

VIRGINIA DEPARTMENT OF EDUCATION  
LABORATORY SCHOOLS COMMITTEE  
COMPLETENESS AND COMPLIANCE REPORT

	CRITERION ELEMENTS	CRITERION MATCH	OVERALL VDOE COMMENTS	RUBRIC RATING
<b>ELEMENT 1: EXECUTIVE SUMMARY</b>				
1	Provided a description of the need and purpose of the Lab School.	Yes	"...to improve student outcomes using computationally-rich, project-based learning combined with community-based partnerships to engage all students in personally meaningful and interdisciplinary learning experiences" (Purpose) Research science has increasingly identified early to mid-adolescence – youth aged 10-15 in grades 4-9 – as the most consequential developmental period outside early childhood. Yet, middle school years are the most under-addressed segment along the pre-K through post-secondary continuum despite the evidence showing adolescence is a substantive period of development and critical inflection point for subsequent academic performance and social and emotional well-being. Improving the quality of the middle school experience, especially for underrepresented youth, can significantly shift the educational trajectory for those students who are most at risk.	Operational/Ready to Implement
2	Indicates a clear description of the goals and objectives of the Lab School.	Yes	The lab school will be founded on three guiding principles to improve student outcomes: 1. Developing a community of practice around education that incorporates interdisciplinary, project-based, computationally-rich learning experiences. 2. Engaging students by incorporating their voices and choices throughout the learning process. 3. Making meaningful community connections to engage students, teachers, and families in real-world problem-solving, mentorship, and career explorations.	Operational/Ready to Implement
3	Summarizes the instructional plan for the Lab School.	Yes	By transforming school experiences in a way that elevates the developmental needs of young adolescents through student-driven, community- and design-based projects, our lab school aims to elevate the voice and agency of middle school students in ways that align with research-based practices for positive youth development and asset-based Virginia Board of Education College Partnership Laboratory School Application Page 12 pedagogy (Ryoo et al., 2013).	Operational/Ready to Implement
4	Overview of the sustainability plan for the Lab School.	Yes	The lab school will leverage the UVA SEHD Foundation and the newly launched Tomorrow's Teachers Fund (Appendix C), which is a campaign aimed at increasing access to high-quality teacher preparation, reducing the cost of becoming a teacher, improving teacher quality, and increasing compensation for teachers. We plan to use an innovative approach to recruiting and retaining STEM teachers in K-12 by using an "endowed" chair model (Robinson & Candal, 2023). An endowment model provides for higher salaries, state-of-the-art technology, and funding professional development for the Innovation Hub Lab Manager and teachers participating in the Innovation Academy Fellowship. The lab school startup funds will initiate the position and the fellowship and UVA will work with corporate sponsors and philanthropists to endow the position. A big component of this lab school effort is to do research around innovations in teaching and learning. UVA is a leader in research funding, with SEHD bringing in \$58.1 million in 2022. With the Innovation Hub we will be able to apply for grants from federal and foundation sources to study different aspects of the lab school.	Operational/Ready to Implement
<b>ELEMENT 2: MISSION AND VISION</b>				
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	The mission of the UVA Charlottesville Middle School Innovation Hub is to engage all students in personally meaningful, computationally-rich and interdisciplinary learning experiences. The vision of the UVA Charlottesville Middle School Innovation Hub is to provide educational opportunities that inspire curiosity, fuel innovation, and empower all students to solve problems and pursue lifelong learning.	Operational/Ready to Implement
2	A description of any specific area of academic concentration.	Yes	Computer science and STEM	Operational/Ready to Implement
3	The Lab School's core philosophy.	Yes	"fostering active student participation and autonomy in learning", and "... enable learners to actively participate in their educational journey. Students are equipped with essential tools and resources for exploration, discovery, and creativity, thereby encouraging a sense of self-agency within their academic experiences"	Operational/Ready to Implement
4	Information about the Lab School's targeted student population.	Yes	The lab school will be integrated into the LEAs middle school. The target population will include all 6th-8th graders.	Operational/Ready to Implement

