

Applicant Name:

UNIVERSITY OF MARY WASHINGTON

VIRGINIA DEPARTMENT OF EDUCATION
 TECHNICAL REVIEW BY SUBJECT MATTER EXPERTS
 COMPLETENESS AND COMPLIANCE REPORT

	Criterion Elements	Criterion Match	Comments	OVERALL VDOE COMMENTS	RUBRIC RATING
ELEMENT 1: EXECUTIVE SUMMARY					
1	Provided a description of the need and purpose of the Lab School.	Yes	The Academy of Technology and Innovation (ATI) at UMW, focused on combining an emphasis on computer and data science fields with innovative, interdisciplinary teaching practices and learning experiences for high school students.	The applicant has demonstrated the need for this lab school, given the needs in the community for technology curriculum and to prepare a future teacher workforce.	Operational/Ready to Implement
2	Indicates a clear description of the goals and objectives of the Lab School.	Yes	The program will adopt project-based, authentic learning approaches, where field experiences will be leveraged whenever possible to ensure students engage in authentic learning, real world problem solving, and field experiences whenever possible. This approach will ensure students are able to witness and experience the application of computer science, data science, and broader technology across content areas and economic industries through work-based learning experiences	The applicant has clearly articulated the goals and objectives of this proposed lab school.	Operational/Ready to Implement
3	Summarizes the instructional plan for the Lab School.	Yes	Pedagogically, the program will adopt project-based, authentic learning approaches, where field experiences will be leveraged whenever possible to ensure students engage in authentic learning, real world problem solving, and field experiences whenever possible. This approach will ensure students are able to witness and experience the application of computer science, data science, and broader technology across content areas and economic industries through work-based learning experiences. As part of this approach, intentionality will be given towards the provision of externships and internships to build the durable skills necessary for entering the workforce	This description meets expectations.	Operational/Ready to Implement
4	Overview of the sustainability plan for the Lab School.	Yes	EL - Designation as an LEA does not entitle the school to additional state grants.	This description meets expectations.	Operational/Ready to Implement
ELEMENT 2: MISSION AND VISION					
1	A description of the Lab School's mission and vision and how it is consistent with the Virginia Standards of Quality (SOQ), the Virginia Standards of Learning (SOL), and the Virginia Regulations Establishing Standards for Accrediting Public Schools in Virginia (SOA). (See § 22.1-349.3 of the Code of Virginia.)	Yes	"Mission: Provide innovative, authentic learning experiences preparing students to leverage computer and data science across academic and economic sectors. Vision: Cultivate collaborative, innovative, and highly-qualified learners, educators, and community contributors."	This description meets expectations.	Operational/Ready to Implement
2	A description of any specific area of academic concentration.	Yes	The lab school will focus on computer and data science fields, exploring the intersection and distinctions across the fields through an interdisciplinary curricular approach.	The Applicant has sufficiently described the academic focus of the proposed lab school.	Operational/Ready to Implement
3	The Lab School's core philosophy.	Yes	Based on the aforementioned three pillars of intention, and can best be summarized by the initial tag-line, "Preparation. Collaboration. Innovation."	This description meets expectations.	Operational/Ready to Implement
4	Information about the Lab School's targeted student population.	Yes	Students from; Stafford, Fredericksburg, King George, Caroline and Spotsylvania (notes possible expansion into toher region 3 school divisions). Lack of details regarding specific student characteristics for participation/qualification for lab school. Check application process for additional detail.	Revisions included required details for compliance (p. 19-20)	Operational/Ready to Implement

