

VIRGINIA DEPARTMENT OF EDUCATION
LABORATORY SCHOOLS COMMITTEE
COMPLETENESS & COMPLIANCE REPORT

	CRITERION ELEMENTS	CRITERION MATCH	OVERALL VDOE COMMENTS	RUBRIC RATING
ELEMENT 1: EXECUTIVE SUMMARY				
1	Provided a description of the need and purpose of the Lab School.	Yes	Application details student population demographics from Oscar Smith Middle School but does not provide additional detail for how student group was identified and targeted in relation to goal of school re: computer science.	Operational/Ready to Implement
2	Indicates a clear description of the goals and objectives of the Lab School.	Yes		Operational/Ready to Implement
3	Overview of the sustainability plan for the Lab School.	Yes		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 IALS Five Key Principals, 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: CSLS's mission is to empower underrepresented middle school students through transformative opportunities and experiences. With an innovative focus on computer science principles, we cultivate curiosity and cultural awareness, empowering students to actively shape their educational journey. As CSLS scholars, inquirers, and contributors, our students take proactive ownership of their learning, embodying the attributes that define our dynamic educational community. Our mission extends beyond the classroom, aiming to positively impact workforce development by nurturing a diverse pool of talent equipped with the skills demanded by the evolving technology sector. CSLS envisions preparing students not just as consumers but as creators, contributing meaningfully to the workforce and fostering innovation within Title I communities. Vision: Our vision is to empower middle school students by providing a pioneering program of study that not only equips them to excel in high school coursework, but also prepares them to confidently navigate the technology talent pipeline. CSLS envisions a future where students, armed with technical prowess acquired through an integrated and design thinking framework, contribute meaningfully to the ever-evolving world of computer science. In realizing this vision, CSLS becomes a catalyst for positive change in workforce development. Our graduates emerge not only as academically proficient individuals, but as innovative professionals ready to shape the future of the technology sector. CSLS envisions a workforce that reflects the diversity and creativity inherent in Title I communities, fostering economic growth and driving technological innovation. CSLS aspires to be a beacon of innovation, guiding students toward a future where they not only adapt to, but actively shape the technological landscape. Through this vision, we bridge the gap between education and industry, nurturing leaders, critical thinkers, and valuable contributors to the dynamic field of computer science. Our focus on an integrated and design thinking framework ensures that CSLS stands at the forefront of innovation, creating a pathway for underrepresented middle school students to thrive, succeed, and lead in the digital age.	Operational/Ready to Implement
2	A description of any specific area of academic concentration.	Yes	Computer science	Operational/Ready to Implement
3	The Lab School's core philosophy & strategic academic goals in alignment with a performance-based assessment model.	Yes		Operational/Ready to Implement

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4	Detailed information about the college partnership laboratory school's targeted student population with the understanding that the college partnership laboratory school is open to any student of the Commonwealth.	Yes	Application details student population demographics from Oscar Smith Middle School but does not provide additional detail for how student group was identified and targeted in relation to goal of school re: computer science. Revisions and detail provided in 3.25.24 application update.	Operational/Ready to Implement
ELEMENT 3: EDUCATIONAL PROGRAM				
1	A description of the Lab School's academic program and how it is aligned with state standards.	Yes		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	Clear detail in "day in the life"	Operational/Ready to Implement
3	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	Application notes division's local plan but link is to google file share and not accessible. Also includes link to state regulations which is unnecessary. Application also notes use of MTSS for identification of students struggling academically but does not specifically state that students in lab school will have access to school based MTSS team for support. Revisions and detail provided in 3.25.24 application update.	Operational/Ready to Implement
4	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	Teachers utilize multi-tiered systems of support (MTSS) to identify students who are struggling academically based on observations and student performance. After observations are made and documented with no improvement, teachers formally request support from the MTSS team. School-based MTSS leadership teams collaborate and utilize the Synergy MTSS module to create an MTSS plan. The team reviews relevant documentation, identifies intervention strategies, evaluates progress monitoring data, and discusses intervention outcome information. Teachers then implement tiered interventions specific to each student and collect data on student progress based on MTSS team goals. Administrators utilize the MTSS dashboard in Synergy to monitor the process.	Operational/Ready to Implement
5	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	CSLS will serve approximately 200 students in year one of implementation and an additional 100 in year two bringing the total students served to 300. Core class sizes will not exceed 30 students and elective classes will not exceed 20 students, with the exception of Physical Education classes in which the maximum number will be 30.	Operational/Ready to Implement
6	The proposed calendar and sample daily schedule.	Yes	Provided as links within the application	Operational/Ready to Implement
7	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	I am unable to find the content in the application that completely addresses the criteria of this element, particularly the second set of criteria. 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. Revisions and detail provided in 3.25.24 application update.	Operational/Ready to Implement

