</p> <p>Elements that are generally present, and which the Office will look for, include:</p> <ol style="list-style-type: none"> 1. a documented discipline policy that is consistently applied; 2. classroom management techniques and daily routines have established a culture in which learning is valued; 3. low-level misbehavior is not tolerated; 4. students eagerly participate in learning activities; 5. a safe and orderly environment is evident throughout the school.
Reviewer Comments	

Reviewer Questions	
Reviewer Concerns	
L. Professional Development	<p>The school's professional development program assists teachers in meeting student academic needs and school goals.</p> <p>Elements that are generally present, and which the Office will look for, include:</p> <ol style="list-style-type: none"> 1. the school provides sufficient resources to support a comprehensive program; 2. the content of the program aligns with the school's mission, curriculum, instruction strategy; 3. annual plans are derived from a school needs assessment, based on identified instructional weaknesses, teacher interests, and analysis of student outcomes; 4. the school earmarks effective, ongoing support and training for novice teachers and teachers new to the school; 5. the professional development program is systematically evaluated to determine its effectiveness.
Reviewer Comments	
Reviewer Questions	
Reviewer Concerns	
<u>Is the school an effective, viable organization?</u>	
M. Design Elements	<p>The school is faithful to its mission and has implemented the key design elements included in its charter.</p> <p>Elements that are generally present, and which the Office will look for, include:</p> <ol style="list-style-type: none"> 1. stakeholders are aware of, and can articulate, the mission and key design elements of the school; 2. the school has carried out the components of its mission statement and implemented its key design elements.
Reviewer Comments	

Reviewer Questions	
Reviewer Concerns	
N. Governance	<p>The school board has worked effectively to achieve the school's mission and specific goals.</p> <p>Elements that are generally present, and which the Office will look for, include:</p> <ol style="list-style-type: none"> 1. There are written job descriptions for the board of trustees and board officers; 2. written, comprehensive by-laws clearly describe how the board functions; 3. the school board receives regular reports from school leaders regarding key indicators of the school's academic progress; 4. the board has conducted formal evaluations of the school's management and has acted on the results; 5. the board has a comprehensive plan for oversight of the academic program. 6. the board has taken effective action to correct deficiencies; 7. the board has not made financial or organizational decisions that have materially impeded the progress of the school. 8. the board has established a set of priorities and strategic plans and has effectively worked to achieve these goals; 9. the board has a process in place for selecting new board members.
Reviewer Comments	
Reviewer Questions	
Reviewer Concerns	

<p>O. Policy</p>	<p>The school board has worked effectively to achieve the school's mission and specific goals.</p> <p>Elements that are generally present, and which the Office will look for, include:</p> <ol style="list-style-type: none"> 1. the school board has implemented a comprehensive and strict conflict of interest policy; 2. the school board has implemented a process for dealing with complaints.
<p>Reviewer Comments</p>	
<p>Reviewer Questions</p>	
<p>Reviewer Concerns</p>	
<p>P. Parents and Students</p>	<p>Parents and guardians are satisfied with the school.</p> <p>Elements that are generally present, and which the Office will look for, include:</p> <ol style="list-style-type: none"> 1. a definite majority of parents have positive attitudes about the school; 2. a large number of applicants seek entrance to the school; 3. parents keep their children enrolled in the school year-to-year. 4. students have positive attitudes about the school; 5. school attendance rates are high.
<p>Reviewer Comments</p>	
<p>Reviewers Questions</p>	
<p>Reviewers Concerns</p>	

<p>Q. Governance</p>	<p>The school board has worked effectively to achieve the school's mission and specific goals.</p> <p>Elements that are generally present, and which the Office will look for, include:</p> <ol style="list-style-type: none"> 1. the school board receives regular reports from school leaders regarding key indicators of the school's academic progress; 2. the board has conducted formal evaluations of the school's management and has acted on the results;
<p>Reviewer Comments</p>	
<p>Reviewer Questions</p>	
<p>Reviewer Concerns</p>	
<p>R. Legal Requirements</p>	<p>The school has substantially complied with applicable laws and regulations and the provisions of its charter contract.</p> <p>Elements that are generally present, and which the Office will look for, include:</p> <ol style="list-style-type: none"> 1. the school has compiled a record of substantial compliance with the terms of its charter and applicable state and federal laws and regulations; 2. the school has in place effective systems and controls for ensuring that legal and charter requirements are met.
<p>Reviewer Comments</p>	
<p>Reviewer Questions</p>	
<p>Reviewer Concerns</p>	

<p>S. Financial Planning</p>	<p>The school has operated pursuant to a long-range financial plan. Realistic budgets have been created, monitored and adjusted as appropriate. Actual expenses have been equal to or less than actual revenue.</p> <p>Elements that are generally present, and which the Office will look for, include:</p> <ol style="list-style-type: none"> 1. a long-range fiscal plan directs the development of the budget; 2. clear budgetary objectives and preparation procedures; 3. input from board members, administrators, and staff is considered in the budget development process; 4. budget variances are routinely analyzed and addressed.
<p>Reviewer Comments</p>	
<p>Reviewer Questions</p>	
<p>Reviewer Concerns</p>	
<p>T. Internal Controls</p>	<p>The school has maintained appropriate internal controls and procedures.</p> <p>Elements that are generally present, and which the Office will look for, include:</p> <ol style="list-style-type: none"> 1. a set of comprehensive, written fiscal policies and procedures is followed; 2. controls are in place to ensure that management decisions are properly carried out; 3. the school has systems in place to provide appropriate information to staff and the board to make sound financial decisions; 4. the school takes corrective action in a timely manner to address any deficiencies.
<p>Reviewer Comments</p>	
<p>Reviewer Questions</p>	
<p>Reviewer Concerns</p>	

U. Financial Reporting	The school has complied with financial reporting requirements.
Reviewer Comments	
Reviewer Questions	
Reviewer Concerns	
V. Financial Condition	<p>The school has maintained adequate financial resources to ensure stable operation and has monitored and successfully managed cash flow.</p> <p>Elements that are generally present, and which the Office will look for, include:</p> <ol style="list-style-type: none"> 1. sufficient cash is maintained to pay current bills; 2. the school prepares and monitors cash flow projections; 3. the school accumulates unrestricted net assets that are equal to or exceed two percent of the school's operating budget; or 4. the school's sponsor provides cash as needed to provide for cash flow needs; or 5. the school's sponsor makes up any annual cash flow shortage; 6. the school has an on-going successful capital campaign.
Reviewer Comments	
Reviewer Questions	
Reviewer Concerns	

Reviewer Name: _____

Reviewer Recommendation: _____ **Renewal** _____ **Non-Renewal**

Final Comments of Reviewer:

Action Needed: Reviewer, please type up your notes, questions, comments and recommendation and send it to me via email cameyers@uwm.edu by November 7, 2012. Thank You.