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ELEMENT 3: EDUCATIONAL PROGRAM					
1	A description of the Lab School's academic program and how it is aligned with state standards.	Yes	Curriculum designed around state standards with added "authentic, interdisciplinary learning methods" to enrich courses (see examples)	This description meets expectations.	Operational/Ready to Implement
2	An overview of the curriculum, and teaching methods to be used at the Lab School and a description of the learning environment and instructional strategies to be used at the Lab School, including scientifically research-based instructional strategies to ensure that student engagement and achievement are occurring.	Yes	https://drive.google.com/file/d/15M2EjFHDj9nfSdEjNnasNEvtZ4mLRhpX/view	The submission from the Google documents link has provided clarity for the instructional plan for the school. This standard has been met.	Operational/Ready to Implement
3	A plan for using internal and external assessments to measure and report student progress in accordance with the SOL.	Yes		This description meets expectations.	Operational/Ready to Implement
4	A description of plans for identifying, evaluating, and successfully serving students with disabilities, students who are English Language Learners, students who are academically behind, and gifted students. Such plans must comply with applicable laws and regulations.	Yes	Lab school notes adherence to state and federal requirements and will follow/ensure alignment with local policies, procedures and processes for students with disabilities and specialized needs (504, ELL). Application also notes that applicants will be asked to share application status with LEA and that once initial names are drawn checks will be performed for IEP and 504 students to ensure appropriate environment for SWD within lab school setting.		Operational/Ready to Implement
5	An explanation of the procedures for corrective actions needed in the event that pupil performance at the Lab School falls below the standards outlined in the SOA. (See Part VIII of the SOA.)	Yes	"While ATI at UMW will take multiple proactive steps to ensure that pupil performance does not fall below standards outlined in the SOA, if the scenario should arise, there are a number of steps the laboratory school would take to correct the situation. Primarily, the school would work through the continuous improvement process and leverage improvement science strategies to conduct root cause analysis, identify key issue(s), adjust instructional approaches as needed, working collaboratively across the PK-12 and Higher Education space to identify alternative approaches to meeting every student's needs."	This description meets expectations.	Operational/Ready to Implement
6	Information regarding the minimum and maximum enrollment per grade for the full term of the contract as well as class size and structure for each grade. (See § 22.1-253.13:2 of the Code of Virginia.)	Yes	"The Academy of Technology and Innovation plans to serve students in grades 9-12. During the first year, the program will open with 9th grade only, adding one grade for each subsequent year." "From the 2027-2028 school year through the remainder of the contract, the lab school plans to serve students in all four high school grades. During the first year, the lab school anticipates a minimum enrollment of 85 students, with a maximum enrollment of 110, with all students in the 9th grade. While ultimately determined by the Governing Board on an annual basis, the lab school anticipates a planned enrollment of approximately 100 students from Planning District 16 with up to five additional students attending through a statewide lottery system per grade level cohort. If over 100 students from across the five divisions in planning district 16 apply for participation, a lottery will be utilized to allocate seats across the five divisions. Each division will receive seats based on their percentage of the regional population enrolled in Virginia public schools, unless otherwise determined by the governing board." Appears complete.	This description meets expectations.	Operational/Ready to Implement
7	The proposed calendar and sample daily schedule.	Yes	https://drive.google.com/file/d/1Ot8H486ewMgyKqNAxHX2QvQOSBjwBz/view	The submission from the Google documents link has provided school calendar information for the school. This standard has been met.	Operational/Ready to Implement

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8	A description of the college partnership laboratory school's academic program, educational theory, foundation of the model and proposed innovative offerings and how it is aligned with state standards.	Yes		This description meets expectations.	Operational/Ready to Implement
9	For each grade or course in the Lab School, please provide a detailed description of how the SOL and the corresponding SOL Curriculum Framework will be used as the foundation for curricula to be implemented. Include within the description how the goals and objectives of the curricula will meet or exceed the 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 website for more information about the SOL.)	Yes	Some other examples of how the computer and data science standards will be incorporated into core content areas would strengthen this section.	This description meets expectations.	Operational/Ready to Implement
10	Provide a detailed description of how the college partnership lab school will meet all state and federal testing requirements (including at least 95% participation in the All Students group and in each student group) and state test administration requirements. Include in the description who (the role) will provide oversight of the testing program in the college partnership laboratory school, who will ensure technology requirements are met, who will provide training to test examiners, proctors and others to ensure test security is maintained, the frequency of training, and how training will be tracked. Also include the process by which test record data quality will be maintained and verified.	Yes		This description meets expectations.	Operational/Ready to Implement
11	Provide a description of the school's balanced assessment plan to include all formative and summative assessments, their purpose, their administration periods (when they will be administered), how and when the data will be reported and to whom, who will analyze the data, and when, and how the data will be used to monitor and inform instruction.	Yes		This description meets expectations.	Operational/Ready to Implement
12	A detailed description of any alternative accreditation plan, in accordance with the SOA (8VAC20-131-420), for which the Lab School will request approval from the Board. (if applicable)	Yes		This description meets expectations.	Operational/Ready to Implement
13	A general description of any incentives/partnerships that the Lab School intends to have with school divisions to enhance both the educational program of the Lab School and the partnering school division(s). (if applicable)	Yes	Co-teaching model and intentional clinical placement at the lab school for UMW students and PK12 teachers to collaborate; build educator capacity for local K12 teachers through partnership with UMW	This description meets expectations.	Operational/Ready to Implement
14	If the Lab School plans to use virtual learning in its educational program, a description of how virtual learning will be used and estimates of how many students will participate. (if applicable)	Yes		This description meets expectations.	Operational/Ready to Implement

