

Charter School Sponsor Inter-rater Reliability Training

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November 9, 2015



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Outcomes – Participants will...

- Increase their working knowledge of the charter school application review process
- Gain a clear understanding of the review process and process expectations
- Become familiar with rating the South Carolina Charter School Application

What is Inter-rater Reliability?

Inter-rater Reliability (Cont.)

- The extent to which two or more individuals (coders or raters) agree
- Addresses the consistency of implementation of a rating system

Sections Covered Today

Section 1: Executive Summary

Section 2: Mission Statement

Section 5: Education Program

Section 11: Budget & Finance

Section 7: Serving Students with Special Needs

Section 1: Executive Summary

Provide a concise description of the proposed charter school's philosophy for educating students.

- Brief summary of plan to provide a new, innovative, and more flexible ways to educate children
- Brief explanation of the key programmatic features the school will implement in order to accomplish its mission
- Unique features, such as a nontraditional school year, longer school day, key partner organizations, multiple campuses, school culture, etc.

Section 1: Executive Summary (Cont.)

- Grade levels to be served, the grade levels upon opening, and the growth plan
- Size of the school at full capacity with the number of classes per grade level and number of students per class
- Key demographic data, targeted geographical area, etc.
- Summary of the evidence of a community need for a school of this nature
- Name of education management organization (EMO) or a charter management organization (CMO)

Section 2: Mission Statement

- Include a clear, focused mission statement for the charter school, which must be consistent with the principles of the General Assembly's purposes pursuant to Section 59-40-20.
- Focus on high-quality educational outcomes that are likely to result in increased student achievement and closing existing achievement gaps.

Session 2: Mission Statement (Cont.)

- Throughout the application, it must be evident that the mission is the prominent driving force and is reflected in the goals and objectives, the educational program, governance, etc.

Section 5: Education Program

An introduction to the educational program that includes the following:

- An overview of the curriculum and instructional design
- Guiding educational philosophy
- Alignment to the mission of the school
- Description of how the education program will improve student achievement

Section 5: Education Program (Cont.)

- One-page chart or graphic organizer illustrating the above information
- Description of how the charter plans to exceed the academic performance standards and expectations, including how the school will ensure alignment with the academic standards adopted by the State Board of Education

Section 5: Education Program (Cont.)

- Explain how the instructional design, learning environment, class size and structure, curriculum, and teaching methods will enable each pupil to achieve these standards per 59-40-60 E(5).
- Discuss the research base used for selected curriculum.
- Discuss the use of Response to Intervention (RTI).
- Include South Carolina State High School Diploma requirements, if applicable.

Section 5: Education Program (Cont.)

- Discuss how virtual schools will operate.
- Provide a timeline of how curriculum development will be completed and approved by the SCDE.
- Ensure compliance with the 25% “real-time” requirement.
- Describe how much teacher interaction students will receive within the online instruction.
- Describe the portal and how it works.

Section 5: Education Program (Cont.)

APPENDIX DOCUMENTS

In the **appendices**, include the following information:

- School calendar and daily schedule for the academic year (must reflect a minimum of 180 instructional days per year and six hours of instructional time per day, or its equivalent weekly, in accordance with S.C. Code Ann. § 59-1-425)
- Virtual school list of courses (if applicable)
- Supporting documents for the described educational program
- List of the teaching positions, grades, and content areas the teachers will instruct and the required qualifications/certifications

Section 11: Budget & Finance

A response that meets the standard will do the following:

Describe the budget in terms of

- educational and operational priorities
- aligned to the mission of the school

Explain

- data-driven decision-making process regarding resource allocations.

Section 11: Budget & Finance (Cont.)

- Remain fiscally solvent; adhere to generally acceptable accounting practices; have no material breaches; address any financial concerns; and follow the South Carolina pupil accounting system, auditing, and reporting procedures.
- Describe how the school will maintain its books and records.

Section 11: Budget & Finance (Cont.)

- Create an appropriate system of internal control.
- Describe subcontracts to outside providers (if applicable).
- Describe the process the school will follow to contract with a certified public accountant to conduct an annual, independent financial audit and to disseminate the results from the audit to the school district and required state agencies.

Section 7: Serving Students with Special Needs

A response that meets the standard will do the following:

Include a clear indication that the prospective charter school understands requirements of the Individuals with Disabilities Education Improvement Act (IDEA) of 2004, Section 504 of the Rehabilitation Act, the Americans with Disabilities Act, and Title III of the Elementary and Secondary Education Act (ESEA) and plans to comply with these requirements, which includes appropriately certified personnel, documentation, assessments, adaptations, and modifications.

Section 7: Serving Students with Special Needs (Cont.)

- Provide a description of the plan to provide a variety of service delivery and placement options.
- Include plans for transitioning students out of special education.

Section 7: Serving Students with Special Needs (Cont.)

- Describe the plan to include needed staff, adequate funding, evaluation of programs' success, contracted services, and specific services the sponsoring district is expected to provide for the initial year of operation.
- Identify nonacademic and extracurricular services and activities for students with disabilities.

