

**Criteria Checklist
for
DOE Staff Review Comments
Loudoun Math and IT Academy
Public Charter School Application**

The following criteria checklist was prepared by Department of Education staff based on the original application. The comments below do not reflect additional information provided by the applicant in the supplement to the application.

Criteria Checklist

Required Application Components	Does the Response Meet the Criterion?	Comments
<p>Cover Page All requested information has been provided and the authorized official has signed and dated the cover page.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<p>Applicant Information All applicant information has been provided.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<p>I. Executive Summary: The executive summary provides an overview of the proposed charter school and must include the need for the public charter school and its goals and objectives.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<p>II. Mission Statement: The mission statement of the public charter school is consistent with the principles of the Standards of Quality (SOQ). The following elements are addressed:</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Although the application generally met this criterion, it would be helpful to have more details about how the mission is consistent with the Standards of Quality.
<p>1. A description of the public charter school's mission and how it is consistent with the principles of the Virginia SOQ. (Section 22.1-253.13:1, Code of Virginia)</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	The narrative states that the program would be aligned with the Standards of Quality. Additional information about how the application aligns with the Standards of Quality would be helpful.
<p>2. A description of any specialized area of academic concentration.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<p>3. Information about the public charter school's anticipated student population consistent with Section 22.1-212.6, of the <i>Code of Virginia</i>.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

Required Application Components	Does the Response Meet the Criterion?	Comments
<p>III. Goals and Educational Objectives: The goals and educational objectives to be achieved by the public charter school are stated, and meet or exceed the Standards of Learning. The following elements are addressed:</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<p>1. A description of the performance-based goals.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<p>Loudoun Math and IT Academy (LMITA) will support success in each academic area for students by employing a compelling, hands-on, standards-based curriculum and promoting career and college readiness as well as citizenship. More detail on physical education and health would strengthen this application.</p>
<p>2. A description of the related measurable educational objectives to be achieved by the public charter school. (Section 22.1-253.13:1.B, Code of Virginia)</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<p>IV. Evidence of Support: Evidence that an adequate number of parents, teachers, pupils, or any combination thereof, supports the formation of a public charter school is provided. The following elements are addressed:</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<p>Although the application met this criterion, the application would be strengthened by addressing the comments below.</p>
<p>1. Information and materials indicating how parents, the community, and other stakeholders were involved in supporting the application for the public charter school.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

Required Application Components	Does the Response Meet the Criterion?	Comments
<p>2. Tangible evidence of support for the public charter school from parents, teachers, students, and residents, or any combination thereof, including but not limited to, information regarding the number of persons and organizations involved in the process and petitions related to the establishment of the charter school.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<p>The application included a sample of survey responses from more than 40 parents and others in the community who support the charter school. It would have been helpful to have summary information on the total number of responses received, and the percentage of respondents in support of or in opposition to the charter school.</p>
<p>3. A description of how parental involvement will be used to support the educational needs of the students, the school's mission and philosophy, and its educational focus.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<p>It is an intriguing idea to have parent task forces and for the school officials to make home visits to the students.</p>
<p>V. Statement of Need: A statement describing the need for a public charter school in a school division, or relevant school divisions in the case of a regional public charter school, or in a geographic area within a school division, or relevant school divisions, is provided. The following elements are addressed:</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<p>The application will need to address the comments below to meet the overall criterion. The applicant cites several needs for a public charter school, but provides no supporting research or quantitative data to substantiate the needs.</p>
<p>1. A statement of the need for a public charter school that describes the targeted school population to be served, and the reasons for locating the school within a particular school division.</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<p>The applicant states that the charter school fills the need for: 1) additional space for a growing student population; 2) training for jobs in communication technology; and 3) cost-effective choices in education. However, no research or data substantiates that these needs exist in Loudoun County.</p>

