

**2012-2013 Application Cycle**

**ADE**

**Evaluation and**

**Applicant**

**Responses**

**Brunson New Vision Charter School**  
**Warren School District**

## **BRUNSON NEW VISION SCHOOL**

**District:** Warren School District  
**Grade Levels:** 4-5  
**Student Enrollment Cap:** 300  
**Address of Proposed Charter:** 212 Scobey Drive, Warren, Arkansas 71671

### ***FINANCIAL/BUDGET (Partially Meets Standard)***

- Explain the fringe benefit policy/rate.
- Confirm that each school keeps an inventory and can estimate the value of commodities used and food used based on the menus. Confirm that district staff can cost out menus and be able to estimate the food cost based on participation in the lunch program.

**NOTE: There is no guarantee that the charter will receive the federal funds budgeted.**

**The applicant also should be prepared to address any other issues raised by Charter Review Council members.**

# Arkansas Department of Education

## Charter School Application Evaluation Instrument

*The following instrument will be used to evaluate applications submitted to the Arkansas Department of Education (“ADE”) for the establishment of new district conversion or limited public charter schools. This instrument is only intended to provide clarity, transparency and consistency in the charter school application review process.*

The ADE will use the following instrument only to evaluate the quality of a district conversion or limited charter school application against the criteria stated herein. For each of the application requirements, the criteria define the characteristics and elements of a response that meet the standard for charter approval. The following definitions will guide the rating of each information requirement:

**Meets the Standard:**

The response reflects a thorough understanding of key issues and demonstrates capacity to open and operate a quality charter school. It addresses the topic with specific and accurate information that shows thorough preparation and presents a clear, realistic picture of how the school expects to operate.

**Partially Meets the Standard:**

The response addresses most of the criteria, but response lacks meaningful detail and requires important additional information.

**Does Not Meet the Standard:**

The response lacks meaningful detail, demonstrates lack of preparation, or otherwise raises substantial concerns about the applicant’s understanding of the issue in concept and/or ability to meet the requirement in practice.

# Arkansas Department of Education District Conversion or Limited Public Charter School Application Evaluation

## EVALUATION RUBRIC AND RESPONSES

Name of Proposed School: **BRUNSUN NEW VISION CHARTER SCHOOL**

Sponsoring School District: **WARREN**

### Part 1: PRE-APPLICATION MATERIALS

The Arkansas Department of Education requires that all applicants submit a Letter of Intent, outlining a general description of the proposed charter school.

**Evaluation Criteria:**

A response that meets the standard will guarantee that:

- A Letter of Intent was filed with ADE on time and included all necessary information.

Does Not Meet the Standard	Partially Meets the Standard	Meets the Standard
		X

<b>Strengths</b>
<b>Concerns and Additional Questions</b>

### Part 2: REQUIRED INFORMATION

***STANDARDS 1 OF APPLICATION: PUBLIC HEARING RESULTS***

All proposed school design teams must conduct a public hearing before applying for an open enrollment charter school, to assess support for the school’s establishment. Applicants are asked both to document the logistics of the hearing and to include a narrative of the hearing results.

**Evaluation Criteria:**

A response that meets the standard will present:

- A thorough description and evidence of public support exhibited at the hearing;
- Documentation of required notices published to garner public attention to the hearing;
- A thorough description of the results of the public hearing; and
- Copies of any documents or presentations distributed at the public meeting.

Does Not Meet the Standard	Partially Meets the Standard	Meets the Standard
		X

<b>Strengths</b>
<b>Concerns and Additional Questions</b>

## ***STANDARD 2 OF APPLICATION: MISSION STATEMENT***

The Mission Statement should be meaningful and indicate what the school intends to do, for whom and to what degree.

### **Evaluation Criteria:**

A response that meets the standard will present:

- A mission statement that is, manageable and measurable.

