## Tool 6: Authorizing “Staffing Plan”

High-quality charter authorizing requires expertise in a variety of areas. When reviewing new charter applications and charter renewals, authorizers should recruit a diverse review team that will evaluate relevant application materials. This team may include individuals from the district’s own schools, central office, or school board. Some districts include [external experts from the community](http://www.doe.mass.edu/charter/new/?section=review). This team’s evaluation should be compiled into a report for the school board, and application approval and renewal votes should consider the findings of the review team. This tool, which was informed by PPS’s staffing plan, can be used to organize the team.

As authorizers compile staffing plans, diversity in background, race, gender, ability status, and other considerations should be addressed.

Authorizing Staffing Plan

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| Area of Expertise and/or Role | | Notes | | Name | | Title | |
| Lead | | This person should have experience and expertise in promoting school equity and be a full-time district employee. Will coordinate the review process and compile the final report for the school board. Will review all materials with a dual focus on compliance with district policy and on validating the findings of other team members. | |  | |  | |
| Curriculum, Instruction, and Assessment | | If possible, recruit two people with expertise in curriculum development, instructional practices (including differentiation and data-driven planning), professional development, formative and summative assessment, and PA Core Standards. | |  | |  | |
| School Leadership | | If possible, recruit two people. They should have experience as a successful school principal. They should have knowledge of best practices related to teacher support (including observation/feedback cycle, new teacher induction, and professional development); school operations (including scheduling, staffing, and safety); and student discipline. | |  | |  | |

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| Special Education | This person should have expertise regarding legal mandates and the operational and instructional best practices required to serve students with disabilities of all kinds. |  |  |
| Facilities and Transportation | This person should have expertise to ensure that school facilities and transportation plans are safe, effective, and compliant. |  |  |
| Finance | One or two people who have experience with school budgeting and accounting practices. They should be able to evaluate the financial health and viability of a school. |  |  |
| Legal | This person should be versed in the PA School Code as well as federal student civil rights protections. Authorizers may want to engage outside counsel for this role. |  |  |
| Human Resources | This person should have expertise in compliance and best practices related to staff recruitment, hiring, evaluation, benefits administration, labor relations, etc. |  |  |
| Community Parent | A parent who has a student in the public school system can serve as an additional reviewer. They evaluate various school policies including enrollment, attendance, discipline, and parent/community outreach. |  |  |
| Governance and Board Oversight | This person should focus on ensuring that the school has robust internal oversight structures and has recruited board members with diverse, relevant expertise. |  |  |