Inter-rater Reliability Activity

- Each reviewer will read the selected responses for sections of the application.
- Based on the rubric guidelines, each person will individually rate each selected response.
- As a group, we will discuss individual ratings/come to consensus on rating.

Section 1: Executive Summary

1. Executive Summary: The applicant must include an executive summary providing a clear explanation of the proposed charter school.	
Acceptable	Not Acceptable
<p>This section:</p> <ul style="list-style-type: none"> • Provides a concise description of the proposed charter school’s philosophy for educating students. • Includes a brief, yet thorough, summary of the proposed charter’s plan to provide a new, innovative, and more flexible ways to educate children. • Provides a brief explanation of the key programmatic features the school will implement in order to accomplish its mission. • Includes any unique features, such as a non-traditional school year, longer school day, key partner organizations, multiple campuses, school culture, etc. • Outlines the proposed charter school’s grade levels to be served, the grade levels upon opening, and the growth plan (if the school does not plan to initially open with all grade levels). • Describes the size of the school at full capacity, including the number of classes per grade level and the number of students per class. • Describes the student body to be served, including any key demographic data, the targeted geographical area, etc. • Includes a brief summary of the evidence of a community need for a school of this nature. • Includes a statement indicating the name of the management organization if the proposed charter school intends to contract with an education management organization (EMO) or a charter management organization (CMO). 	<p>The executive summary provides a limited explanation of the proposed charter school. Some or all information is missing in the executive summary.</p>

Section 2: Mission Statement

2. Mission Statement: The applicant must include a mission statement that must be clear and must support the intent of the Charter Schools Act.	
Acceptable	Not Acceptable
<p>This section:</p> <ul style="list-style-type: none">• Includes a clear, focused mission statement for the charter school, which must be aligned with the principles of the General Assembly’s purposes pursuant to Section 59-40-20.• Focuses on high-quality educational outcomes that are likely to result in increased student achievement and closing existing achievement gaps.	<p>The mission statement has been provided, however, it does not express a clear, focused purpose for the school and is weakly linked to the intent of the Charter Schools Act.</p>

Section 5: Education Program

5. Educational Program: The charter school’s educational program and curriculum must be clearly described in the application and must meet or exceed any student academic standards adopted by the school district in which the charter school is located. The application must demonstrate that the educational program is designed to enable each student to achieve these standards.

Acceptable	Not Acceptable
<p>This section:</p> <ul style="list-style-type: none"> Provides an introduction to the educational program that includes an overview of the curriculum and instructional design, the guiding educational philosophy, how the educational program aligns to the mission of the school, and how the education program will improve student achievement. Includes a one-page chart or graphic organizer illustrating how the proposed educational program’s curriculum and instructional design support the mission of the school and increase student achievement Demonstrates how the charter school will meet or exceed the academic performance standards and expectations, including how the school will ensure alignment with the academic standards adopted by the State Board of Education. A correlation or other documentation must be included or process identified to ensure that the school will provide an instructional program that meets or exceeds the academic standards. 	<p>The charter school’s educational program and curriculum fails to clearly describe or meet the academic standards adopted by the school district in which the charter school is located.</p> <p>The application fails to provide adequate information on how the educational program outlined in the application.</p> <p>Some or all appendices items are missing or are not fully developed.</p>

Section 5: Education Program (Cont.)

5. Educational Program: The charter school’s educational program and curriculum must be clearly described in the application and must meet or exceed any student academic standards adopted by the school district in which the charter school is located. The application must demonstrate that the educational program is designed to enable each student to achieve these standards.

Acceptable	Not Acceptable
<ul style="list-style-type: none"> •Articulates how the instructional design, learning environment, class size and structure, curriculum, and teaching methods enable each pupil to achieve these standards per 59-40-60 E(5). •Provides evidence of how the educational program is research based and data driven including why the selected curriculum was chosen for the anticipated population of students •Includes a plan to address the needs of struggling learners through a Response to Intervention (RTI) or other research based child study process. Includes a description of the proposed charter school's procedures for taking corrective action in the event that pupil performance falls below the achievement goals, including a timeline, responsible person(s), and staffing changes as appropriate. •Includes the method and courses to be offered for meeting or exceeding the South Carolina State High School Diploma requirements, if applicable 	

Section 11: Budget & Finance

11. Budget and Finance: The application must include a plan for the charter school that is economically sound and in compliance with state and federal requirements, including a proposed budget for the term of the charter. The application also must describe the manner in which an annual audit will be conducted.