Required Application Components	Does the Response Meet the Criterion?	Comments
2. An explanation of why the public charter school is being formed. (Is the school being formed at the request of parents or community organizations? How was the need determined? What data were examined as part of the needs assessment? Briefly describe the need and include a summary of the quantitative data.)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	The applicant provides data to suggest that Loudoun County’s communication technology needs will grow in the coming years and states that Loudoun County’s C.S. Monroe Tech Center and Loudoun Academy of Science are unable to support the anticipated need. No additional evidence is provided regarding the genesis of interest in the school or support from community stakeholders.
3. An explanation of why a public charter school is the appropriate vehicle to address the identified need.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	The applicant states that charter schools are experimental laboratories where innovative programs can be modified quickly to meet the needs of students, and points to another charter school as an example of this advantage. More information about the ways the example school was able to respond to the needs of students in ways other public schools were unable to accomplish would strengthen this section.
VI. Educational Program: A description of the public charter school's educational program is provided. The following elements are addressed:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	The application will need to address the comments below to meet the overall criterion.
1. A synopsis of the public charter school's educational program.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	The application provides adequate rationale and community support for a school dedicated to supporting students in a real-world application, hands-on oriented curriculum focused on IT and mathematics. However, there are a number of elements cited below that should be strengthened or elaborated upon.
2. A description of the pupil performance standards and curriculum, which must meet or exceed any applicable Virginia SOQ. (Sections 22.1-253.13:1 through 22.1-253.13:9 , <i>Code of Virginia</i>)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<p>The narrative described performance standards and curriculum for technology, but not for other subject areas. Overall, more detailed course titles and descriptions are needed. Strong congruence between LMITA course titles and Virginia Board of Education (VBOE) approved course titles in the following areas is recommended to ensure that students receive all required credits for graduation and various diploma types.</p> <ul style="list-style-type: none"> • Science course titles in the table do not align with the VBOE-approved science course titles. LMITA will also want to take into consideration the lab science students take in the senior year. It should allow for students to earn four science credits, in three different disciplines of science, while earning two verified science credits. • Information pertaining to foreign language instruction is vague and does not list a foreign language option for middle school as required in the Standards of Accreditation (SOA). Diploma requirements do not accurately reflect required foreign language credits.

Required Application Components	Does the Response Meet the Criterion?	Comments
		<ul style="list-style-type: none"> • Descriptions of social studies grades 6 through 8 are vague; specific course titles would be helpful. It is also necessary to clarify the difference between U.S. history in the 11th and 12th grades. • Corrections or clarifications on the mathematics course sequence are needed. For the highest pathway in mathematics, beginning with pre-calculus in grade 9, the 10th and 11th grade course is AP calculus BC. It would not be appropriate to take this course two consecutive years. <p>The availability of sufficient courses to meet the requirement for students to complete two sequential electives as stated in 8 VAC 20-131-50, for the Standard or Modified Standard Diploma, is not evident. The proposal lists two diploma offerings and corresponding credits, but each diploma credit listing has been modified from the requirements of the <i>Standards of Accreditation</i>.</p> <p>If warranted, Loudoun County Public Schools must submit any waiver requests to the <i>Standards of Accreditation</i> on behalf of LMITA to the VBOE for approval prior to implementation.</p>
<p>3. A description of how the Virginia SOL and the corresponding SOL Curriculum Framework will be used as the foundation for curricula to be implemented for each grade or course in the public charter school. Include within the description how the goals and objectives of the curricula will meet or exceed the Virginia Standards of Learning (SOL), address student performance standards, relate to state and federal assessment standards, and include measurable student outcomes (See http://www.doe.virginia.gov/testing/index.shtml on the Department's Web site for more information about the SOL).</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<p>Additional details on SOL-related curriculum and courses would strengthen the application. Evidence of how gifted students' academic growth will be measured using the various curriculum components would be helpful. Additionally, a description of how the Virginia Career and Technical Education (CTE) essential competencies will be used as the foundation for the curricula for each CTE course should also be included.</p> <p>The footnotes in the middle and high school tables on page 37 need clarification. None of the middle school courses is a "state graduation requirement" as listed. However, credits in U.S. and Virginia history and U.S. and Virginia government are required for graduation. Additionally, there is a foreign language requirement for the Advanced Studies Diploma. It would be helpful if this table mirrored the more detailed program of studies outlined for each grade on pages 39 – 41.</p> <p>Modification and clarification should be included on the following CTE components:</p> <ul style="list-style-type: none"> • Virginia course titles and codes • CTE sequential offerings • Board-approved CTE credentials • Microsoft IT Academy • Co-curricular student organization

