2011-2012 Application Cycle
[Greenhouse Montessori]

Section A	Education Plan					
A.1	Educational Philosophy	F	A	M	E	Comments
A.1a	Provided a detailed description of the school's philosophical approach to educating the target population. Incorporated the principles or concepts fundamental to the school's proposed program of instruction.			1		
A.1b	Presented a rationale for the selected approach including research and/or experience.		C	1		Need to provide research-based evidence for the effectiveness of the selected approach. **The revised application package meets the criteria.**
A.1 Total		0	0	2	0	
A.2	Target Population	F	A	M	E	Comments
A.2a	Identified the target population and demonstrated a clear understanding of the students and community the school intends to serve.			1		
A.2b	Presented an explanation of how the implementation of the described program of instruction meets the needs of the target population and/or benefits the selected community, including but not limited to class size and teacher- student ratios.		C	1		Need clarification on the number of teachers to reach 15:1 student/teacher ratio. **The revised application package meets the criteria.**
A.2 Total		0	0	2	0	
A.3	Program of Instruction	F	A	M	E	Comments
A.3a	Described the framework of the curricula for academic core content areas.		C	1		The framework of the curricula needs more detail. **The revised application package meets the criteria.**
A.3b	Demonstrated understanding of relevant methods of instruction.		C	1		The methodology needs more explanation. **The revised application package meets the criteria.**
A.3c	Described the formative and summative assessment plan that shows student progression and/or mastery and was reflected in the Performance Management Plan.		C	1		The plan needs further clarification on how student progress and how mastery will be measured. **The revised application package meets the criteria.**
A.3d	Consistent and supported the educational philosophy and target population as well as all other components of the application package.			1		
A.3 Total		0	0	4	0	
A.3.1	Mastery and Promotion	F	A	M	E	Comments
A.3.1a	Described the process for determining grade promotion that supports increased student proficiency as described in the required Student Monitoring Strategy for each Performance Management Plan.		C	1		Grade promotion and mastery strategies are unclear and need more explanation. **The revised application package meets the criteria.**
A.3.1b	Presented clear criteria for promotion from one level to the next.		C	1		Promotion plan needs more detail. **The revised application package meets the criteria.**
A.3.1 Total		0	0	2	0	
A.4	School Calendar and Weekly Schedule	F	A	M	E	Comments
A.4a	Demonstrated compliance with minimum requirements of number of school days per year as described in A.R.S. §15-341.01.		C	1		Need to recalculate instructional days to clarify exceeded 1068. **The revised application package meets the criteria.**

A.4b	Demonstrated compliance with hours/minutes of instruction per week for each grade level served as described in A.R.S. §15-901.		C	1		Need to clarify hours/minutes of instruction. **The revised application package meets the criteria.**
A.4c	Included daily instructional minutes and those dedicated to core academics for each grade level and content area.		C	1		Accurate daily instructional minutes were not provided. **The revised application package meets the criteria.**
A.4d	Provided a rationale for the weekly schedule that supports the target population.		C	1		A rationale for the weekly schedule was not provided for core academics. **The revised application package meets the criteria.**
A.4e	Identified professional development days consistent with the information provided in the required Professional Development Strategy of the Performance Management Plan.			1		
A.4 Total		0	0	5	0	
A.5.K	Curriculum Samples-Kindergarten	F	A	M	E	Comments
A.5.Ka	**Instruction.** -Presented a summary of instruction by lesson. -Correlated with the instructional strategies described in the narrative. -Provided a logical sequence of instruction leading to assessment. -Included a list of required resources/materials.		C	1		Reading/Writing/Math: Did not provide a logical sequence of instruction leading to assessment. **The revised application package meets the criteria.**
A.5.Kb	**Student Activities.** -Presented activities that align with the performance objective(s) and instruction. -Provided a logical sequence of activities leading to assessment.		C	1		Reading/Writing/Math: No evidence of practice or mastery. **The revised application package meets the criteria.**
A.5.Kc	**Summative Assessment.** -Provided an effective assessment that accurately measures student progress and mastery. -Aligned assessment questions with stated performance objectives.		C	1		Reading/Writing/Math: Did not provide evidence of an effective assessment that accurately measures students' progress and mastery. **The revised application package meets the criteria.**
A.5.Kd	**Scoring Rubrics.** -Specific to the assessment and performance objectives. -Provided the components to be scored. -Listed the criteria required to demonstrate mastery. -Included a grading/scoring scale.		C	1		Reading/Writing/Math: Scoring rubrics not provided. **The revised application package meets the criteria.**
A.5.K Total		0	0	4	0	
A.5.1	Curriculum Samples-1st Grade	F	A	M	E	Comments
A.5.1a	**Instruction.** -Presented a summary of instruction by lesson. -Correlated with the instructional strategies described in the narrative. -Provided a logical sequence of instruction leading to assessment. -Included a list of required resources/materials.		C	1		**Reading/Writing/Math:** Did not provide a logical sequence of instruction leading to assessment. **The revised application package meets the criteria.**
A.5.1b	**Student Activities.** -Presented activities that align with the performance objective(s) and instruction. -Provided a logical sequence of activities leading to assessment.		C	1		**Reading/Writing/Math:** No evidence of practice or mastery. **The revised application package meets the criteria.**