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8	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	All of the program success metrics establish expected performance at a future point in time. There isn't any indication of what student performance is expected to look like in Year 1, 2, 3, etc. How will you know if students are meeting expectations or on the trajectory to meet expectations by the proposed dates? How will program success be identified in year 1, 2, 3, etc. without a goal or targeted performance expectation? Revisions and detail provided in 3.25.24 application update.	Operational/Ready to Implement
9	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 indicates that this is not applicable to their school.	Operational/Ready to Implement
10	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		Operational/Ready to Implement
11	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 indicates that this is not applicable to their school.	Operational/Ready to Implement
12	A description of co-curricular and extracurricular programs and how these programs will be funded and delivered. (if applicable)	Yes		Operational/Ready to Implement
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		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 is clear	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	Includes information about the governing board and how it interacts with other groups/stakeholders on the organization chart.	Operational/Ready to Implement

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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		Operational/Ready to Implement
5	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		Operational/Ready to Implement
6	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		Operational/Ready to Implement
ELEMENT 5: MANAGEMENT STRUCTURE				
1	A detailed staffing chart showing all planned positions for the college partnership laboratory school. This organizational chart should include 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.	Yes		Operational/Ready to Implement
2	Plans for recruiting and developing Lab School leadership and staff. Also include a plan for onboarding/orientation of new staff members and what entity is responsible.	Yes	<p>"ODU will lead the educator preparation, including ongoing professional development and research components of the grant"</p> <p>More details about recruitment plan and specific information about orientation is needed. Application discusses the difficulty of hiring teachers with the credentials, so a recruitment plan should be more robust. Additional detail provided in recruitment and orientation section in 3.25.24 application update.</p>	Operational/Ready to Implement

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3	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	Chesapeake Public Schools (CPS) teachers, instructional coaches and the academy coordinator must possess a Bachelors or Masters degree in education and be eligible to possess Virginia Collegiate Professional License or Post Graduate Professional License with appropriate endorsements. Teacher, as a condition for employment, must complete a background check with fingerprinting, collecting data on convictions for crimes of child abuse and neglect as required by §§ 22.1-296.1, 22.1-296.2, and 22.1-296.4. Additionally, teachers must possess the ability to communicate effectively verbally and in writing, as well as the ability to establish and maintain effective working relationships with students, staff, parents, and the general public. The Lab School teachers will be CPS employees and will be provided a supplemental Laboratory School contract. The Academy Coordinator and Instructional Coaches’ will also be CPS employees whose full salaries will be paid with grant funds.	Operational/Ready to Implement
4	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	Need more information for the elective courses. Additional information provided related to electives courses in 3.25.24 application update/revision.	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	Employee policy manuals provided, performance evaluation plan documented.	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	0	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	Teacher efficacy, educator preparation, ODU hosting site-based course pre semester, private-public partnerships to provide special training and scholarship awards, micro-credentials	Operational/Ready to Implement

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8	Includes process of notification to all Lab School employees of the terms and conditions of employment.	Yes		Operational/Ready to Implement
9	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		Operational/Ready to Implement
10	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	Community partners and parents will serve on the Lab School Advisory Council to provide input and advice on matters related to the Lab School to create a positive and meaningful learning environment for students. Chesapeake Public Schools will capitalize on two departments within the division to support parental involvement and communication to support the students in the Lab School: Family and Community Engagement (FACE) to create meaningful partnerships that will empower families, educators, and community agencies to support Lab School initiatives & the Communications department will be utilized to support the Lab Schools by sharing information to our stakeholders using a variety of platforms such as Amplified Podcasts, Peachjar, Social Media platforms, email, text messaging, etc.	Operational/Ready to Implement
11	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 follow CPS student handbook (linked and works).	Operational/Ready to Implement
12	A detailed Lab School start-up plan that identifies tasks, timelines, and responsible individuals.	Yes	0	Operational/Ready to Implement