Required Application Components	Does the Response Meet the Criterion?	Comments
<p>4. A description of any assessments to be used to measure pupil progress towards achievement of the school's pupil performance standards, in addition to the SOL assessments prescribed by Section 22.1-253.13:3, in the <i>Code of Virginia</i>.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<p>The applicant should strengthen the proposal by referencing the use of alternative state SOL assessments or accommodations on the regular SOL tests for students with disabilities.</p>
<p>5. A description of the public charter school assessment plan to obtain student performance data, which includes how the data will be used to monitor and improve achievement and how program effectiveness, will be measured over a specified period of time. Also, provide benchmark data on how student achievement will be measured and how these data will be established and documented in the first year of operation and how the data will be measured over each year of the term of the charter as approved by the local school board. The benchmark data should address targets for student improvement to be met in each year.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<p>The online benchmark assessment system will help students in preparation for the SAT. More detailed information on yearly targets for student improvement based on benchmark data would strengthen the assessment plan.</p> <p>Loudoun County Public Schools also has an excellent Response to Intervention (RtI) systemic approach, and could provide technical assistance for individual student learning needs.</p>
<p>6. The timeline for achievement of pupil performance standards, in accordance with the Virginia SOL.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

Required Application Components	Does the Response Meet the Criterion?	Comments
<p>7. An explanation of the procedures for corrective actions needed in the event that pupil performance at the public charter school falls below the standards outlined in the Virginia Board of Education's Regulations Establishing Standards for Accrediting Public Schools in Virginia, (8 VAC 20-131-310).</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<p>Many necessary components (formation of school improvement team, development of school improvement plan to include goals and objectives, monitoring and evaluating plan, providing targeted professional development for staff, providing extended learning time) are present. This section would be strengthened if the applicant would either be more specific regarding the code requirements (i.e., develop a <i>three-year</i> plan based upon results from academic review, meet nine essential requirements listed in SOA), OR the applicant could affirm that all requirements listed in code would be met.</p>
<p>8. Information regarding the minimum and maximum enrollment per grade as well as class size and structure for each grade served by the public charter school.</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<p>On page 47, the application states that the class size is expected to be 24 students. On page 85, the application says the student-teacher ratio would be 11.3:1 the first year, and 12:1 the second and third years. It would be helpful to explain why these two measures are so different. Additionally, the class-size restriction for certain CTE courses is not identified, and there is no reference to following the staffing standards in the state special education regulations.</p>
<p>9. Information regarding the proposed calendar and daily schedule, including any plans to open prior to Labor Day and how and when a waiver to open early will be submitted by the local school board to the Virginia Board of Education. (Section 22.1-79.1, Code of Virginia)</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