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<b>ELEMENT 3: EDUCATIONAL PROGRAM</b>				
1	A description of the Lab School's academic program and how it is aligned with state standards.	Yes	"The core of this lab school is providing these kinds of transformative and research-based effective learning experiences for students and teachers grounded in authentic, community-based, and computationally-rich projects"; "Breaking down the walls of content classes enables the lab school to put together innovative interdisciplinary approaches that address VA SOLs across domains."	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	The Lab School envisions transitioning from traditional pedagogies to a model emphasizing student-centric, project-based learning with a foundational emphasis on computer science (CS). Recognizing potential gaps in middle school educators' CS proficiency, the school's strategy will be to promote simultaneous learning for both teachers and students. This shifts the educators' role from mere information dispensers to collaborators, as underscored by Goode et al. (2014). Key to this transformation are specific research-backed teaching strategies: Virginia Board of Education College Partnership Laboratory School Application Page 21 • The integration of high standards with practice-based teaching, moving away from teacher-centric methods (Windschitl & Calabrese Barton, 2016). • Leveraging students' existing knowledge base and interests to shape computationally-rich projects (González, 2006; Ryoo et al., 2020). • Cultivating a learning environment that challenges prevailing computing stereotypes (Margolis et al., 2008 & 2012). The Lab School's strategy revolves around integrating computer science into core subjects such as science, mathematics, and social studies. In science, computational methodologies serve alongside theory and investigations. Language Arts can utilize CS for digital narratives and in-depth textual analyses. Social studies can harness computational tools for rich historical insights. This enriched curriculum aims to provide students with the skills essential for the modern workforce. Engaging in work-based learning modules will offer them a glimpse into industry norms. Collaborative programs, like co-ops and apprenticeships, will ensure mentorship and hands-on experiences. The intent is not just to familiarize students with diverse career paths but to enable them to envision their success within these domains.	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		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 will utilize LEA policies and procedures related to the identification and services provided to SWD and ELL. Adherence to local school division policy infers compliance with state and federal requirements. No additional information noted re: students who are "academically behind" and gifted students. P. 26 revised material. Now meets criteria.	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	The Lab School will establish clear "expected levels" of performance based on the state's Standards of Quality (SOQ) and internal academic benchmarks. When students do not meet these levels, CCS MTSS-based intervention offers small group sessions and focused remediation to ensure continued student growth. Continuous monitoring tracks the effectiveness of these interventions. If the collective performance at the Lab School falls short of the SOA standards, particularly those detailed in Part VIII, a corrective action plan will be initiated. This plan encompasses a thorough review and refinement of our teaching methodologies, curriculum, and resources, all aimed at upholding the standards and ensuring every student's academic progression.	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	Given that the Innovation Hub will be within Charlottesville Middle School, we will adhere to the existing minimum and maximum enrollment for Charlottesville Middle School and existing class size and structure.	Operational/Ready to Implement
7	The proposed calendar and sample daily schedule.	Yes	The UVA Charlottesville Middle School Innovation Hub will be embedded within Charlottesville Middle School and will therefore follow the CCS academic calendar. The Innovation Hub lab manager will work with the CCS Science and Innovation Coordinator and Charlottesville Middle School administrators to ensure all students have scheduled time in the Innovation Hub as outlined in the MOU.	Operational/Ready to Implement
8	A description of the performance-based goals and related measurable educational objectives to be achieved by the Lab School. (See § 22.1-253.13:1 B of the Code of Virginia.)	Yes	This section could be improved if the applicant provided targeted outcomes (% improvement, quantitative survey data increase, etc.) to serve as part of the goals.	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 <a href="http://www.doe.virginia.gov/testing/index.shtml">http://www.doe.virginia.gov/testing/index.shtml</a> on the Department's website for more information about the SOL.)	Yes	"The core of this lab school is providing these kinds of transformative and research-based effective learning experiences for students and teachers grounded in authentic, community-based, and computationally-rich projects"; "Breaking down the walls of content classes enables the lab school to put together innovative interdisciplinary approaches that address VA SOLs across domains."	Operational/Ready to Implement