<b>Does Not Meet the Standard</b>	<b>Partially Meets the Standard</b>	<b>Meets the Standard</b>
		X

### **Strengths**

### **Concerns and Additional Questions**

## ***STANDARD 3 OF APPLICATION: EDUCATIONAL NEED***

The Educational Need section should indicate how the school intends to offer a viable educational option for students in Arkansas. Along with the mission statement, this section outlines the basic rationale for the new school.

### **Evaluation Criteria:**

A response that meets the standard will present:

- A description of educational need that presents a clear option for students;
- A clear description of a plan for school improvement that addresses how the conversion or limited public charter school will improve student learning and meet state education goals; and
- Valid and reliable data that substantiates the educational needs.

<b>Does Not Meet the Standard</b>	<b>Partially Meets the Standard</b>	<b>Meets the Standard</b>
		X

### **Strengths**

### **Concerns and Additional Questions**

**STANDARD 4 OF APPLICATION: EDUCATIONAL PROGRAM**

The Educational Program section should describe the educational foundation of the school and the teaching and learning strategies that will be employed.

**Evaluation Criteria:**

A response that meets the standard will present:

- A clear description of the proposed educational program, including but not limited to the foundational educational philosophy and curricular and instructional strategies to be employed; A specific rationale for how the charter school will enhance or expand the educational options currently available to the school’s target student population; and
- A clear organization of the school in terms of both lengths of school day and year that meets minimum state requirements.

Does Not Meet the Standard	Partially Meets the Standard	Meets the Standard
		X

<b>Strengths</b>
<b>Concerns and Additional Questions</b>
<p>Clarify how much of the program described is already being implemented for fourth and fifth grade students.</p> <p>Some preparatory activities are occurring such as professional development with Bea McGarvey and Dr. Gina Chambers (as described on page 9 of the charter). Math and Literacy teachers are piloting some elements such as: using scales and working with students to set learning goals. Brunson is still in a grade-based/time-based system at this time.</p>

**STANDARD 5 OF APPLICATION: ACADEMIC ACHIEVEMENT GOALS**

The Academic Achievement Goals section should define the performance expectations for students and the school as whole.

**Evaluation Criteria:**

A response that meets the standard will present:

- Specific goals in:
  - Reading;
  - Reading Comprehension;
  - Mathematics; and
  - Mathematic Reasoning;
- Goals that are clear, measurable and data-driven;
- Goals on improving student achievement; and
- Valid and reliable assessment tools for measuring each of the defined goals.

Does Not Meet the Standard	Partially Meets the Standard	Meets the Standard
		X

<b>Strengths</b>
<b>Concerns and Additional Questions</b>

## ***STANDARD 6: CURRICULUM DEVELOPMENT & ALIGNMENT***

The Curriculum Development and Alignment section should define the process by which the design team developed (or chose) the curricular program of the school, and illustrate alignment with Arkansas Curriculum Frameworks and Common Core Standards.

### **Evaluation Criteria:**

A response that meets the standard of a curricular development and alignment program will present:

- Evidence that the curriculum aligns with, or a sound and rationale plan and timeline for aligning the curriculum with, the Arkansas Department of Education's content standards, benchmarks and performance standards.
- Evidence that the Applicant is prepared to implement the requirements and timeframe of the Common Core Standards.

<b>Does Not Meet the Standard</b>	<b>Partially Meets the Standard</b>	<b>Meets the Standard</b>
		X

<b>Strengths</b>
<b>Concerns and Additional Questions</b>

## ***STANDARD 7 OF APPLICATION: ENROLLMENT CRITERIA AND PROCEDURES***

The Enrollment Criteria and Procedures section should describe how the school will attract and enroll its student body, including any criteria for admission and enrollment. Applicants must also provide assurances for a random lottery selection process.

### **Evaluation Criteria:**

A response that meets the standard will present:

- A student recruitment plan that will provide equal opportunity for all parents and students to learn about and apply to the school;
- An enrollment and admissions process that is open, fair and in accordance with applicable law; and
- A process for student selection should there be more student applications than can be accommodated under the terms of the charter.