Required Application Components	Does the Response Meet the Criterion?	Comments
<p>10. A description of plans for identifying and serving: a) students with disabilities; b) English Language Learners (ELLs); c) academically at-risk students; and d) gifted and talented students. Such plans must indicate the extent of the involvement of the local school board in providing such services and must comply with state and federal laws and regulations.</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>Loudoun County Public Schools receives Title III, Part A, funding for English Language Learners (ELLs); therefore, the Loudoun Math and IT Academy charter school should meet with LCPS personnel for guidance to all divisionwide Title III, Part A, policies and procedures. Detailed information related to Title III requirements is available at: http://www.ed.gov/policy/elsec/leg/esea02/pg39.html.</p> <p>It is necessary for LMITA to adhere to the requirements of the referral and identification criteria for Loudoun County Public Schools as noted in the division’s local plan for gifted students. Additional details are needed to support a program of services for gifted students regarding “appropriate and differentiated curriculum” to strengthen the application.</p> <p>There is no reference to the federal and state regulations governing special education that mandate FAPE-responsibility for children with disabilities attending charter schools being with the local school division. (Virginia Regulations 8 VAC 20-81-100 K; federal regulations 34 CFR §300.209) It would be helpful for LMITA to work with the Loudoun County Public Schools Special Education Department to ensure that the IDEA provisions for evaluation/eligibility of any student suspected of having a disability are met, and to ensure that provisions for Individual Education Programs (not Plans) are also met for all eligible students identified with disabilities. It would also strengthen the application if the correct current terminology is used when referencing disability identifications and services.</p> <p>Although a safe supportive climate is referenced, there are no references to student/support services such as counseling, social services, mental health, and substance-abuse prevention to address conditions that interfere with student learning.</p>
<p>11. A description of the learning environment and scientifically-based research instructional strategies to be used at the public charter school to ensure student achievement.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>12. If the public charter school plans to utilize virtual learning in its educational program, identify the virtual learning source, describe how virtual learning will be used and estimate how many students may participate.</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>The applicant responded to the virtual learning component with “N/A”. However, on page 56 the applicant states, “<i>Blended and virtual learning tools like Khan Academy, Jason Project, e2020, etc. will be utilized according to student needs.</i>” Based upon this statement, the use of virtual learning is intended. However, insufficient information is provided regarding how virtual learning will be used and how many students may participate.</p>

Required Application Components	Does the Response Meet the Criterion?	Comments
<p>13. A general description of any alternative accreditation plans, in accordance with the Virginia Board of Education's <i>Regulations Establishing Standards for Accrediting Public Schools in Virginia</i> (8 VAC 20-131-280), that the public charter school would request the local school board to submit to the Virginia Board of Education for approval.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Not Applicable</p>	
<p>14. A general description of any alternative accreditation plan for serving students with disabilities, in accordance with the Virginia Board of Education's <i>Regulations Governing Special Education Programs For Children With Disabilities in Virginia</i> (8 VAC 20-80-40) that the public charter school would request the local school board to submit to the Virginia Board of Education for approval.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Not Applicable</p>	

Required Application Components	Does the Response Meet the Criterion?	Comments
<p>VII. Enrollment Process: A description of the lottery process consistent with all federal and state laws and regulations and constitutional provisions prohibiting discrimination that are applicable to public schools and with any court-ordered desegregation plan in effect for the school division or, in the case of a regional public charter school, in effect for any of the relevant school divisions is provided. (Section 22.1-212.6, Code of Virginia). The following elements are addressed:</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<p>1. A description of the lottery process to be used to determine the public charter school enrollment.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<p>2. A description of the lottery process for the establishment of a waiting list for such students for whom space is unavailable.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<p>3. A description of a tailored admission policy that meets the specific mission or focus of the public charter school, if applicable.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<p>4. A timeline for when the lottery process will begin for the first academic year of enrollment and when parents will be notified of the outcome of the lottery process.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

Required Application Components	Does the Response Meet the Criterion?	Comments
5. A description of any enrollment-related policies and procedures that address special situations, such as the enrollment of siblings and children of faculty and founders and the enrollment of nonresident students, if applicable.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
6. An explanation of how the applicant will ensure that, consistent with the public charter school's mission and purpose, community outreach has been undertaken so that special populations are aware of the formation of the public charter school and that enrollment is open to all students residing in the school division where the public charter school is located or in school divisions participating in a regional charter school.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
7. A description of how the transfer of students to and from the public charter school will be accomplished.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
8. A description of how students seeking enrollment after the school year begins will be accommodated.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