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ELEMENT 4: GOVERNANCE					
1	Background information on the proposed founding governing board members and, if identified, the proposed school leadership and management team. (See § 22.1-299.2 B of the Code of Virginia.)	Yes	The proposed founding governing board members include a representative from each committed school division. So far, four of the five school divisions identified in the proposal have signed an initial resolution highlighting their interest in participation and nominating someone for the overarching governance board. The governing board will also include key stakeholders from the University of Mary Washington, to include the Chief of Staff, Provost, and Vice Provost for Continuing and Professional Studies, as well as the deans from the three colleges.	This description meets expectations.	Operational/Ready to Implement
2	A chart that clearly presents the Lab School's organizational structure, including lines of authority and reporting between the governing board, staff, any related bodies (such as advisory bodies or parent and teacher councils), the Board, and any external organizations that will play a role in managing the school.	Yes	https://drive.google.com/file/d/1OnXFV55zwmObvYFMUmlmIY5U8LKspr/view	The submission from the Google documents link has provided information on the organizational structure for the lab school. This standard has been met.	Operational/Ready to Implement
3	A clear description of the roles and responsibilities for the governing board, the Lab School's leadership and management team, and any other entities shown in the organization chart. This includes a description of the functions, roles, and duties of the governing board and its proposed composition and bylaws. The description must detail the specific role of the governing board in the operation and oversight of the Lab School.	Yes	https://drive.google.com/file/d/157wum1D7YKdToR108fvhgGh1WpuShmhP/view	The submission from the Google documents link has provided information on the governing board for the lab school. This standard has been met.	Operational/Ready to Implement
4	A description of the governing board's relationship with the affiliated public or private institution of higher education and its Board of Visitors, any local school boards, parents, and community organizations.	Yes	The proposed governing board includes key stakeholders from the University of Mary Washington as well as a school board representative from each of the participating school divisions. The superintendents for each of the participating school divisions will be instrumental in providing input to key decisions as the lab school design moves forward through the Superintendent's Advisory Council and will be brought forward to the governing board once established. School board representatives will brief their respective school divisions on updates on the lab school, bringing information to their fellow school board members on a quarterly basis, following lab school governing board meetings. Similarly, the Chief of Staff and Provost will provide information on the lab school's development and progress on a quarterly basis to UMW's Board of Visitors.	This description meets expectations.	Operational/Ready to Implement