<b>Does Not Meet the Standard</b>	<b>Partially Meets the Standard</b>	<b>Meets the Standard</b>
		X

<b>Strengths</b>
<b>Concerns and Additional Questions</b>

## ***STANDARD 8 OF APPLICATION: STAFFING PLAN***

The Staffing Plan section should describe the job duties of the school director and other key personnel. This section should also describe the professional standards to which all employees will be held.

### **Evaluation Criteria:**

A response that meets the standard will present:

- A job description for the school director and other key personnel, including but not limited to an operations director, board members, teachers, etc.;
- An outline of the professional qualifications required for administrators, teachers, counselors, etc.; and
- A staffing plan that clearly outlines both the types and numbers of positions to be filled at the school and salary scales for such positions.

<b>Does Not Meet the Standard</b>	<b>Partially Meets the Standard</b>	<b>Meets the Standard</b>
		X
<b>Strengths</b>		
<b>Concerns and Additional Questions</b>		
Confirm that teachers in core academic subjects will be highly qualified as required by federal law.		
State which salary schedules will be used for each of the following positions: teacher, instructional facilitator, and behavior interventionist.		
<i>Teachers in core academic subjects will be highly qualified as required by federal law.</i>		
<i>The "Licensed Salary Schedule" (page I-1 of the attachments) will be used for each of the following positions: teacher, instructional facilitator, and behavior interventionist.</i>		



## ***STANDARD 9 OF APPLICATION: STUDENT SERVICES***

The Student Services section should describe how the school will address student services.

### **Evaluation Criteria:**

A response that meets the standard will present:

- A guidance program that will serve all students;
- A health services program that will serve all students;
- A plan for a media center for use by all students;
- A transportation plan that will serve all eligible students;
- A food service plan that will serve all eligible students;
- Sound plans for educating special education students that reflect the full range of programs and services required to provide such students with a high quality education;
- An alternative education plan for eligible students, including those determined to be at-risk, or those that are bilingual or have limited English proficiency; and
- Plans for a gifted and talented program for eligible students.

<b>Does Not Meet the Standard</b>	<b>Partially Meets the Standard</b>	<b>Meets the Standard</b>
		X
<b>Strengths</b>		
<b>Concerns and Additional Questions</b>		
Verify that the applicant will comply with all state and federal special education regulations.		
Explain the need for Waivers #12, 13, & 14 on pages 26-27 since the narrative on page 23 states that state G/T requirements will be followed.		
Brunson New Vision Charter School will comply with all state and federal special education regulations.		
Brunson New Vision Charter School will follow approval standards <i>in identifying gifted students</i> but requests waivers as described on pages 26-27.		

## ***STANDARD 10 OF APPLICATION: ARKANSAS PUBLIC SCHOOL COMPUTER NETWORK ASSURANCES***

The Arkansas Public School Computer Network (APSCN) Assurances section should provide documentation of the applicant's understanding of and participation in the required state finance and educational data reporting system.

### **Evaluation Criteria:**

A response that meets the standard will present:

- Assurance that the charter school will comply with all state statutory requirements regarding the APSCN finance and educational data reporting system.

<b>Does Not Meet the Standard</b>	<b>Partially Meets the Standard</b>	<b>Meets the Standard</b>
		X
<b>Strengths</b>		
<b>Concerns and Additional Questions</b>		

## ***STANDARD 11 OF APPLICATION: FACILITIES***

The Facilities section should provide an understanding of the school's anticipated facilities needs and how the school plans to meet those needs.

### **Evaluation Criteria:**

A response that meets the standard will present:

- An informed understanding of the facility needs of the school over the term of its charter.
- A realistic plan for securing a facility that is appropriate and adequate for the school's program and targeted population.
- Evidence that the school understands the costs of securing and improving a facility and has access to the necessary resources to fund the facility plan.
- A sound plan for continued operation, maintenance and repair of the facility.

