

Policy No. 1700 AR-1
PETERS TOWNSHIP
SCHOOL DISTRICT

ADMINISTRATIVE
REGULATION

EXHIBIT A

**PETERS TOWNSHIP SCHOOL DISTRICT
McMURRAY, PENNSYLVANIA 15317**

CHARTER SCHOOLS

**OVERVIEW REVIEW
PROCESS**

General Information about the Preliminary Technical Review

Each charter school application submitted to the Peters Township School District must satisfactorily meet each of the requirements listed below.

The preliminary technical review is a service provided to you by the School District to ensure that your application responds to each of the components outlined in the 1998-99 Charter School Application Package. The preliminary technical review does not evaluate or assess the quality or merit of an applicant's response, but only whether a response has or has not been provided.

This form summarizes the results of the preliminary technical review process for the above-referenced application. Under each requirement, the reviewer has indicated with a check (✓) whether this application included a response or did not include a response for each specific requirement.

I. SCHOOL DESIGN	Response	No Response
1. Mission statement of the school.		
2. Goals and measurable objectives for student learning and student performance.		
3. A description of the educational program, including an overview of curriculum in all subject areas, and teaching methods.		
4. A school calendar and hours of school operation that indicates conformity, at a minimum, with the student calendar established within the Peters Township School District, in accordance with School District policy.		
5. A description of accommodations for special education students.		
6. Methods of self-assessment or evaluation to meet school's stated objectives.		
7. Description of standards for teacher and staff performance.		
8. Description of how school will be held accountable to parents and Peters Township School District.		

9.	A plan for regular review of school budgets and financial records.		
10.	System for maintaining school records and disseminating information.		
11.	Plans to evaluate student performance.		
12.	Description of how student development towards the school's goals will be measured.		
13.	Description of how student evaluation will be used to improve student achievement.		
14.	Description of relationship between the school and the surrounding community.		
15.	Description of the nature and extent of parental involvement.		
16.	Description of procedures to review parent complaints.		
17.	Description of extracurricular activities at the charter school.		
18.	Description of plans to participate in another school's extra-curricular activities.		

II. NEEDS ASSESSMENT	<i>Response</i>	<i>No Response</i>
1. Statement of need for this type of school.		
2. Explanation of how the charter school model is the appropriate vehicle to address this need.		
3. Enrollment projections (broken down by grade or other grouping for first five years and grades served).		
4. Description of surrounding community, and reason for selected location.		
5. Efforts to notify host school district(s) from which charter would draw students.		
6. Documentation of broad community support through the use of letters, surveys or other tangible means.		

III. DESCRIPTION OF FOUNDING/MANAGEMENT TEAM	<i>Response</i>	<i>No Response</i>
1. Profile of the founding coalition, including names, backgrounds and references for each.		
2. Description of how the founding coalition came together, as well as any partnership arrangements with other groups.		
3. Plans for further recruitment of founders/organizers.		
4. Information on how community groups are involved in the planning of the charter school.		
5. Description of proposed management organization of the school.		
6. Process for selecting board of trustees.		
7. Description of steps to maintain continuity between the founding coalition's vision and the board of trustees.		
8. Roles and responsibilities of the board.		
9. Steps to facilitate and productive relationship between administrators and teachers.		
10. Description of parental and student involvement in decision making.		
11. Copy of the school's by-laws, contracts and other relevant documents.		
12. Board members' names, addresses, phone numbers and resumes.		

IV. FINANCE AND FACILITY	<i>Response</i>	<i>No Response</i>
1. Evidence of a purchasing procedure that addresses a competitive way to purchase goods and services.		
2. Description of fund raising efforts that have occurred and/or are planned.		
3. Submission of School District budget form.		
4. Submission of two-year cash-flow statements.		
5. Submission of budget form showing all projected sources of revenue, both public and private, and planned expenditures.		
6. Descriptions of and addresses for physical facilities, the ownership thereof and the existence of or plans for any lease arrangements.		
7. Explanation of suitability of facility, and a description of the services of that facility.		
8. Plan for day-to-day and extended maintenance of facility.		
9. Discuss progress or future steps toward acquisition of facility.		
10. Description of facility financing plans.		
11. Description of insurance coverage plans, including health, general and D&O coverage.		
12. Description of school enrollment and attendance procedures.		