Required Application Components	Does the Response Meet the Criterion?	Comments
<p>VIII. Economic Soundness: Evidence that the plan for the public charter school is economically sound for both the public charter school and the school division is provided. The following elements are addressed:</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<p>The application met this criterion, but it would be strengthened by addressing the comments below.</p>
<p>1. A description of the public charter school's financial plan, including financial controls and audit requirements in accordance with generally accepted accounting principles.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<p>More details specific to financial controls and audit processes are needed. It may also be necessary to account for local board approvals as part of budgeting process and timelines.</p>
<p>2. A start-up and three-year budgets with clearly stated assumptions and information regarding projected revenues and expenditures.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<p>The start-up and three-year budgets pose several questions:</p> <ul style="list-style-type: none"> • Is the three months of staff time funded in the pre-operational budget sufficient for activities such as curriculum development and IT? • Is the pre-operational IT budget sufficient given the IT focus of the school? It may be necessary to provide more detail on assumptions for revenue amounts shown for federal program funds (i.e., IDEA, Title I, etc.). • Are annual budgets for IT/computer supplies and repairs and professional development sufficient given projected increasing size of the school? • No budgets assumed for school nurses and school food – Are costs for nurses and school food included in the program? • Are some costs under business services such as advertising/dues/memberships duplication under the miscellaneous budget? <p>Large ending balances shown in the expenditure spreadsheet may change as revenue/expenditure budgets are further refined. Per SOQ staffing requirements, librarian staffing appears to be required along with part-time counselor staffing in initial years. Out-year increases in the Virginia Retirement System rate should be closely monitored. That would result in significant cost increases in this line-item.</p>
<p>3. A start-up and three-year cash flow projections with clearly stated assumptions and indications of short- and long-term sources of revenue.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<p>It may be necessary to refine monthly projections of revenues and expenditures as shown in spreadsheets as local application process proceeds.</p>

Required Application Components	Does the Response Meet the Criterion?	Comments
4. A description of anticipated fundraising contributions, if applicable.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	LMITA should be cautious in taking out a loan for initial operating expenses when future revenues to repay the loan are uncertain. Also note that no fundraising revenue is assumed in projected revenue spreadsheet. It may be necessary to refine assumptions of projected fundraising revenue as local application process proceeds.
5. A description of the funding agreement that the public charter school intends to have with the local education agency, including information regarding anticipated local, state, and federal per-pupil-amounts to be received and any information pertaining to the maintenance of facilities.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
IX. Displacement: A description of the plan for the displacement of pupils, teachers, and other employees who will not attend or be employed in the public charter school, in instances of the conversion of an existing public school to a public charter school, and for the placement of public charter school pupils, teachers, and employees upon termination or revocation of the charter is provided. The following elements are addressed:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
1. Identification of a member of the school's leadership team who will serve as a single point of contact for all activities that may need to take place in order for the school to close, including but not limited to the transfer of students to another school, the management of student records, and the settlement of financial obligations.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

Required Application Components	Does the Response Meet the Criterion?	Comments
2. A notification process to parents/guardians of students attending the school and teachers and administrators of the closure date.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
3. A notification process to parents/guardians of students attending the public charter school of alternative public school placements within a set time period from the date that the closure is announced.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
4. Provisions for ensuring that student records are provided to the parent/guardian or another school identified by the parent or guardian within a set time period. If the student transfers to another school division, provisions for the transfer of the student's record to the school division to which the student transfers shall be made upon the request of that school division. (Section 22.1-289, Code of Virginia).	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
5. Notification to the local school board of a list of all students in the school and the names of the schools to which these students will transfer.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

Required Application Components	Does the Response Meet the Criterion?	Comments
<p>6. A placement plan for school employees that details the level of assistance to be provided within a set period of time from the date of closure. For teachers and administrators, the level of assistance should address finding employment within the school division where the public charter school is located or other public school divisions.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<p>7. A closeout plan related to financial obligations and audits, the termination of contracts and leases, and the sale and disposition of assets within a set period of time from the date of closure. The plan shall include the disposition of the schools' records and financial accounts upon closure.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<p>X. Management and Operation: A description of the management and operation of the public charter school, including the nature and extent of parental, professional educator, and community involvement in the management and operation of the public charter school is provided. (Section 22.1-212.7, Code of Virginia) The following elements are addressed:</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<p>The application met this criterion, but it would be strengthened by addressing the comments below.</p>