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ELEMENT 5: MANAGEMENT STRUCTURE					
1	Staffing chart for the Lab School's first year and a staffing plan for the term of the contract.	Yes		This description meets expectations.	Operational/Ready to Implement
2	Plans for recruiting and developing Lab School leadership and staff.	Yes		This description meets expectations.	Operational/Ready to Implement
3	A description of the academic/professional experience/qualifications of the Lab School's leadership and proposed faculty who will teach at the Lab School.	Yes		This description meets expectations.	Operational/Ready to Implement
4	An assurance that the Applicant will meet the conditions in § 22.1-349.9 of the Code of Virginia, which states that "teachers who work in a college partnership laboratory school shall hold a license issued by the Board or, in the case of an instructor in the Board-approved teacher education program of the institution of higher education, be eligible to hold a Virginia teaching license. Teachers working in a college partnership laboratory school shall be subject to the requirements of §§ 22.1-296.1, 22.1-296.2, and 22.1-296.4 that are applicable to teachers employed by a local school board."	Yes	"Since ATI at UMW Innovation plans to leverage the fiscal agent, Stafford Schools, for processing hiring and general human resource services, all Stafford Schools' hiring policies, including meeting state legal requirements for licensure or alternative licensure will be followed by ATI at UMW, as is standard across Stafford Schools. " "All positions requiring licenses and endorsement areas will be adhered to as part of meeting the standards of quality. The chart in Number 4 of this section highlights the positions that will need specific licenses and endorsements as well as the type of license that will be required. All qualifications for teachers and administrators of the college partnership laboratory school will comply with Stafford Schools' policies and procedures which are in alignment with state law. All K-12 teachers will have teaching licenses and all administrators will hold administrative licenses. Opportunities will be provided for educators to pursue options to add additional endorsements to amplify skills sets. Virginia Board of Education College Partnership Laboratory School Application Page 43 Academy of Technology and Innovation at UMW Endorsements will correspond to the content area taught, as is required in secondary education. "	This description meets expectations.	Operational/Ready to Implement
5	The Lab School's leadership and teacher employment policies, including performance evaluation plans. Such performance evaluation plans must be consistent with the policies of the institution of higher education.	Yes	"ATI at UMW will follow Stafford Schools' policies and procedures for routine evaluation of staff. This will include a standardized schedule of licensed and service staff evaluations, as outlined in the 4000s section of Stafford Schools' policies and regulations surrounding evaluations, aligned to state law for licensed staff. The Executive Director and any subsequent administrative staff hired will work with staff on identifying professional and personal goals on an annual basis, aligning professional learning opportunities to those goals, and supporting with regular check-ins on the progress made, 2-3 times a year. The Executive Director for ATI at UMW will be evaluated on an annual basis by a joint working group of the governing and regional school board for ATI at UMW. Where necessary, policies unique to the laboratory school will be adopted by the governing board to ensure that the laboratory school employees are evaluated in accordance with the policies developed by the ATI at UMW regional school board. For their professional development roles with the university, staff at ATI at UMW will receive an annual evaluation from UMW from designated faculty or staff in accordance with policies related to their job classification. "	This description meets expectations.	Operational/Ready to Implement

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6	A plan that addresses the qualifications of the teachers and administrators at the Lab School, including compliance with state law and regulations regarding Board licenses and endorsements. (See § 22.1-349.9 of the Code of Virginia.)	Yes		This description meets expectations.	Operational/Ready to Implement
7	A plan to provide high-quality professional development programs. (See § 22.1-253.13:5 of the Code of Virginia.)	Yes		This description meets expectations.	Operational/Ready to Implement
8	Provisions for the evaluation of staff at regular intervals.	Yes		This description meets expectations.	Operational/Ready to Implement
9	Provisions for a human resource policy for the Lab School that is consistent with state and federal law.	Yes		This description meets expectations.	Operational/Ready to Implement
10	An explanation of any partnerships or contractual relationships central to the Lab School's operations or mission, including information regarding any partnerships with school divisions to provide educational or ancillary services. Contractual relationships include procuring the services of an education management organization, food services, transportation, school health services, custodial services, and security services. (See § 22.1-349.3 C of the Code of Virginia.)	Yes	UMW plans to contract with and/or delegate to Stafford Schools for managing employment of K-12 instructors and certain operational procedures, to include technology support, day-to-day minor facilities maintenance, custodial services, and food services. The annual budget for ATI at UMW factors these expenses into planning.	This description meets expectations.	Operational/Ready to Implement
11	Notification to all Lab School employees of the terms and conditions of employment.	Yes		This description meets expectations.	Operational/Ready to Implement
12	Information and materials indicating how parents, the community, and other stakeholders were involved in developing the application for the Lab School. A description of how parental involvement will be used to support the educational needs of the students, the Lab School's mission and philosophy, and its educational focus.	Yes	https://drive.google.com/drive/folders/1BOLiZfkiCoebpyAfZb9j_7cGdaBYzxE	The submission from the Google documents link has provided information on parental involvement for the lab school. This standard has been met.	Operational/Ready to Implement