Applicant Name: University of Virginia

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10	A description of the Lab School's assessment plan to obtain student performance data, which would include how these data will be used to monitor and improve achievement and how program effectiveness will be measured. The Applicant must also provide benchmark data for how student achievement will be measured over a specified period of time. The Applicant must address how these data will be established and documented in the first year of operation and how the data will be measured over the successive four-year period before the contract of such school is renewed by the Board. The benchmark data should address targets for student improvement to be met each year.	Yes	The Lab School envisions transitioning from traditional pedagogies to a model emphasizing student-centric, project-based learning with a foundational emphasis on computer science (CS). Recognizing potential gaps in middle school educators' CS proficiency, the school's strategy will be to promote simultaneous learning for both teachers and students. This shifts the educators' role from mere information dispensers to collaborators, as underscored by Goode et al. (2014). Key to this transformation are specific research-backed teaching strategies: Virginia Board of Education College Partnership Laboratory School Application, Page 21. • The integration of high standards with practice-based	Operational/Ready to Implement
11	A description of any assessment other than the SOL that may be used to measure progress during the academic year.	No	Did not find evidence of this.	Not Evident
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	The applicant states this is not applicable.	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	The lab school is a partnership between UVA SEHD, CCS, and the UVA Equity Center as stated above.	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	The applicant states this is not applicable.	Operational/Ready to Implement
<b>ELEMENT 4: GOVERNANCE</b>				
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	Included narratives in application	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	Chart included in application with sufficient detail	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	Detailed descriptions included	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 lab school contract will be between the Virginia State Board of Education and the Lab School which is operated during the funding period by the University of Virginia. The Lab School Governing Board works on behalf of the University of Virginia to implement the goals and objectives stated in our Lab School grant. UVA and CCS will work as full partners to achieve student success under the grant's terms. If approved as a lab school, Charlottesville Middle School Innovation Hub will seek representation and counsel from UVA's Board of Visitors as appropriate to formalize this partnership with CCS. All engagements by UVA in the lab school would be conducted with the oversight of the UVA Administration as delegated by the Board of Visitors.	Operational/Ready to Implement
<b>ELEMENT 5: MANAGEMENT STRUCTURE</b>				
1	Staffing chart for the Lab School's first year and a staffing plan for the term of the contract.	Insufficient info	Does this staffing plan scale as the term of the contract progresses? Indicate the time periods associated with staffing.	Emerging/Partial Detail
2	Plans for recruiting and developing Lab School leadership and staff.	Yes		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 area has some deep level of development.	Operational/Ready to Implement

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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	(labeled #3) Lab School personnel hired by the University of Virginia will be employees of the University of Virginia and will be granted the same employment benefits given to other University of Virginia employees. Market analysis suggests compensation and benefits at UVA are among the very best in the region. As stated on the University's HR website, "In addition to health insurance, retirement plans, flexible spending accounts, and paid time off, UVA employees may take advantage of our Education Benefits program, which is designed to encourage career development and lifelong learning. We also offer a backup care benefit for child and elder care, talent development services, and wellness benefits to support the happiness and health of our employees and their families."	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	Lab school personnel will be hired into Restricted University Staff positions at the University of Virginia as defined by policy HRM-021: Terms and Conditions of University Staff Employment. Lab school personnel will be aware and acknowledge their rights as a Restricted Employee at UVA, including that these positions have no guarantee of employment beyond their established end dates, and their re-employment is contingent on the need for services, the availability of funding and satisfactory performance. Employees in restricted positions funded from non-continuous sources have no guarantee of continued employment. As stated in HRM-021: The terms and conditions of University Staff employees are dependent on the category of University Staff employment, and whether the employee is full- or part-time, and whether the position is restricted, includes a probationary period, has a limited term appointment, or an individually negotiated contract. Eligibility for health care benefits, retirement plan options, leave accrual, access to the grievance procedure, and layoff and severance benefits are specific to the employee's category of staff employment. Changes to an employee's category of staff employment can result in changes to the employee's terms and conditions. All University Staff employees must competently perform their assigned duties in compliance with state law and applicable University policies, including avoiding and disclosing in a timely manner conflicts of interests and adhering to the University Code of Ethics. The University may, at any time, establish additional terms and conditions of employment for University Staff employees that are not in conflict with federal or state law. All staff will be evaluated annually. While official performance evaluations will be conducted in accordance with UVA HR policy, ongoing feedback will be part of the norm and culture of the lab school. The Governing Board and CMS Principal will also provide annual evaluation feedback for lab school staff.	Operational/Ready to Implement
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	Meets criterion requirements	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		Operational/Ready to Implement
8	Provisions for the evaluation of staff at regular intervals.	Insufficient info	More details on the content and plan for evaluation would make this easier to evaluate.	Emerging/Partial Detail
9	Provisions for a human resource policy for the Lab School that is consistent with state and federal law.	No		Not Evident
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	Distribution of responsibilities attachment with details	Operational/Ready to Implement
11	Notification to all Lab School employees of the terms and conditions of employment.	Yes		Operational/Ready to Implement