V. IMPLEMENTATION AND ADMINISTRATION	<i>Response</i>	<i>No Response</i>
1. Description of publicity plan to attract sufficient eligible applicants and outreach to potential students and their families.		
2. Description of student admissions methods.		
3. Timetable for admitting students, including a plan for an admission lottery.		
4. Explanation of how admissions policies further the mission of the school in a non-discriminatory manner in accordance with the authorizing charter school legislation.		
5. Description of standards for hiring staff (teachers, administrators, other).		
6. Targeted staff size and teacher/student ratio.		
7. Description of professional development opportunities for all staff.		
8. Human resources policies governing salaries, contracts, hiring and dismissal, sick and other leave, benefits.		
9. Identification of proposed faculty.		
10. A report of the criminal history record, pursuant to Section 111, for all individuals who shall have direct contact with students.		
11. An official clearance statement regarding child injury or abuse from the Department of Public Welfare as required by 23 Pa. C.S. Ch. 63 SUBCH. C.2 (relating to background checks for employment in school) for all individuals who shall have direct contact with students.		
12. Description of rules governing student behavior.		
13. Procedures which will be used regarding the suspension or expulsion of pupils, which must be in compliance with Section 1318 as follows: <i>Suspension and expulsion of pupils: Every principal or teacher in charge of a public school may temporarily suspend any pupil on</i>		

	<i>account of disobedience or misconduct, and any principal or teacher suspending any pupil shall promptly notify the district superintendent or secretary of the board of school directors. The board may, after a proper hearing, suspend such child for such time as it may determine, or may permanently expel him. Such hearings, suspensions, or expulsion may be delegated to a duly authorized committee of the board, or to a duly qualified hearing examiner, who need not be a member of the board, but whose adjudication must be approved by the board.</i>		
14.	Description of school's mandatory student attendance plan.		
15.	Description of plans for transporting students within the local district. <i>Note: Peters Township School District does not provide transportation for non-resident students. .</i>		
16.	Description of plans for transporting students who live outside the local district.		
17.	Description of food service plan, including plan for free or reduced lunch or breakfast, that follows State Regulations (24 PS 13-1337). <i>Note: Peters Township School District does not provide food services for charter schools.</i>		
18.	Detailed timetable of projected steps and dates leading to the opening of the school.		
19.	Documentation of intent to comply with inspection by local building inspector, local fire department, approval from municipal licensing authority for use of any explosives and flammable compounds or liquids and compliance with federal, state and local health and safety laws.		

VI. EVIDENCE OF NOT-FOR-PROFIT STATUS AND BOARD AUTHORITY	<i>Response</i>	<i>No Response</i>
1. Evidence that the applicant organization is a not-for-profit entity (articles of incorporation, docketing statement or certificate from Commonwealth).		
2. Evidence of board's authority to sign a written charter in the form of formal board resolution.		
** OTHER REQUIREMENTS	<i>Response</i>	<i>No Response</i>
1. Signed Statement of Assurances.		

Please note that the above is only a technical review. An indication that you responded to a component does not necessarily mean that the quality of that response is adequate or sufficient.

I. Areas of Staff Review:

Following are the areas covered by the staff review process.

Financial Viability

Is the budget based on realistic assumptions for revenue, the number of students, class size, employee compensation and other expenditures? Does the budget provide for all items required in the charter legislation? Is there evidence that the charter school will be financially viable after the first year? Is the cash flow plan consistent with the budget? Does the school have plans for a regular financial review and audit? Does the applicant have adequate hours/days scheduled? Does the school have appropriate enrollment and attendance procedures? Does the school have a competitive purchasing procedure? Does the applicant have other opportunities for financial support?

Standards/Accountability

Is there a measurable method for assessing whether students are meeting educational goals? Is it tied to the school's overall learning goals and objectives aligned to standards? Does the charter school agree to administer the Peters Township School District's assessments? Is the school accountable to parents? Is there a plan to review complaints? Is there a mechanism to involve/engage parents' questions and concerns? Does the school have appropriate academic standards? Are they at least as rigorous as Peters Township's world-class standards? Does the school have a plan for evaluating its teachers and administrators? Does the school have a system for maintaining school records and disseminating information? What is the relationship between the school and the surrounding community? Is the curriculum tied to standards?