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13	Plans and timelines for student recruitment and an open enrollment process for any child who is a resident of the Commonwealth, including lottery procedures if sufficient space is unavailable. Please include a description of the lottery process to be used to determine Lab School enrollment on a space-available basis and 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. (See § 22.1-349.3 of the Code of Virginia.)	Yes		This description meets expectations.	Operational/Ready to Implement
14	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. Consistent with a Lab School's mission and purpose that may address special populations of students, the Applicant must indicate how to ensure that community outreach has been undertaken so that special populations are aware of the formation of the Lab School and that enrollment is open to all students residing in the Commonwealth. Pursuant to § 22.1-349.3 B of the Code of Virginia, enrollment in a Lab School "shall be open through a lottery process on a space-available basis to any student who is deemed to reside within the Commonwealth. A waiting list shall be established if adequate space is not available to accommodate all students whose parents have requested to be entered in the lottery process. Such waiting list shall also be prioritized through a lottery process, and parents shall be informed of their student's position on the list."	Yes		This description meets expectations.	Operational/Ready to Implement
15	A model Student Code of Conduct policy that addresses student behavior, discipline, and participation in school activities. The plan should identify the role of teachers and administrators in discipline and mentoring. The plan must also identify disciplinary policies for special education students.	Yes	Lab school will assemble work group to propose applicable student code of conduct policy. Will use Stafford's as a initial draft and provide review and comparison with other participating divisions does of conduct. Notes specific areas that the plan will address and provides link to Stafford's plan but does not provide finalized version of Code for review.	Additional detail added to revision to establish compliance	Operational/Ready to Implement
16	A detailed Lab School start-up plan that identifies tasks, timelines, and responsible individuals.	Yes	Detailed table provided	This description meets expectations.	Operational/Ready to Implement
17	A description of co-curricular and extracurricular programs and how these programs will be funded and delivered.	Yes	Students who attend ATI at UMW will remain enrolled or enroll through their sending school division. As such, students will participate in VHSL extracurricular activities through their zoned high school. However, ATI at UMW does plan to offer certain cocurricular and extracurricular opportunities driven by student interests and aligned with the school's mission, vision, and learning goals. The daily schedule has intentionally been designed to provide opportunities within the school day 1-2 days a week for these extracurricular opportunities to take place during the lunch hour to allow for students who come from a wide geographic area to have opportunities to participate. While the final set of offerings will be driven by student interest, availability of staff/volunteer sponsors, and resources, some of the options being explored in conversations with school divisions and various organizations include: ● Robotics club ● Coding club ● Video game competition ● World language club ● Future Educators of America Funding for the clubs, etc. will be built out through the annual budgeting process, student fees (where applicable and appropriate), and donations of materials, funds, and time. Partnerships with local organizations and businesses will help build capacity for providing high quality enrichment opportunities through clubs.	This description meets expectations.	Operational/Ready to Implement

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18	A general description of any operational incentives/partnerships that the Lab School intends to have with school divisions to enhance both the educational program of the Lab School and the partnering school division(s).	Yes	<p>UMW's provision of space to host the university partnership laboratory school provides a significant benefit to partnering school divisions in a growing region of the state. The PDS model will also be designed to help produce high quality, future educators which will help surrounding school divisions with the teacher shortage. The laboratory partnership school also plans to work in conjunction with continuing and professional studies to support partnering school divisions in collaboratively planning learning opportunities and strengthening educator capacity across the region in incorporating computer coding and data science across content area disciplines and through vertically aligned, PK-12 strategies. Long term, there are some other collaborative, mutually beneficial enhancement initiatives that might be considered for inclusion in the model, such as:</p> <ul style="list-style-type: none"> Regional research and evaluation collective: The lab school might be able to serve as a central hub for facilitating and connecting conversations across the PK12/Higher Education spaces through identifying school division research and evaluation needs and connecting them with research experts from the university in those fields, forging mutually beneficial research partnerships. Teacher-in-Residence Program: The development of a teacher-in-residence program would provide opportunities for an educator from participating school divisions to spend a year teaching for ATI at UMW. This year-long placement would provide opportunities for educators to grow and develop their expertise in interdisciplinary and project-based learning approaches, growth their professional network, and return to their sending school/division the following year to share out their learning with other educators. While the above are just two examples of long-term possibilities for consideration, they highlight the overarching approach of considering creative and innovative ways of building capacity across the region through PK-16 partnerships. 	This description meets expectations.	Operational/Ready to Implement