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<p><b>12</b></p> <p>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.</p>	<p>Yes</p>	<p>Engaging families and the community at large is a key component of this lab school. After the partnership between UVA SEHD, CCS, and the UVA Equity Center was established, we held a planning grant kick-off meeting in April with community stakeholders to work on our priorities for student learning, professional learning, and community engagement. We engaged a variety of stakeholders including C4K, WillowTree, Boys and Girls Clubs of Central Virginia, STEAMKITX, UVA BME, School of Data Science, and Barron Associates as we initiated the CS Pathway through the Starr Hill Pathways program. Virginia Board of Education College Partnership Laboratory School Application Page 43 We engaged the science teachers in the lab school through the Curriculum Design Academy over the summer and have joined PLC meetings to gather their input. We provided regular updates on the lab school efforts through CCS School Board and PTO meetings. We plan to engage more fully with parents/guardians and students through focus group sessions to gather feedback on the lab school plans. If the lab school is approved, we will establish an Innovation Hub family/student advisory council that will provide input and feedback to the lab school governing board. We have received letters of support (Appendix E) for the lab school plans from many of our community stakeholders and partners including: • Dr. Royal Gurley, CCS Superintendent • Dr. Jillian McGraw, UVA SEHD Director of Teacher Education • Dr. Ben Allen, The Equity Center Executive Director • Tobias Dengel, WillowTree, a TELUS International Company, President • Kala Somerville, C4K Executive Director • Shannon Ferns, Boys and Girls Clubs of Central Virginia Director of Club Operations • Dr. Briana Morrison, UVA CS Department Associate Professor and Director of the Computing Education Center • Dr. Nancy Deutsch, UVA Youth-Nex Director • Tracey Greene, Charlottesville Business Innovation Council Executive Director</p>	<p>Operational/Ready to Implement</p>
<p><b>13</b></p> <p>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.)</p>	<p>Yes</p>	<p>By law the lab school must be open to any student in the commonwealth, though it can be marketed toward a targeted population. Refer to 11/6/23 Lab School Standing Committee minutes to include recommended process for lottery administration. Revised to meet criterion requirements (p. 38)</p>	<p>Operational/Ready to Implement</p>
<p><b>14</b></p> <p>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."</p>		<p>Appears to be an outdated application; staff will provide TA to address enrollment/lottery questions</p>	<p>Emerging/Partial Detail</p>
<p><b>15</b></p> <p>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..</p>	<p>Yes</p>	<p>Lab school will utilize LEA policies and procedures related to student code of conduct. Adherence to local school division policy infers compliance with state and federal requirements.</p>	<p>Operational/Ready to Implement</p>
<p><b>16</b></p> <p>A detailed Lab School start-up plan that identifies tasks, timelines, and responsible individuals.</p>	<p>Yes</p>	<p>Included timeline in application</p>	<p>Operational/Ready to Implement</p>
<p><b>17</b></p> <p>A description of co-curricular and extracurricular programs and how these programs will be funded and delivered.</p>	<p>Yes</p>	<p>Because of construction, the Innovation Hub will initially be embedded with the science classrooms at CMS to help establish the project-based learning and capstone pathways for 7th and 8th grade students respectively. The Innovation Hub Director and Lab Manager will collaborate with the Equity Center and other youth-serving out-of-school programs such as Boys and Girls Clubs of Central Virginia and C4K to help connect students to specific after school opportunities. The Innovation Hub will also facilitate community members offering extracurricular programs.</p>	<p>Operational/Ready to Implement</p>
<p><b>18</b></p> <p>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).</p>	<p>Insufficient info</p>	<p>"Given that we are working closely in collaboration with CCS, we believe the entire effort will enhance both the educational program of the Innovation Hub and CCS. As previously mentioned, we will be providing physical upgrades to the Charlottesville Middle School classrooms as well as rich professional learning experiences for CCS teachers."-good overview, but can more detail be provided to really outline those specific incentives and benefits to all partners?</p>	<p>Emerging/Partial Detail</p>

