



VIRGINIA BOARD OF EDUCATION

AGENDA ITEM

Agenda Item: D

Date: January 8, 2024

Title: Proposed Revisions to the College Partnership Laboratory School Application

Presenter: Dr. Andy Armstrong, Assistant Superintendent of Strategic Innovation

Purpose of Presentation

For information only: No action required.

Executive Summary

On July 7, 2023, the College Partnership Laboratory School Standing Committee (“Standing Committee”) approved revisions to the College Partnership Laboratory School Application (“Application”). At that time, the Standing Committee directed staff at the Virginia Department of Education (“VDOE”) to remain attentive to discussion of the Standing Committee, the needs of applicants, and to consider additional revisions that would help clarify applications.

Since the July 7, 2023, meeting, VDOE staff has reviewed additional applications submitted by institutes of higher education and has identified the following areas for further revision:

Areas where the application would benefit from clarifications to existing questions

- Identification of any intent for compliance waivers on the Standards of Learning
- Process for documentation of student’s curriculum pathways throughout the lifecycle of the program
- Requirement of comprehensive staffing charts including all planned positions for the college partnership laboratory school. The organizational chart requires description of all planned positions for the school’s leadership team, administration team, teaching staff, teaching assistants/pre-licensure student teachers, specialized instructional support positions and any other and any positions.
- Details on the administration of lab school curriculum for students with disabilities
- Comprehensive description of student selection/lottery process

- Comprehensive information on sustainability/funding plan (this topic was completed in the prior revision and modified slightly in this version).
- Requirement for clearly stated assumptions and information regarding projected revenues and expenditures of start-up and five-year budgets including estimated amounts requested for startup grants and operational per-pupil funds from the College Partnership Laboratory Schools Fund, as well as any assumptions used to calculate those figures.
- Details on any “in-kind” contributions to the lab school by any party.
- Details related to the higher education partner’s commitment to professional development of K12 teachers.
- Inclusion of link to lottery best practice (approved by CPLSSC, November 2023).

Areas where the application would benefit from additional information

- Signature validation the completed Application was reviewed by Applicant’s legal counsel prior to submission.
- Details on the implementation process for any career exploration/pathways curriculum.
- Details on the lab school proposal’s alignment to the International Association of Lab Schools (IALS) “5 elements” in mission and vision.
- Requirement of comprehensive staffing charts including all planned positions for the college partnership laboratory school. The organizational chart requires description of all planned positions for the school’s leadership team, administration team, teaching staff, teaching assistants/pre-licensure student teachers, specialized instructional support positions and any other and any positions.
- Requirement for clearly stated assumptions and information regarding projected revenues and expenditures of start-up and five-year budgets including estimated amounts requested for startup grants and operational per-pupil funds from the College Partnership Laboratory Schools Fund, as well as any assumptions used to calculate those figures.
- Details on any “in-kind” contributions to the lab school by any party.
- Description of a “day in the life” of a lab school student to provide context to the proposed experience.
- Addition of Update Financial/Budget Section with start up/5 year revenue expenditures including a blank worksheet/template recommended by SME finance staff.

Action Requested

Action will be requested at a future meeting.

- Revisions will be presented to the Standing Committee for first review in December 2023.

Previous Review or Action

Previous review or action:

Date: July 7, 2023

Action: Final Review of Revisions to the College Partnership Laboratory School Application

Background Information and Statutory Authority

Section [22.1-394.5\(C\)](#) of the Code of Virginia states that the purposes of the college partnership laboratory school application are to “present the proposed school's academic and operational vision and plans, demonstrate the applicant's capacities to execute the proposed vision and plans, and provide the Board with a clear basis for assessing the applicant's plans and capacities.”

Section [22.1-394.5\(B\)](#) of the Code of Virginia requires a college partnership laboratory school application to include the following essential elements:

1. An executive summary;
2. The mission and vision of the proposed college partnership laboratory school, including identification of the targeted student population;
3. The proposed location of the school;
4. The grades to be served each year for the full term of the contract;
5. Minimum, planned, and maximum enrollment per grade per year for the term of the contract;
6. Background information on the proposed founding governing board members and, if identified, the proposed school leadership and management team;
7. The school's proposed calendar and sample daily schedule;
8. A description of the academic program aligned with state standards;
9. A description of the school's educational program, including the type of learning environment, such as classroom-based or independent study; class size and structure; curriculum overview; and teaching methods;
10. The school's plan for using internal and external assessments to measure and report student progress in accordance with the Standards of Learning;
11. The school's plans for identifying and successfully serving students with disabilities, students who are English language learners, students who are academically behind, and gifted students, including compliance with applicable laws and regulations;
12. A description of co-curricular and extracurricular programs and how they will be funded and delivered;

13. Plans and timelines for student recruitment and enrollment, including lottery procedures if sufficient space is unavailable;
14. The school's student disciplinary policies, including disciplinary policies for special education students;
15. An organization chart that clearly presents the 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;
16. A clear description of the roles and responsibilities for the governing board, the school's leadership and management team, and any other entities shown in the organization chart;
17. A staffing chart for the school's first year and a staffing plan for the term of the contract;
18. Plans for recruiting and developing school leadership and staff;
19. The school's leadership and teacher employment policies, including performance evaluation plans;
20. A plan for the placement of college partnership laboratory school students, teachers, and employees upon termination or revocation of the contract;
21. Explanation of any partnerships or contractual relationships central to the school's operations or mission;
22. The school's plans for providing transportation, food service, and all other significant operational or ancillary services;
23. Opportunities and expectations for parent involvement;
24. A detailed school start-up plan that identifies tasks, timelines, and responsible individuals;
25. A description of the school's financial plan and policies, including financial controls and audit requirements;
26. A description of the insurance coverage that the school will obtain;
27. Start-up and five-year budgets with clearly stated assumptions;
28. Start-up and first-year cash-flow projections with clearly stated assumptions;
29. Evidence of anticipated fundraising contributions, if claimed in the application;
30. A sound facilities plan, including backup or contingency plans if appropriate; and
31. Assurances that the college partnership laboratory school (i) is nonreligious in its programs, admission policies, employment practices, and all other operations and (ii) does not charge tuition, except as described in subsection E of § 22.1-349.3.