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ELEMENT 6: FINANCIAL AND OPERATIONS INFORMATION					
1	A description of the Lab School's financial plan and policies, including financial controls and audit requirements in accordance with generally accepted accounting principles.	Yes	Financial policies and controls will be the same as those used by Stafford County Public Schools, which is the fiscal agent.	This description meets expectations.	Operational/Ready to Implement
2	Start-up and five-year budgets with clearly stated assumptions and information regarding projected revenues and expenditures.	Yes	The standard was met at the bare minimum. Would like to see a better breakdown of the per-pupil operating funds (ex. state vs local funds). Please note that as of now, lab schools are not eligible for VPSA funds.	This description meets expectations.	Operational/Ready to Implement
3	Start-up and five-year cash flow projections with clearly stated assumptions and indications of short- and long-term sources of revenue.	Yes	Year 3, 4, and 5 projected expenditures exceed the per-pupil operating funds noted in the five-year budget file. Cost projections reflect 2.5% annual inflation and an increase in enrollment from 100 to 400 students. Start-up costs exceed the state grant amounts, so how will the excess get funded? Is there enough time to do all the startup work planned after the lab school signs the contract with the BOE to open in August 2024 as planned?	This description meets expectations.	Operational/Ready to Implement
4	Evidence of anticipated fundraising contributions, if applicable.	Yes	No fundraising opportunities as of the date of the application, but evidence of attempts to raise funds through annual auctions, summer enrichment programs, professional development, and donations from foundations and corporations.	This description meets expectations.	Operational/Ready to Implement
5	A description of the insurance coverage that the Lab School will obtain. Types of insurance include general liability, health, and property.	Yes	Health coverage provided by Stafford County Public Schools.	This description meets expectations.	Operational/Ready to Implement
6	A justification for each type of insurance coverage sought and evidence that the Applicant has consulted with the affiliated public or private institution of higher education to ensure that the level of coverage is satisfactory.	Yes	Insurance needs met by existing plans at Stafford County Public Schools and the University of Mary Washington.	This description meets expectations.	Operational/Ready to Implement
7	A sound facilities plan, including backup or contingency plans. Facilities information includes (1) the provision of suitable instructional space; (2) provisions for library services; (3) provisions for the safe administration and storage of student records and medications; (4) information regarding compliance with building and fire codes and compliance with the federal Americans with Disabilities Act; (5) general information on emergency evacuation plans; (6) information regarding site location and preparation; (7) the structure of operation and maintenance services; and (8) financial arrangements for facilities, including any lease arrangements with school divisions or other entities and whether debt will be incurred.	Yes	Instructional space provided by UMW.	This description meets expectations.	Operational/Ready to Implement

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8	A description of whether transportation services will be provided. If transportation is to be provided, please indicate whether the Lab School will contract for transportation with the local education agency or another entity. Please indicate whether transportation will be provided to all students attending the Lab School.	Yes	Transportation will be provided pursuant to agreements with partnering school divisions.	This description meets expectations.	Operational/Ready to Implement
9	A description of transportation services for students with disabilities. (Section 22.1-221 A of the Code of Virginia states that "[e]ach disabled child enrolled in and attending a special education program provided by the school division pursuant to any of the provisions of § 22.1-216 or § 22.1-218 shall be entitled to transportation to and from such school or class at no cost if such transportation is necessary to enable such child to obtain the benefit of educational programs and opportunities.")	Yes	Special arrangements will be made pursuant to agreements with partnering school divisions.	This description meets expectations.	Operational/Ready to Implement
10	A description of food service operations and all other significant operational or ancillary services to be provided.	Yes	Food services operations will be coordinated with Stafford County Public Schools.	This description meets expectations.	Operational/Ready to Implement