Required Application Components	Does the Response Meet the Criterion?	Comments
1. A description of the functions, roles, and duties of the management committee as defined in Section 22.1-212.6 of the <i>Code of Virginia</i> in the operation and oversight of the public charter school and its proposed constitution and bylaws.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
2. An explanation of how support services will be provided. These services, include, but are not limited to: 1) food services; 2) school health services; 3) custodial services; 4) extracurricular activities; and 5) security services.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	The application would be strengthened by addressing student support services such as counseling, social services, mental health, and substance abuse prevention. It would also be helpful to provide more details about food services: the meals, the cost and the proposed plans to work with the LCPS Food and Nutrition Services.
3. An explanation of any partnerships or contractual relationships (education management organization, food services, school health services, custodial services, security services, etc.) central to the school's operations or mission, including information regarding the relationship of all contractors to the governing board of the public charter school, and information regarding how contractors and the employees of the contractors having direct contact with students will comply with the provisions of Section 22.1-296.1 , of the <i>Code of Virginia</i> .	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Contracting with the LCPS food and nutrition services would be the preferred method for providing reimbursable meals under the United States Department of Agriculture meal programs. While participation is optional, it is advisable in order to provide access to the same level of nutritious, safe, cost-effective meals as those available to students attending other LCPS schools.

Required Application Components	Does the Response Meet the Criterion?	Comments
4. A detailed start-up plan, identifying tasks, timelines, and responsible individuals.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
5. A proposed organization chart.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	It was not clear why the school would need both an executive director and a principal or why a school with a maximum enrollment of 672 students would need three administrators serving essentially as assistant principals (dean of academics, dean of students, and projects coordinator). The applicant may also want to discuss with LCPS to determine if a business manager would be necessary, or if the school division could handle some of those responsibilities.
6. Plans for recruiting school leadership and staff.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	The role of the principal in the process of recruiting and hiring is not clear. Performance Standard 3: Human Resource Management of the revised <i>Guidelines for Uniform Performance Standards and Evaluation Criteria for Principals</i> encourages principals to play a strong role in the selection of staff.
XI. Employment Terms and Conditions: An explanation of the relationship that will exist between the proposed public charter school and its employees, including evidence that the terms and conditions of employment have been addressed with affected employees is provided. (Sections 22.1-212.13, 22.1-296.1 and 22.1-296.2, Code of Virginia) The following elements are addressed:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	The applicant needs to address the comments below accordingly to meet the criterion.
1. A plan that addresses the qualifications of teachers and administrators at the public charter school, including compliance with state law and regulation regarding Virginia Board of Education licensing endorsements.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	The plan does not clearly address the following sections of the <i>Code of Virginia</i> 22.1-296.1 or 22.1-296.2. Fingerprinting and conducting a child protective service check needs to be addressed. Also, the qualifications for the criteria for teacher selection need to include the criteria of the teacher holding a valid Virginia license with appropriate endorsement. The principal also needs to hold a valid Virginia teacher license with endorsement in administration and supervision.
2. A plan to provide high-quality professional development plans. (Section 22.1-253.13.5, Code of Virginia)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	The plan does not provide details on how professional development will be provided in the use and documentation of teacher and principal performance standards and evaluation criteria. Also, the plan does not provide enough details on how student academic progress will be addressed through professional development.