A.5.1c	**Summative Assessment.** -Provided an effective assessment that accurately measures student progress and mastery. -Aligned assessment questions with stated performance objectives.		1			Reading/Writing/Math: Did not provide evidence of an effective assessment that accurately measures students' progress and mastery. **Math: The summative assessment does not align to the 1st grade PO.**
A.5.1d	**Scoring Rubrics.** -Specific to the assessment and performance objectives. -Provided the components to be scored. -Listed the criteria required to demonstrate mastery. -Included a grading/scoring scale.		C	1		Reading/Writing/Math: Scoring rubrics not provided. **The revised application package meets the criteria.**
A.5.1 Total		0	1	3	0	
A.5.2	Curriculum Samples-2nd Grade	F	A	M	E	Comments
A.5.2a	**Instruction.** -Presented a summary of instruction by lesson. -Correlated with the instructional strategies described in the narrative. -Provided a logical sequence of instruction leading to assessment. -Included a list of required resources/materials.		C	1		Reading/Writing/Math: Did not provide a logical sequence of instruction leading to assessment. **The revised application package meets the criteria.**
A.5.2b	**Student Activities.** -Presented activities that align with the performance objective(s) and instruction. -Provided a logical sequence of activities leading to assessment.		C	1		Reading/Writing/Math: No evidence of practice or mastery. **The revised application package meets the criteria.**
A.5.2c	**Summative Assessment.** -Provided an effective assessment that accurately measures student progress and mastery. -Aligned assessment questions with stated performance objectives.		C	1		Reading/Writing/Math: Did not provide evidence of an effective assessment that accurately measures students' progress and mastery. **The revised application package meets the criteria.**
A.5.2d	**Scoring Rubrics.** -Specific to the assessment and performance objectives. -Provided the components to be scored. -Listed the criteria required to demonstrate mastery. -Included a grading/scoring scale.		C	1		Reading/Math: Scoring rubrics not provided. **The revised application package meets the criteria.**
A.5.2 Total		0	0	4	0	
A.6	Performance Management Plan	F	A	M	E	Comments
A.6a	Aligned with the applicant's Education Plan.		C	1		Use required state assessments for metrics: Stanford 10 for the first year, AIMS for the second year for third graders. **The revised application package meets the criteria.**
A.6b	Presented a viable plan for managing student academic performance in reading (indicator) and presented a second viable plan for managing student academic performance in mathematics (indicator) that includes, for each plan, measures, metrics, and targets related to the indicator.			1		
A.6c	Included strategies in each plan for a) a curriculum that improves student achievement, b) professional development that supports effective implementation of the curriculum in the content area, c) a school-wide plan for monitoring and documenting student proficiency in performance, and d) an administrative plan for monitoring the integration of Arizona Academic Standards into instruction.			1		