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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	UVA is responsible for financial controls and audit requirements.	Operational/Ready to Implement
2	Start-up and five-year budgets with clearly stated assumptions and information regarding projected revenues and expenditures.	Yes		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		Operational/Ready to Implement
4	Evidence of anticipated fundraising contributions, if applicable.	No	Application indicates that this is not applicable.	Not Evident
5	A description of the insurance coverage that the Lab School will obtain. Types of insurance include general liability, health, and property.	Yes	The application states that students will be covered by Charlottesville City Schools and personnel by UVA. The types of insurance are covered in the next question.	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		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		Operational/Ready to Implement
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 by Charlottesville City Schools.	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	Transportation will be provided by Charlottesville City Schools.	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 will be provided by Charlottesville City Schools.	Operational/Ready to Implement
<b>ELEMENT 7: PLACEMENT PLAN</b>				
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	Innovation Hub Director. Dr. Kim Wilkens. The Innovation Hub 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.  Kim Wilkens, Ksw8y@virginia.edu. Office Telephone: 434-924-3915 Mobile Telephone: 434-825-3698	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	If the UVA Charlottesville Middle School Innovation Hub is closed, we will provide a notification to the parents/guardians that their students will no longer be participating in the Innovation Hub.	Operational/Ready to Implement

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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	Because the UVA Charlottesville Middle School Innovation Hub is embedded at CMS, there is no need for alternative public school placements.	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	Because the UVA Charlottesville Middle School Innovation Hub is embedded at CMS, student records related to the lab school will already be at CMS.	Operational/Ready to Implement
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	As stated earlier, the lab school employees will be hired into Restricted University Staff positions at UVA and will be made aware and acknowledge that their employment is contingent on the needs for the services, the availability of funding and satisfactory performance.	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	Close-out is adequately described in the application. Covers financial obligations, termination of contracts, sale of assets, and disposition of financial records.	Operational/Ready to Implement
<b>ELEMENT 8: OTHER ASSURANCES AND REQUIREMENTS</b>				
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	As the UVA Charlottesville Middle School Innovation Hub will be embedded within Charlottesville Middle School, the lab school will follow CCS policies and procedures.	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	Same as above.	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	Not applicable.	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	For the lab school application, we drafted an initial Distribution of Responsibilities (Appendix A) between the partners. If the UVA Charlottesville Middle School Innovation Hub is granted lab school status, the UVA SEHD, UVA Equity Center and CCS will collaborate and seek representation and counsel as appropriate to create a Memorandum of Understanding (MOU) formalizing the distribution of responsibilities and the terms and conditions of the partnership.	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	Not applicable.	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	Before joining the Governing Board and annually from then on, we will ask board members to confirm they are in compliance 2.2-3114 of the Code of Virginia.	Operational/Ready to Implement
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	If the UVA Charlottesville Middle School Innovation Hub is granted lab school status, we will have the initial governing board members disclose conflicts of interest.	Operational/Ready to Implement