For schools that will be using district-owned facilities, a response that meets the standard will present:

- Documentation that the school district and school are in agreement over the use of the facility and its equipment.

For schools that will NOT be using district-owned facilities, a response that meets the standard will present:

- Documentation that the property owner and school are in agreement over the use of the facility and its equipment;
- A statement of the facilities' compliance with applicable codes; and
- A detailed outline of any relationships between the property owner and:
  - members of the local board of the public school district where the charter school will be located; and
  - the employees of the public school district where the charter school will be located.

<b>Does Not Meet the Standard</b>	<b>Partially Meets the Standard</b>	<b>Meets the Standard</b>
		X

<b>Strengths</b>
<b>Concerns and Additional Questions</b>

## STANDARD 12 OF APPLICATION: WAIVERS

The Waivers section should describe any waiver from local or state law which the charter is seeking.

### Evaluation Criteria:

A response that meets the standard will present:

- A rationale for each and every waiver request; and
- A justification of how the waiver requests relate to the school's educational program.

Does Not Meet the Standard	Partially Meets the Standard	Meets the Standard
		X

### Legal Comments

1. Requested Waivers:

a.) Ark. Code Ann. § 6-15-1004 ("Qualified teachers in every public school classroom"), 6-17-302 ("Public school principals -- Qualifications and responsibilities"), 6-17-309 ("Certification to teach grade or subject matter - Exceptions - Waiver"), 6-17-01 et seq. [sic] ("Teacher license requirement"), 6-17-902 ("Arkansas Teachers' Salary Law - Definition"), and 6-17-919(a)(1) ("Warrants void without valid certificate and contract"); Standard 15.03 of the Standards for Accreditation ("Licensure and renewal"); ADE Rules Governing Waivers for Substitute Teachers; and ADE Rules Governing Parental Notification of an Assignment of a Non-Licensed Teacher: It is presumed the reference to 6-17-01 is in fact a reference to Ark. Code Ann. §§ 6-17-401 et seq.

- Even if Applicant is granted a waiver from the licensure requirements, the Applicant will still be required by federal law to hire only Highly Qualified teachers in core academic subject areas (English Language Arts, Reading, Mathematics, Science, Foreign Languages, Social Studies, Music, and Art). Any teacher who teaches a core academic subject area must meet the requirements of the ADE Rules Governing Highly Qualified Teachers, except for the licensure requirement.

Brunson New Vision Charter School will follow federal requirements regarding hiring Highly Qualified teachers in core academic subject areas.

- The ADE Rules Governing the Arkansas Comprehensive Testing Assessment and Accountability Program, Sections 5.02.4 and 5.03.2, requires that standardized assessments be administered according to procedures established by the ADE. The ADE's procedures require that certified teachers administer the standardized assessments. Violations of such procedures are subject to sanctions by the State Board pursuant to Ark. Code Ann. § 6-15-438.

Brunson New Vision Charter School will follow state requirements in allowing only licensed teachers to administer standardized assessments.

- All teachers and school personnel must submit to the criminal background and central registry checks.

Brunson New Vision Charter School will follow regulations requiring all school personnel to submit to criminal background and central registry checks.

- It is noted that the Applicant has not requested waiver of Ark. Code Ann. § 6-17-302, requiring the school to have a properly licensed principal.

Brunson New Vision Charter School does not wish to waive the requirement to have a properly licensed principal.

- A waiver of Ark. Code Ann. §§ 6-17-401 et seq. will in no way be considered a waiver of the Code of Ethics for Arkansas Educators or its enforcement mechanisms.

Brunson New Vision Charter School understands the importance of the Code of Ethics for Arkansas Educators and did not ask for any type of waiver regarding the Code of Ethics or its enforcement mechanisms.

**Concerns and Additional Questions**

***STANDARD 13 OF APPLICATION: DESEGREGATION ASSURANCES***

The Desegregation Assurances section should describe the applicant’s understanding of applicable statutory and regulatory obligations to create and maintain a unitary system of desegregated public schools.