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ELEMENT 7: PLACEMENT PLAN					
1	Identification of a member of the Lab School's leadership who will serve as a single point of contact for all activities that may need to take place for the Lab 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. Please include contact's name, title, email address, and phone number.	Yes	The Executive Director will serve as the single point of contact for all activities that may need to take place in order for the school to close: Rebecca Towery, Ed.D. Executive Director rtowery@umw.edu (540) 295-2045 Contact provided but limited explanation of duties.	This description meets expectations.	Operational/Ready to Implement
2	A notification process for parents/guardians of students attending the Lab School and teachers and administrators of the termination or revocation of the contract.	Yes	"Should the contract for the university partnership lab school be terminated or revoked, the school will send notice to families within 48 hours of the school's notification. At the Virginia Board of Education College Partnership Laboratory School Application Page 61 Academy of Technology and Innovation at UMW same time, information will be shared with families around the options for alternative public schools students can attend, as detailed below. The information will be disseminated through email and physical letters send home with students or mailed, should the notification come during the summer."	This description meets expectations.	Operational/Ready to Implement
3	A notification process to parents/guardians of students attending the Lab School of alternative public school placements within a set time period from the date of termination or revocation of the contract.	Yes	"If notified that the contract for the university partnership lab school was revoked or terminated, students and their families would receive notification of the option to take classes at their geographically zoned high school. They would also receive notification of different specialty programs they might consider transferring to, should the family continue to desire a specialty experience. Some examples in the area include: ● The Commonwealth Governor's School (Caroline, King George, Spotsylvania and Stafford) ● Cyber4+ (Stafford) ● Chesapeake Bay Governor's School (Caroline and King George) ● STAT Academies (Stafford) ● IB Programs (Spotsylvania and Stafford) In addition, the governing board for the school would convene a special session to consider whether the school could continue as a joint operated school. If this was deemed a realistic option, the converted laboratory partnership school would also be listed as an option for attendance. Regardless, since this school's design involves students staying enrolled through their sending school division, and potentially participating in VHSL sponsored activities through that school division, disruption will be able to be minimized since students will likely have some degree of connection to their sending school division." No set time noted.	This description meets expectations.	Operational/Ready to Implement
4	Provisions for ensuring that student records are provided to the parent or 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 upon the request of that school division. (See § 22.1-289 of the Code of Virginia).	Yes	"At the school's closure, any and all student records will be provided to the parent or guardian. These will be exported from the student information system (SIS) and sent electronically, or if requested, physically, to student parents and guardians. Additionally, once notification is provided on where students are transferring, the transcripts will be sent to those schools. In most cases, this will be the geographically zoned high school in the division in which the student is enrolled, so the contacts will already be in place to help create a smooth process for students and their families."	This description meets expectations.	Operational/Ready to Implement

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	Criterion Elements	Criterion Match	Comments	OVERALL VDOE COMMENTS	RUBRIC RATING
5	A placement plan for Lab School employees that details the level of assistance to be provided within a set period of time from the date of closure.	Yes	"Lab School Teachers: Lab school teachers would have the option to transfer to another open position in one of the fiscal agent's schools. If this option were not available, lab school teachers would be able to apply to open positions for which they are qualified in participating school divisions. School divisions might consider a reciprocal agreement in which the participating school divisions would have the right of first refusal in hiring the lab school staff. o Lab School Staff: All other lab school staff will have the opportunity to transfer to open positions in one of the fiscal agent's schools or central office of a similar position level. For example, an office manager would have the opportunity to transfer to another office manager position in another school or central office within the fiscal agent. If this option were not available, lab school staff would be able to apply to open positions for which they are qualified in participating school divisions. School divisions might consider a reciprocal agreement in which the participating school divisions would have the right of first refusal in hiring the lab school staff. " Has the applicant established a contract or agreement to allow staff to fill vacant position? Will teachers/staffs have to apply, be given preferential hiring?	This description meets expectations.	Operational/Ready to Implement
6	A close-out 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 Lab School's records and financial accounts upon closure.	Yes	The application identifies a link to an operating agreement, but there is no such document at the link.	Link added in revision	Operational/Ready to Implement

