

**Audubon Center of the North Woods (ACNW)
Charter School Evaluator Contract for Services**

Evaluator Name: _____

Job Title: Charter School Evaluator

Start Date: _____

Position Type: year round on an as-needed basis as determined by the Director of Charter School Authorizing

Compensation: Evaluators must submit monthly time sheets, expense reports, and time and effort documentation in the manner prescribed or agreed upon to the Director of Charter School Authorizing no later than the 10th of each month for the previous month's work. Expenses related to school visits and other approved expenses including mileage, meals, and lodging shall be reimbursed.

Compensation rates are as follows:

- \$55.00/hour for evaluation work performed.
- \$27.50/hour (50% of normal rate) for travel time to and from sites after the first 30 minutes.
- \$200.00 / night for required overnight stays

Benefits: This position does not come with benefits

Supervised By: Director of Charter School Authorizing

Required: Within 30 days of the start date, the evaluator must provide proof of insurance by submitting a "Certificate of Liability Insurance" to the Director of Charter School Authorizing, listing you or your business as "insured" and the Audubon Center of the North Woods as "certificate holder".

Term: This agreement may be terminated at any time by the Evaluator or ACNW. If the Evaluator resigns this position at a time when reports have been initiated by the Evaluator, those reports must be completed and submitted, in an acceptable format, to the Director of Charter School Authorizing before the final payment will be made.

Primary Duties and Responsibilities: The Charter School Evaluator is a contracted position and engages in monitoring, evaluating, providing feedback to, and completing appropriate reports for the charter schools authorized by Audubon Center of the North Woods (ACNW) as directed by the Director of Charter School Authorizing. Activities and responsibilities include:

- Be knowledgeable of the ACNW Authorizer policies and processes.
- Conduct oversight of charter schools through visiting schools, attending board meetings, reviewing monthly board minutes and financial statements as directed by the Director of Charter School Authorizing.
- Complete reports or other evaluation related documents as requested by the Director of Charter School Authorizing.
- Support other projects as requested by the Director of Charter School Authorizing.

See attached Contracted Charter School Evaluator - Evaluation Activities and Responsibilities Description and External Review Conflict of Interest Statement.

ACNW - Director of Charter School Authorizing

Date

Charter School Evaluator

Date

**Audubon Center of the North Woods (ACNW)
Contracted Charter School Evaluator
Evaluation Activities and Responsibilities Description**

Audubon Center of the North Woods may, at its discretion, contract with external evaluators to assist in carrying out ACNW's authorizer responsibilities. These evaluators work under the direction of the ACNW Director of Charter School Authorizing.

The possible work areas and brief descriptions are as follows:

Monthly Reviews

Review board meeting minutes and associated documents, including financial statements. Provide summary information on these documents highlighting strong practices and areas of concern.

Board Meeting Observations

Attend school board meetings. Provide summary information on the content and process of the meeting highlighting strong practices and areas of concern.

Annual Site Visits

Conduct school site visits which may include: building tour; observing classes; interviewing teachers, students, parents, staff, board members, school director, business manager, special education director, EL coordinator, and/or others. Provide summary information regarding the site visit highlighting strong practices and areas of concern. Site visits may be half day or full day, and specific activities to be carried out at a site visit will be determined prior to the visit.

Renewal Team Member

Engage in a comprehensive school evaluation that informs a decision by the ACNW board of directors regarding contract renewal for a school. Activities include: reading background documents such as annual reports, evaluation reports and the renewal application; participate in pre site visit team meeting; full day site visit; completing renewal evaluation notes; participate in post site visit team meeting.

Performance Evaluations

Provide support in completing Academic, Financial, Operations, or Environmental Education performance evaluations.

New or Transfer School Review Team Member

Conduct complete review of new school proposals or change of authorizer applications. Activities may include: reading application materials, engaging in review team meetings, conducting capacity interviews, conducting school site visits, completing evaluation rubrics.

Strategic School Support

Provide support to schools as directed by the ACNW Director of Charter School Authorizing through direct feedback to schools, connecting schools with resources, providing targeted coaching or guidance, or other means as agreed upon. Attend and possibly lead sessions or provide resources at ACNW Leaders Retreat and other workshops or gatherings of ACNW authorized schools.

ACNW contracted evaluators may not solicit work from schools authorized by ACNW; however it is possible that a school expresses interest in contracting for services with an evaluator. Should this happen, the evaluator must communicate with the ACNW Director of Charter School Authorizing, and the evaluator and the Director of Charter School Authorizing will determine the appropriate course of action, ensuring no conflicts of interest exist.

Evaluators must sign a Conflict of Interest Statement to identify any actual or perceived conflict of interest with ACNW authorized schools, groups submitting new school proposals, or existing schools requesting a transfer to ACNW.

**External Reviewer
Conflict of Interest Statement**

Thank you for agreeing to be an external reviewer. Audubon Center of the North Woods (ACNW) values external reviewers as an integral part of its new school, transfer school, and reauthorization evaluation process. To ensure all proposals and schools are fairly evaluated, ACNW requests that its reviewers identify any actual or perceived conflicts of interest.

A conflict of interest exists if you or an immediate family member:

- Is an immediate family member, or a close personal friend, of any of the individuals identified in the founding group of a new school or of any employees or board members at an operational school;
- Is affiliated directly or indirectly with the founding group of a new school or of any employees or board members at an operational school;
- Has a financial or other interest in the school or application being reviewed;
- Assisted in the development of application materials, whether in a paid or unpaid capacity.

“ '[I]mmediate family' means an individual whose relationship by blood, marriage, adoption, or partnering is no more remote than first cousin.” Minn. Stat. 124E.02(b)(3)

There may be other factors which constitute a conflict of interest. If you have a question as to whether you may have a conflict of interest, please contact ACNW: David Greenberg, greenberg@auduboncharterschools.org or 612-331-4181.

Please immediately review the founding group list in a new school proposal and the staff and leadership of an operational school then complete this form and email to ACNW at admin@auduboncharterschools.org. If, at any point during the evaluation process, you become aware of a conflict of interest, you are asked to immediately contact ACNW and update this disclosure.

By signing, I acknowledge that I have reviewed the preceding statements and that for the following school – School Name :

School Name

- I have no actual or perceived conflict of interest.
- I reviewed a potential or perceived conflict of interest with ACNW and understand that ACNW determined no conflict exists.
- I have a conflict and am unable to participate in the review.

Signature

Date