**Evaluation Criteria:**

A response that meets the standard will present:

- Assurance that the charter school will comply with all applicable federal and state statutory and regulatory requirements regarding the creation and maintenance of desegregated public schools; and
- An outline of the potential impact of the proposed charter school on those desegregation efforts already in place in affected public school districts.

**Legal Comments**

**Concerns and Additional Questions**

***STANDARD 14 OF APPLICATION: PARENTAL INVOLVEMENT***

The Parental Involvement section should describe how parents or guardians of enrolled students will make a positive impact on the school and its educational program.

**Evaluation Criteria:**

A response that meets the standard will present:

- A plan to involve parents and guardians of students to be enrolled in the school, as well as the broader community, in the process of carrying out the terms of the charter, and
- A description of how parents of students will be involved in developing, implementing, and evaluating the school improvement plan and identifying performance criteria

Does Not Meet the Standard	Partially Meets the Standard	Meets the Standard
		X

**Strengths**

**Concerns and Additional Questions**

## FINANCIAL/BUDGET COMMENTS:

Partially meets standards

Strengths: Application contains a copy of the proposed certified and classified salary schedule.

### Concerns and Additional Questions:

The applicant should clarify how calculation of Federal revenue for year 1 & year 2.  
Pgs. H-1 & H-5

The amount listed equals the amount budgeted for federal salaries, benefits, and other. We budgeted enough revenue to cover it exactly. It is based upon current FTE's paid from Federal funds.

Applicant should clarify fringe benefit rate budgeted. Percentages are inconsistent throughout the budget.  
Pgs. H-1 through H-12

Year 1: 22% + \$2,325 per licensed FTE and \$2,253 per classified FTE.

Year 2: 22% + \$2,370 per licensed FTE and \$2,297 per classified FTE.

Health Services budgeted at .15 FTE, but staffing plan references .33 FTE. Please clarify.  
Pgs.H-2 & H-6

Paula Church, nurse, is .15 FTE at Brunson (2 grades out of 13).

Applicant should clarify what is included in Purchased services under Maintenance and Operation. It cannot be determined if insurance is accounted for.  
Pgs. H-3 & H-7

Insurance is not broken down by campus.

Applicant did not include allocated cost for Fiscal Services or Pupil transportation. Please clarify.  
Pgs. H-3 & H-7

District covers the costs.

Food Services budgeted for 2.4 FTEs, but staffing plan referenced 3. Please clarify.  
Pgs. H-3 & H-7

There is one kitchen that serves Brunson and Warren Middle School. There is one cafeteria manager who serves both schools. Warren Middle School has more grades, therefore, she is assigned .4 at Brunson and .6 at WMS.

Applicant did not budget food cost. Please clarify.

Pgs. H-3 & H-7

Food costs are not broken down by school.

Applicant should clarify amount budgeted for substitutes

Pgs. H-4 & H-8

We are contracting substitute teachers as a purchased service through SubTeach USA.

Applicant should clarify the additional teacher under Regular Classroom Instruction in the addendum. It cannot be determined when compared to the staffing plan.

Pgs. H-9 & H-11

Amy Cortright is paid from Title I. She is a 5<sup>th</sup> grade literacy teacher.

Applicant should clarify FTE budgeted for Speech Therapist at .25 FTE. The staffing plan references .2 FTE.

Pgs. H-9 & H-11

The Speech Therapist is budgeted by Special Education Supervisors at .25 per campus. (The staffing plan should say .25 as well.)

Applicant should clarify the 1 FTE budgeted for Interventionist/Teacher Aides. The staffing plan references 1 PART-TIME certified interventionist.

Pgs. H-10 & H-12

The staffing plan should say 1 FTE Interventionist. (That position was filled recently by a retired teacher using NSLA funding and in the future is contingent upon NSLA allocations.)