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ELEMENT 8: OTHER ASSURANCES AND REQUIREMENTS					
1	A description of the Lab School's policies and procedures for compliance with the federal Family Educational Rights and Privacy Act and records retention schedules consistent with guidance issued by the Library of Virginia.	Yes	"ATI at UMW's governing board, once convened, will approve policies in compliance with the federal Family Educational Rights and Privacy Act and records retention schedules consistent with guidance issued by the Library of Virginia." Does not provided a detailed description.	Detailed description added in revision to establish compliance	Operational/Ready to Implement
2	Evidence that the proposed Lab School programs, services, and activities will operate in accordance with all applicable federal and state laws and regulations, including the Virginia Freedom of Information Act.	Yes	"ATI at UMW's governing board will ensure that the laboratory school programs, services, and activities will operate in accordance with all applicable federal and state laws and regulations, including the Virginia Freedom of Information Act." Declaratory Statement Insufficient response. (Page 63) No description of how this will be accomplished.	Detailed description added in revision to establish compliance	Operational/Ready to Implement
3	A listing of all waivers to state regulations needed for the Lab School at the time of its opening. This does not preclude a Lab School from requesting additional waivers once the Lab School is operational.	Yes	"None requested at this time."	This description meets expectations.	Operational/Ready to Implement
4	A description of any collaborative partnerships that may be made with public school divisions to enhance opportunities for all Virginia students, from preschool to postsecondary. An educational program provided to students enrolled in a public school division pursuant to a collaborative partnership between the Lab School and the public school division shall be considered to be the educational program of the public school division for purposes of the SOA. (See § 22.1-349.3 G of the Code of Virginia.)	Yes	"Through the regional nature of the school, a number of opportunities exist for collaborative partnerships with public school divisions. At this time, the proposed ATI at UMW is exploring some of the following options, with the understanding that they would need to be phased in over time as capacity is built: • Innovative practicum placements • Demonstration site • Professional learning opportunities/provision • Summer program opportunities for K-12 in the region • K-8 programs to provide exposure to computer and data science led by high school and higher education students • Regional research collaborative • Tutoring PK-12. These are a few examples of possibilities that have emerged through conversations and focus groups. While some of these partnership opportunities are being built directly into the structure of the lab school, others may be built out as part of longer term strategic plan efforts based on direction from the governing board and future strategic plans." Little to no description provided (Page 63).	Detailed description added in revision to establish compliance	Operational/Ready to Implement
5	A description of all agreements that the Applicant may need in the contract with the Board related to the release of the Lab School from state regulations, consistent with the requirements in § 22.1-349.3 B of the Code of Virginia, including the approval of an Individual School Accreditation Plan. Section 22.1-349.4 of the Code of Virginia states that "[i]f the college partnership laboratory school application proposes a program to increase the educational opportunities for at-risk students, the Board of Education may approve an Individual School Accreditation Plan for the evaluation of the performance of the school."	Yes	"None needed at this time."	This description meets expectations.	Operational/Ready to Implement
6	A description of how the Applicant and members of the governing board will disclose any conflicts of interest, which would include a personal interest in any transactions involving the Lab School, including information regarding the frequency with which such disclosures will be made. (See § 2.2-3114 of the Code of Virginia.)	Yes	"The governing board will adopt policies to require any conflicts of interest from the governing board or regional school board to be disclosed in a timely manner." Does not provided a detailed description. No description provided. Aspirational. (Page 64) The governing board will develop a policy but no policy provided.	Revision to establish compliance: The governing board will adopt a policy to require any conflicts of interest from the governing board or regional school board to be disclosed in a timely manner. The draft policy, based off of the fiscal agent's comparative policy (Stafford County Public Schools Policy 4113), reads: Board members and employees shall not profit financially or personally from any situation that conflicts with compensation provided by ATI-UMW through Stafford County Public Schools, and shall comply with the State and Local Government Conflict of Interests Act (Virginia Code §2.2-3100et. seq.) Members of the governing board and employees will be asked to complete an annual disclosure notice, as well as notify the board or Executive Director of potential conflicts of interest that emerge within a given year.	Operational/Ready to Implement

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7	Conflict of interest disclosure(s) by the Applicant and/or members of the governing board in the proposed Lab School. This includes any relationships that parties may have with vendors performing services at the Lab School.	Yes	Not applicable. Did not provide any details.	Revised to establish compliance: No conflicts of interest have been identified at this time. Future employees and members of the governing board will participate in the training all state employees participate in regarding conflicts of interest within 3 months of the governing board's convening. Records of completion will be maintained by the Clerk of the Governing and Regional School Board	Operational/Ready to Implement