

Murfreesboro City Schools ADMINISTRATIVE DIRECTIVE

Administrative Directive Title: Charter School Application Review	AD Number: 1.901.1	Adopted: October 2023
Policy References: Board Policy 1.901 – Charter School Applications		Revised: 11/24

1 **REVIEW TEAM FOR CHARTER SCHOOL APPLICATIONS**

2 A review team shall be appointed by the Board in accordance with the requirements of Board
3 Policy 1.901. An orientation for the review team will be conducted to ensure consistent
4 evaluation standards and practices, the elimination of real or perceived conflicts of interest, the
5 observance of essential protocols, and the fair treatment of applicants.

6 The Assistant City Attorney assigned to Murfreesboro City Schools will develop and conduct the
7 orientation which will contain information including, but not limited to, the following:

- 8 • Relevant state and federal laws;
9 • Board policies and administrative directives relating to charter schools; and,
10 • State Board of Education policies and rules relating to charter schools.

11 Following the orientation, each member of the review team will make a full disclosure to the
12 Assistant City Attorney of any potential or perceived conflicts of interest between the reviewer
13 and the charter school applicants. A conflict of interest includes any direct or indirect benefit,
14 resulting from the authorization of the charter school, by the reviewer.

15 **RECEIVING APPLICATIONS**

16 In order to qualify for review, charter applications and the application fee shall be received on or
17 before close of business on February 1st of the year preceding the year in which the proposed
18 public charter school plans to begin operation. The charter application shall be submitted to:

19 Sheri Arnette, Assistant Superintendent of Instruction and Curriculum
20 2552 South Church Street
21 Murfreesboro, TN 37187
22 sheri.arnette@cityschools.net
23 615-893-2313
24

25 **REVIEWING APPLICATIONS**

26 The review team will evaluate each charter school application received. During the evaluation of
27 the charter application, the review team will determine whether the application contains
28 sufficient information per state law.

29 The review team will conduct a thorough review of the written proposal and a substantive in-
30 person interview with the qualified applicant to examine the applicant’s experience and capacity.
31 The review team will use the Tennessee Department of Education’s Charter School Application

32 Evaluation Ratings and Sample Scoring Criteria (“charter school scoring rubric”) to evaluate all
33 application materials submitted by a sponsor. The review team’s recommendation to the Board
34 will be based on the degree to which a sponsor’s application meets the State’s charter school
35 scoring rubric in all sections, including academic plan, operations plan, financial plan, and, if
36 applicable, past performance.

37 The review team will also make their determination of the status of the charter application by
38 determining if the charter school has the capability to meet the needs of the following groups of
39 students:

- 40 • Students who are assigned to, or were previously enrolled in, a priority school;
- 41 • Students, who in the previous year, failed to test proficient in the subjects of
42 reading/language arts or mathematics in grades 3-6 in either the Tennessee
43 comprehensive assessment program examinations or the end of course assessments; or
- 44 • Students who are eligible for free or reduced priced lunch.

45 As part of the review, the review team shall take in to account the performance, including both
46 student growth and achievement, or any charter school operated by the sponsor. Other factors
47 that will be taken into consideration include, but are not limited to:

- 48 • Whether the establishment of the charter school will have a substantial negative fiscal
49 impact on the district such that authorization would be contrary to the best interest of the
50 students, district, or community; and
- 51 • Whether charter school plans to staff positions for teachers, administrators, and support
52 personnel by utilizing nonimmigrant foreign worker H1B or J1 visa programs in excess
53 of three and one half percent (3.5%) of the total number of positions at any single school
54 location of any school year.

55 **RULING ON APPLICATIONS**

56 After review of the charter application, the review team will recommend one of the following
57 options to the Board: approve, reject, or reject with stipulations for reconsideration.

58 **TIMELINE FOR APPLICATION AND REVIEW PROCESS**

59 During the review of charter applications, the following timeline shall be used:

- 60 1. On or before February 1st, a charter application shall be received by the Board.
- 61 2. Within thirty (30) calendar days of receiving the charter application, the review team
62 shall review the application and present it to the Board for a vote.
- 63 3. The Board will take action on the charter application at its next meeting.
- 64 4. The Board will rule by resolution on the approval or denial of a charter application within
65 ninety (90) calendar days of receipt of the completed application, or the application shall
66 be deemed approved by law.
- 67 5. Amended applications shall be submitted within thirty (30) calendar days of receipt under
68 the same process as the initial application. The Board shall have sixty (60) calendar days
69 from receipt to approve or deny the amended application.