Acceptable	Not Acceptable
<p>This section:</p> <ul style="list-style-type: none"> • Describes the budget in terms of educational and operational priorities. Describe how your budget is aligned to the mission of your school and how resource allocations will be adjusted to meet the needs of the students and the long-term sustainability of the charter. Explain the school’s data-driven decision-making process in regards to resource allocations. • Explains how the school will remain fiscally solvent, adhere to generally acceptable accounting practices, have no material breaches, address any financial concerns, and follow the South Carolina pupil accounting system, auditing, and reporting procedures • Describes how the school will maintain its books and records according to generally accepted accounting principles and will create an appropriate system of internal control • Describes how the planned client subcontracts to outside providers (if applicable) 	<p>The application does not include a plan to submit a financial audit, conducted by an outside, certified financial firm, to the SCDE as required in regulation.</p> <p>The budget included in the charter application fails to reflect or connect to the educational and operational priorities of the school, and does not document any “soft funds,” such as grant money or donations that have been received or are likely to be received.</p>

Section 11: Budget and Finance (Cont.)

11. Budget and Finance: The application must include a plan for the charter school that is economically sound and in compliance with state and federal requirements, including a proposed budget for the term of the charter. The application also must describe the manner in which an annual audit will be conducted.

Acceptable	Not Acceptable
<p>This section: Describes the process the school will follow to contract with a certified public accountant to conduct an annual, independent financial audit and to disseminate the results from the audit to the school district and required state agencies</p> <p>Appendices have all items, and they are fully developed:</p> <ul style="list-style-type: none"> • Student Enrollment Projection Form (template provided by the SCDE).SCDE Per Pupil Estimate Review • Five-Year Detailed Budget (an <u>Excel</u> spreadsheet showing realistic assumptions and their basis, a cash flow projection of operation, minimum enrollment needed for solvency, and adequate staffing that fits with the application narrative in educational plan and other related sections). <u>Do not save as a pdf.</u> • Ten-Year Budget Plan (an Excel spreadsheet). <u>Do not save as a pdf.</u> • Memorandums of Agreement for Negotiated Services (for any negotiated services to be provided by the sponsor or a third party, if applicable). • Documentation of any “soft funds,” such as grant money or donations that have been received or are likely to be received. 	<p>This section does not describe the process the school will follow to contract with a certified public accountant to conduct an annual, independent financial audit and to disseminate the results from the audit to the school district and required state agencies.</p> <p>The budget section does not explain how the school will remain fiscally solvent, adhere to generally acceptable accounting practices, have no material breaches, address any financial concerns, and follow the South Carolina pupil accounting system, auditing, and reporting procedures.</p> <p>The application does not include information on planned subcontracts to outside providers. Some or all appendices items are missing or are not fully developed.</p>

Section 7: Serving Students with Special Needs

7. Serving Students with Special Needs: To ensure that a free and appropriate public education (FAPE) and a continuum of services, including transition and technical assistance, will be provided in the initial year of operation, the application must include either a budget that reflects the employment of at least one special education teacher starting with the initial year or the agreement reached for the provision of special education and related services between the school and the sponsor.

Acceptable	Not Acceptable
<p>This section:</p> <ul style="list-style-type: none"> Includes a clear indication that the prospective charter school understands requirements of the Individuals with Disabilities Education Improvement Act (IDEA) of 2004, Section 504 of the Rehabilitation Act, the Americans with Disabilities Act, and Title III of the Elementary and Secondary Education Act (ESEA) and plans to comply with these requirements, which includes appropriately certified personnel, documentation, assessments, adaptations, and modifications Provides a description of the plan to provide a variety of service delivery and placement options 	<p>The application fails to provide necessary information on how the charter will follow regulations related to IDEA, Section 504 of the Rehabilitation Act, The Americans with Disabilities Act, Title III of ESEA, and provision of a FAPE.</p> <p>Some, or all, information is not sufficiently provided on the charter's process for referral and evaluation of students with disabilities, including transition, technical assistance, program evaluation, and an exit strategy for students found to no longer require specialized services.</p> <p>Some or all appendices items are missing or are not fully developed.</p>

Section 7: Serving Students with Special Needs (Cont.)

7. Serving Students with Special Needs: To ensure that a free and appropriate public education (FAPE) and a continuum of services, including transition and technical assistance, will be provided in the initial year of operation, the application must include either a budget that reflects the employment of at least one special education teacher starting with the initial year or the agreement reached for the provision of special education and related services between the school and the sponsor.

Acceptable	Not Acceptable
<p>This section:</p> <ul style="list-style-type: none"> Includes plans for transitioning students out of special education; Describes the plan to include needed staff, adequate funding, evaluation of programs' success, flexibility to add contracted services, and specific services the sponsoring district is expected to provide for the initial year of operation Identifies nonacademic and extracurricular services and activities in the manner necessary to afford children with disabilities an equal opportunity for participation in school or district activities <p>Appendices have all items, and they are fully developed:</p> <ul style="list-style-type: none"> Agreement with sponsoring district for special education services (if applicable) 	<p>The application fails to provide necessary information on how the charter will follow regulations related to IDEA, Section 504 of the Rehabilitation Act, The Americans with Disabilities Act, Title III of ESEA, and provision of a FAPE.</p> <p>Some, or all, information is not sufficiently provided on the charter's process for referral and evaluation of students with disabilities, including transition, technical assistance, program evaluation, and an exit strategy for students found to no longer require specialized services.</p> <p>Some or all appendices items are missing or are not fully developed.</p>

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