Equity

Does the school increase learning opportunities for all students, including, without limitation, students with disabilities, from low-income families, of color and with limited English proficiency? Does the school have a plan to accommodate students with the special needs as described above? Does the school have a non-discriminatory admissions methods? Are there plans to have admissions procedures widely publicized? Are the procedures for suspension and expulsion reasonable? Are all Peters Township resident students eligible to apply for enrollment? Does the school agree to comply with the Peters Township School District's desegregation policies?

Instructional Strategies/Curriculum

Does the school have a clear mission statement? Is the curriculum aligned to world-class standards at least as rigorous as the Peters Township School District Standards? Does the applicant have a clear and effective educational program? Does the school have clearly defined pedagogy or teaching methods? Does the school have an adequately broad curriculum focus? Is there a plan for extra-curricular activities?

Governance/Management

Does the application show evidence of demonstrated and sustainable support by the community? Does the founding group have people with a wide range of personal and professional skills? Is the management organization and governance structure of the school consistent with the needs of the school? Is the process for appointing/electing trustees consistent with general procedures? Does the board have appropriate roles and responsibilities? Is there a process to facilitate a productive relationship between administrators and teachers? Are parents afforded an opportunity to have a voice in

their child's educational process? Does the school have by-laws consistent with the needs of a charter school?

Business Operations

Does the charter school have sufficient liability and other coverage to ensure financial viability and protect its students, staff and board? Has an appropriate physical plant been secured? Is there evidence that minimum and safety standards will be met? Does the school have an adequate maintenance plan? Does the school have adequate facility financing plans?

Legal Review

Does the charter school comply with applicable federal and state law? Does the charter school comply with the charter school law (Act 22 of 1997)? Does the applicant meet the standard for not-for-profit? Does the board have authority to sign a written charter?

III. Staff Review Assignments

Area of Review	Responsible Office
Financial Viability	
Standards/Accountability	
Equity	
Instructional Strategies/Curriculum	
Governance/Management	
Business Operations	
Legal Review	

Peters Township School District
 Charter School Applications for _____ - _____
 Quality Review Form: Financial Viability

Charter Applicant: _____ Staff Reader(s): _____

Rating System: 0-20 = No Response/Poor Response 21-40 = Fair
 41-60 = Good 61-80 = Very Good 81-100 = Excellent

Application Criteria	Rating	Comments
1. Is the budget based on realistic assumptions for revenue, the number of students, class size, employee compensation and other expenditures?		
2. Does the budget provide for all items required in the charter legislation?		
3. Is there evidence that the charter school will be financially viable after the first year?		
4. Is the cash flow plan consistent with the budget?		
5. Does the school have plans for a regular financial review and audit?		
6. Does the applicant have adequate hours/days scheduled?		
7. Does the school have appropriate enrollment and attendance procedures?		
8. Does the school have a competitive purchasing procedure?		
9. Does the applicant have other opportunities for financial support?		

Other Comments:

Recommendation:

Within the review area of Financial Viability, this charter school application is:

- Acceptable
- Not acceptable for the following reasons: _____

Peters Township School District
 Charter School Applications for _____ - _____
 Quality Review Form: Standards/Accountability

Charter Applicant: _____ Staff Reader(s): _____

Rating System: 0-20 = No Response/Poor Response 21-40 = Fair
 41-60 = Good 61-80 = Very Good 81-100 = Excellent

Application Criteria	Rating	Comments
1. Is there a measurable method for assessing whether students are meeting educational goals? Is it tied to the school's overall learning goals and objectives aligned to standards?		
2. Does the charter school agree to administer the School District of Peters Township's assessments?		
3. Is the school accountable to parents? Is there a plan to review complaints? Is there a mechanism to involve/engage parents' questions and concerns?		
4. Does the school have appropriate academic standards? Are they at least as rigorous as Peters Township's world-class standards?		
5. Does the school have a plan for evaluating its teachers and administrators?		
6. Does the school have a system for maintaining school records and disseminating information?		
7. What is the relationship between the school and the surrounding community?		
8. Is the curriculum tied to standards?		