A.6d	Identified action steps for accomplishing the strategies. Action steps reveal a progression of actions from start to finish for each strategy and include evidence the applicant will use to show accomplishment of action steps.			1		
A.6e	Included annual benchmark targets for the first two years which reflect incremental progress toward the end target.		C	1		Benchmark does not reflect target population. No benchmark for first year. **The revised application package meets the criteria.**
A.6f	Identified costs in the Performance Management Plan that are reflected in the Start-Up and Three-Year Operational Budget.			1		
A.6 Total		0	0	6	0	
	Section A Sub Total	0	1	32	0	
Section B	**Organization Description**					
B.1	Applicant Organization	F	A	M	E	
B.1a	Discussed the organization's history, including the establishment of principals, and the attainment of any licenses, operating permits etc.			1		
B.1b	Discussed the relationship between the organization's existing operations and the proposed school.			1		
B.1c	Included a clear description of the roles and responsibilities of the principals that is consistent with the application package and By-laws.		C	1		Need further clarification of the role between corporate board and school board. Inconsistent with the delegation of duties. **The revised application package meets the criteria.**
B.1d	Aligned with information listed on Title Page and with the contents of the application package.			1		
B.1e	Consistent with the Articles of Incorporation, Articles of Organization, or appropriate legal documentation that is on file with the Arizona Corporation Commission or otherwise available to demonstrate the establishment of the applicant. (N/A to Sole Proprietorship).			1		
B.1 Total		0	0	5	0	
B.2	Applicant Composition	F	A	M	E	Comments
B.2a	Highlighted the significance of the individual or group and the skill set each contributes to the organization.			1		
B.2b	Identified experience in elementary/secondary education, business operation, and financial management as it supports the operation of a charter school.			1		
B.2c	Consistent with the background information provided for each individual.			1		
B.2d	Consistent with all sections of the application package.			1		
B.2 Total		0	0	4	0	
B.3	Governing Body	F	A	M	E	Comments
B.3a	Included a clear description of the role, responsibilities, and mandated obligations of the governing body.		C	1		Need further clarification of the role between corporate board and school board. Inconsistent with the delegation of duties. **The revised application package meets the criteria.**
B.3b	Included the name, background information, qualifications, and community relationship of each member.			1		

B.3c	Described the process for filling vacancies on and developing the school governing body.			1		
B.3d	Explained the training and orientation process that will be provided to all school governing body members and what resources will be used.			1		
B.3e	Included how the make-up of the governing body described will comply with the Open Meeting Law.			1		
B.3f	Consistent with all sections of the application package.			1		
B.3 Total		0	0	6	0	
B.4	Management and Operation	F	A	M	E	Comments
B.4a	Demonstrated understanding of management needs and priorities.			1		
B.4b	Described the primary responsibilities for each key administrative position and identified critical skills or experience that will be priorities for fulfillment of those responsibilities.			1		
B.4c	Provided a clear delineation of the roles and responsibilities for administering the day-to-day activities of the school.			1		
B.4d	Provided an organizational chart and narrative that represents a practical reporting structure within the organization.		C	1		The organizational charts are inconsistent with the narrative. The reporting scheme is unclear. **The revised application package meets the criteria.**
B.4 Total		0	0	4	0	
B.4.2	Contracted Services	F	A	M	E	
B.4.2a	Included the areas, if any, which may require the applicant to seek expertise.			1		
B.4.2b	Contained a reasonable demonstration of the professional experience or competence of those hired or retained to perform such professional services.		C	1		The special education section was unclear on how services would be conracted and provided. More detailed needed to explain expertise with accountants and lawyers with charter schools. **The revised application package meets the criteria.**
B.4.2c	Provided a list of anticipated contracted special education services. Included a corresponding market study of current costs for services.		C	1		More detail needed regarding SPED full school services with a school this size. **The revised application package meets the criteria.**
B.4.2d	Ensured costs as described in the narrative are included in the Start-Up and Three-Year Operational Budget as appropriate.		C	1		Clarification of how amounts were determined for contracted services. These amounts seem low. **The revised application package meets the criteria.**
B.4.2 Total		0	0	4	0	
	Section B Sub-Total	0	0	23	0	
Section C	**Business Plan**					
C.1	Facilities Acquisition	F	A	M	E	
C.1a	Identified and describe the facility necessary to implement the program. Includes square footage, number of classrooms, layout of space, and location that will accommodate the number of anticipated students as identified throughout the application package.			1		