Required Application Components	Does the Response Meet the Criterion?	Comments
3. Provisions for the evaluation of staff at regular intervals and in accordance with state law and regulation.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	It is necessary to use the newly revised <i>Guidelines for Uniform Performance Standards and Evaluation Criteria for Teachers and Principals</i> and provisions in this section. Information is available at: http://www.doe.virginia.gov/teaching/performance_evaluation/index.shtml
4. Provisions for a human resource policy for the public charter school that is consistent with state and federal law.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
5. Notification to all school employees of the terms and conditions of employment.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
6. A staffing chart for the school's first year and a staffing plan for the term of the contract.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	The staffing chart does not include a librarian or a counselor in years one and two. This does not comport with the staffing requirements and related staff-to-student ratios in the Standards of Quality, in § 22.1-253.13:2 of the <i>Code of Virginia</i> .
XII. Liability and Insurance: A description of the agreement between the parties regarding their respective legal liability and applicable insurance coverage is provided. (Section 22.1-212.16, <i>Code of Virginia</i>) The following elements are addressed:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
1. The types of insurance for the public charter school, its property, its employees, the charter school management committee, and the board and the levels of coverage sought. Types of insurance include, but are not limited to: a) general liability; b) health; and c) property.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	The applicant should note that the level of some coverage appears to be low: <ul style="list-style-type: none"> • General Liability - \$1,000 per occurrence, \$2,000 aggregate (Limits at \$1,000,000 per occurrence) • Directors and officers liability - \$1,000 • Educators legal liability - \$1,000 • Umbrella coverage - \$3,000; \$5,000 if providing transportation • Property/lease insurance - 100 percent of replacement cost • Boiler and machinery insurance - \$1,000 (if appropriate actual loss sustained) • Auto liability insurance - \$1,000 • Workers compensation as required by law

Required Application Components	Does the Response Meet the Criterion?	Comments
2. A justification for each type of insurance coverage sought.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
3. A description of any plans of the public charter school to provide indemnity for the local school division.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<i>XIII. Transportation:</i> A description of how the public charter school plans to meet the transportation needs of its pupils is provided. The following elements are addressed:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
1. A description of how the transportation of students will be provided: a) by the local school division; b) by the public charter school; c) by the parent(s); or d) through a combination of these options.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
2. If transportation services will be provided by the public charter school, explain whether the school will contract for transportation with the local education agency or with another entity or have its own means of transportation and indicate whether transportation will be provided to all students attending the school.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	LMITA needs to review the Regulations Governing Pupil Transportation (http://www.doe.virginia.gov/support/transportation/regulations/index.shtml) and work with the Loudoun County Schools Transportation facility to meet transportation requirements.

Required Application Components	Does the Response Meet the Criterion?	Comments
3. A description of transportation services for students with disabilities in compliance with Section 22.1-221 of the <i>Code of Virginia</i> and the Board's Regulations Governing Special Education Programs For Children With Disabilities in Virginia .	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
XIV. Residential Charter Schools: If the application is for a residential charter school for at-risk students, the following elements must be addressed:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Not Applicable	
1. A description of the residential program to include: a) the educational program; b) a facilities description to include grounds, dormitories, and staffing; c) a program for parental education and involvement; d) a description of after-care initiatives; e) the funding the residential facility and other services provided; f) any counseling and other social services to be provided and their coordination with current state and local initiatives; and g) a description of enrichment activities available to students.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Not Applicable	

Required Application Components	Does the Response Meet the Criterion?	Comments
<p>2. A description of how the facility will be maintained including, but not limited to: a) janitorial and regular maintenance services and b) security services to ensure the safety of students and staff.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Not Applicable	
<p>XV. Disclosures: Disclose ownership or financial interest in the public charter school by the charter applicant and the governing body, administrators, and other personnel of the proposed public charter school, and require that the applicant and the governing body, administrators, and other personnel of the public charter school shall have a continuing duty to disclose such interest during the term of any charter. The following elements must be addressed:</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<p>1. A description of how the applicant and members of the management committee will disclose any ownership or financial interest.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

Required Application Components	Does the Response Meet the Criterion?	Comments
2. Information regarding the frequency by which such disclosures will be made (Section 2.2-3114 , <i>Code of Virginia</i>).	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
3. A description of ownership or financial interest of the applicant and/or members of the management committee in the proposed charter school. This includes any relationships that parties may have with vendors performing services at the school.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Assurances The certification statement has been signed.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	