Other Comments:

Recommendation:

Within the review area of Standards/Accountability, this charter school application is:

- Acceptable
- Not acceptable for the following reasons: _____
- _____
- _____

Peters Township School District
 Charter School Applications for _____ - _____
 Quality Review Form: Equity

Charter Applicant: _____ Staff Reader(s): _____

Rating System: 0-20 = No Response/Poor Response 21-40 = Fair
 41-60 = Good 61-80 = Very Good 81-100 = Excellent

Application Criteria	Rating	Comments
1. Does the school increase learning opportunities for all students including, without limitation, students with disabilities, from low-income families, of color, and with limited English proficiency?		
2. Does the school have a plan to accommodate students with the special needs as described above?		
3. Does the school have nondiscriminatory admissions methods?		
4. Are there plans to have admissions procedures widely publicized?		
5. Are the procedures for suspension and expulsion reasonable?		
6. Are all Peters Township resident students eligible to apply for enrollment?		

Other Comments:

Recommendation:

Within the review area of Equity, this charter application is:

- Acceptable
- Not acceptable for the following reasons: _____

Peters Township School District
 Charter School Applications for _____ - _____
 Quality Review Form: Instructional Strategies/Curriculum

Charter Applicant: _____ Staff Reader(s): _____

Rating System: 0-20 = No Response/Poor Response 21-40 = Fair
 41-60 = Good 61-80 = Very Good 81-100 = Excellent

	Application Criteria	Rating	Comments
1.	Does the school have a clear mission statement?		
2.	Is the curriculum aligned to world-class standards at least as rigorous as the Peters Township Standards?		
3.	Does the applicant have a clear and effective educational program?		
4.	Does the school have clearly defined pedagogy or teaching methods?		
5.	Does the school have an adequately broad curriculum focus?		
6.	Is there a plan for extra-curricular activities?		

Other Comments:

Recommendation:

Within the review area of Instructional Strategies/Curriculum, this charter school application is:

- Acceptable
- Not acceptable for the following reasons: _____
- _____
- _____
- _____

Peters Township School District
 Charter School Applications for _____ - _____
 Quality Review Form: Governance/Management

Charter Applicant: _____ Staff Reader(s): _____

Rating System: 0-20 = No Response/Poor Response 21-40 = Fair
 41-60 = Good 61-80 = Very Good 81-100 = Excellent

	Application Criteria	Rating	Comments
1.	Does the application show evidence of demonstrated and sustainable support by the community?		
2.	Does the founding group have people with a wide range of personal and professional skills?		
3.	Is the management organization and governance structure of the school consistent with the needs of the school?		
4.	Is the process for appointing/electing trustees consistent with general procedures?		
5.	Does the board have appropriate roles and responsibilities?		
6.	Is there a process to facilitate a productive relationship between administrators and teachers?		
7.	Are parents afforded an opportunity to have a voice in their child's educational process?		
8.	Does the school have by-laws consistent with the needs of a charter school?		

Other Comments:

Recommendation:

Within the review area of Governance/Management, this charter school application is:

- Acceptable
- Not acceptable for the following reasons: _____
- _____
- _____

Peters Township School District
 Charter School Applications for _____ - _____
 Quality Review Form: Business Operations

Charter Applicant: _____ Staff Reader(s): _____

Rating System: 0-20 = No Response/Poor Response 21-40 = Fair
 41-60 = Good 61-80 = Very Good 81-100 = Excellent

	Application Criteria	Rating	Comments
1.	Does the charter school have sufficient liability and other coverage to ensure financial viability and protect its students, staff and board?		
2.	Has an appropriate physical plant been secured?		
3.	Is there evidence that minimum health and safety standards will be met?		
4.	Does the school have an adequate maintenance plan?		
5.	Does the school have adequate facility financing plans?		

Other Comments:

Recommendation:

Within the review area of Business Operations, this charter school application is:

- Acceptable
- Not acceptable for the following reasons: _____

Peters Township School District
 Charter School Applications for _____ - _____
 Quality Review Form: Legal Review

Charter Applicant: _____ Staff Reader(s): _____

Rating System: 0-20 = No Response/Poor Response 21-40 = Fair
 41-60 = Good 61-80 = Very Good 81-100 = Excellent

Application Criteria	Rating	Comments
1. Does the charter school comply with applicable federal and state law?		
2. Does the charter school comply with the charter school law (Act 22 of 1997)? (explain below)		
3. Does the applicant meet the standard for not-for-profit?		
4. Does the board have authority to sign a written charter?		

Other Comments:

Recommendation:

Within the review area of Legal Review, this charter school application is:

- Acceptable
- Not acceptable for the following reasons: _____