C.1b	Identified and provided documentation on the available facilities within the target market that will support the education program and student population, including class size, described in the application package. Or Provided details of already acquired facility, purchased land or proposed build that will support the education program and student population, including class size described in the application package.			1		
C.1c	Identified the timeframe for securing a facility appropriate for educational use.			1		
C.1d	Discussed applicant's understanding and costs associated with securing the facility and ensuring compliance with all applicable laws and regulations including obtaining educational occupancy.			1		
C.1e	Discussed the financial arrangements that have been made for securing the facility and ensured costs as described in the narrative are included in the organization's Start-Up and Three-Year Operational Budget.			1		
C.1f	Consistent with all sections of the application package.			1		
C.1 Total		0	0	6	0	
C.2	Advertising and Promotion	F	A	M	E	Comments
C.2a	Discussed advertising/promotion plans to include strategies and timeline to support the number of students included in the Three-Year Operational Budget.		C	1		Marketing prior to January should not take place before approval of the charter. **The revised application package meets the criteria.**
C.2b	Included how advertising/promotion costs were determined, as supported by market study or research.			1		
C.2c	Ensured costs as described in the narrative are included in the organization's Start-Up and Three-Year Operational Budget.		C	1		Costs are inconsistent with the narrative and start-up budget. **The revised application package meets the criteria.**
C.2d	Ensured the number of students and State Equalization are supported and reflected in the Three- Year Operational Budget.			1		
C.2 Total		0	0	4	0	
C.3	Personnel	F	A	M	E	Comments
C.3a	Provided a staffing plan that appears viable and adequate for the effective implementation of the program of instruction and operation of the charter school as described. Included the number of instructional and non-instructional personnel.		C	1		Inconsistent with number of classrooms and number of teachers for the first year. The KG teacher's salary should be allocated to the charter for those students or otherwise noted. **The revised application package meets the criteria.**
C.3b	Aligned staff qualifications with No Child Left Behind Highly Qualified requirements.		C	1		Alignment with NCLB Highly Qualified not evident. **The revised application package meets the criteria.**
C.3c	Provided a detailed plan that includes recruiting, hiring, and training of instructional staff consistent with the start up of the school and the Performance Management Plan.			1		

C.3d	Provided an administrative plan that includes oversight responsibilities related to instruction and operational services. Plan must identify the number of administrative personnel and their oversight responsibilities related to the following areas: Curriculum, Staff Development, Assessment (mandated State testing), Financial Management, Contracted Services, Personnel, Grants Management, and Student Accountability Information System (SAIS).			1		
C.3e	Depicted a compensation plan, including benefits if provided, that supports the described qualifications and experience of administrative, instructional and non-instructional personnel.			1		
C.3f	Ensured all Employee Related Expenses (ERE) as described in the narrative are included in the organization's Start-Up and Three-Year Operational Budget.		C	1		Employee related expenses seems low at 10%. **The revised application package meets the criteria.**
C.3 Total		0	0	6	0	
C.4	Instructional Resources	F	A	M	E	Comments
C.4a	Included expenditures that support the program of instruction including materials, supplies, equipment, etc. as described within the application package.			1		
C.4b	Delineated any financial arrangements and timeline for securing goods.			1		
C.4c	Ensured costs as described in the narrative are included in the organization's Start-Up and Three-Year Operational Budget.		C	1		Unclear with how the costs in the budget were determined. **The revised application package meets the criteria.**
C.4 Total		0	0	3	0	
C.5	Operational Expenditures/Overhead	F	A	M	E	
C.5a	Included expenditures that support the operation of a school or that may be considered overhead costs. This includes lease, utilitiies, insurance, audit, maintenance/improvements, furniture and equipment, etc.		C	1		Did not associate costs with anticipated expenditures. **The revised application package meets the criteria.**
C.5b	Delineated any financial arrangements and timeline for securing goods.			1		
C.5c	Ensured costs as described in the narrative are included in the organization's Start-Up and Three-Year Operational Budget.		C	1		State aid was not accurate. **The revised application package meets the criteria.**
C.5 Total		0	0	3	0	
	Section C Sub-Total	0	0	22	0	
Grand Total	**Sections A, B, and C**	0	1	77	0	
SUMMARY	No scoring area in Sections A, B, or C received a score of Falls Below					
	No more than one scoring area in each section scored Approaches					
	Meets 95% Test					
CONCLUSION	**Meets the Criteria, Therefore Substantively Complete**					