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13	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	See Element 3.10 (repeat)	Operational/Ready to Implement
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	The lab school will adopt the fiscal controls and audit requirements of the Old Dominion University's Research Foundation.	Operational/Ready to Implement
2	Start-up and five-year budgets with clearly stated assumptions and information regarding projected revenues and expenditures that align with per-pupil funding limits as indicated in CPLS Standing Committee Memo https://www.doe.virginia.gov/home/showpublisheddocument/50571/638345133162870000	Yes	Format is difficult to follow. Year one requests startup funds only (\$1,000,000), which means that the first year of operations is 2025-2026. Enrollment projections are clearly stated. Per-pupil fund request is not clearly stated, but appears to be within the allowable amount.	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	No data provided, so unclear whether their funding model is sustainable. Unclear whether their assumptions include per pupil funding beyond three years. Included in updated budget and sustainability addendum	Operational/Ready to Implement
4	Evidence of anticipated fundraising contributions, if applicable.	Yes	N/A	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	ODU will provide general liability coverage and public liability coverage.	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	Application adequately addresses all areas. Still need to procure additional furniture at the site.	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	Chesapeake Public Schools will transport students	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	Chesapeake Public Schools will transport students with disabilities	Operational/Ready to Implement
10	A description of food service operations and all other significant operational or ancillary services to be provided.	Yes	Lab school will provide food services.	Operational/Ready to Implement
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	Dr. Karen Sanzo, Director, Institute for Design Thinking and Leadership Development, ksanzo@odu.edu, 757-683-6698	Operational/Ready to Implement
2	A draft 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 contract is terminated or revoked, a notification will be provided to families, teachers, and administrators within 72 hours. Families will be notified via email and mailed letter, and school personnel will be notified via email. A follow up email will be sent to families (see below) regarding alternative placement option	Operational/Ready to Implement
3	A draft 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 the contract is terminated or revoked, the Lab School administration will contact surrounding area school divisions and other program service providers to identify alternative options for students. This process will take place within a two week time-period and subsequent notification for potential speciality opportunities will be sent to families via email.	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	The Governing Board will convene a meeting with Chesapeake Public Schools and Old Dominion University to determine if an alternative approach to the school can be developed in partnership. Additional detail added to 3.25.24 application revisio/update to satisfy criterion.	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	A placement plan will be developed in year one. Placement plan outlined in 3.25.24 application revision/update.	Operational/Ready to Implement

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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 plans will be developed in year one. No details provided. Close out plan included in 3.25.24 application revision/update.	Operational/Ready to Implement
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	As a federal law, FERPA protects the privacy of student records and applies to all institutions receiving funds from the US Department of Education. Old Dominion University receives such funds and complies with FERPA regarding the privacy of student records and controls the release of those records.	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	CSLS will be fully compliant with the Virginia Freedom of Information Act. More information on the FOIA policies and compliance is available on ODU's FOIA page.	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 at this time.	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	Both the applicant and the secondary partner are subject to the State and Local Government Conflicts of Interest Act, Va. Code § 2.2-3100 et seq. As required by the Act in § 2.2-3100.1, the members of the governing board are familiar with the requirements of the Conflict of Interests Act and shall disclose any conflicts of interest in accordance with the requirements of the Act. Revised to reflect compliance with statutory requirement.	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	Both the applicant and the secondary partner are subject to the State and Local Government Conflicts of Interest Act, Va. Code § 2.2-3100 et seq. As required by the Act in § 2.2-3100.1, the members of the governing board are familiar with the requirements of the Conflict of Interests Act and shall disclose any conflicts of interest in accordance with the requirements of the Act. Revised to meet statutory compliance.	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	Both the applicant and the secondary partner are subject to the State and Local Government Conflicts of Interest Act, Va. Code § 2.2-3100 et seq. As required by the Act in § 2.2-3100.1, the members of the governing board are familiar with the requirements of the Conflict of Interests Act and shall disclose any conflicts of interest in accordance with the requirements of the Act. Revised to meet statutory compliance.	Operational/Ready to Implement

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8	Provides current, signed letters of support from all partner local school divisions and institutions of higher education. Local school division letters of support should include signatures from at least the current School Board Chair and Superintendent, and should reference specifics of any financial commitment by the School Board on behalf of the Lab School.	Yes		Operational/Ready to Implement