



**Appendix A: Reviewer Rubric**  
**Title I Wisconsin Spotlight Schools Grant**  
 Continuing School Application Scoring Rubric

Applicant School: \_\_\_\_\_

Amount Requested: \_\_\_\_\_

Reviewer Number: \_\_\_\_\_

**REVIEWER OVERVIEW**

For the section below, compile the results from the rest of the application to make a final determination about the quality of this application.

Section	Rating			
	Excellent	Good	Fair	Poor
Section V – Overview				
Section VI – Portfolio				
Section VII – Implementation				
Section VIII – School Visits				
Section IX – School Plan				
Sections X and XI – Budget Detail and Budget Summary				

**Overall Rating (You must justify your response.)**

Your overall rating should place the most emphasis on the quality of the portfolio.

<input type="checkbox"/> <b>Strongly recommended</b> for a continuation grant for the Spotlight Schools Program	<input type="checkbox"/> <b>Should be considered</b> for a continuation grant for the Spotlight Schools Program	<input type="checkbox"/> <b>Not recommended</b> for a continuation grant for the Spotlight Schools Program
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**Reviewer Justification:**

**SECTION V: OVERVIEW**

Question		Indicators of a School that Demonstrates High Performance in this Area	
Provide an Overview of your experience as a Spotlight School. For grantees with more than one school, describe how you coordinated your activities, school visits, networking, and capacity building among multiple schools.		<ul style="list-style-type: none"> <li>School clearly describes the highlights of experience as a Spotlight School.</li> <li>School describes the breadth of activities, including school visits, networking, and capacity building at the school.</li> </ul>	
Overall Reviewer Rating for this Question			
<input type="checkbox"/> <b>Excellent</b> Response addresses all indicators and demonstrates an overall high level of performance.	<input type="checkbox"/> <b>Good</b> Response addresses most indicators and demonstrates an overall high or improving level of performance.	<input type="checkbox"/> <b>Fair</b> Response addresses few indicators and demonstrates an overall minimal level of performance.	<input type="checkbox"/> <b>Poor</b> Response and evidence do not address indicators.
<b>Reviewer Comments:</b>			

**SECTION VI: PORTFOLIO**

Question		Indicators of a School that Demonstrates High Performance in this Area	
Assemble a Spotlight School Portfolio that is a reflection of the Spotlight School experience.		<ul style="list-style-type: none"> <li>Portfolio is organized and provides evidence of a high-quality Spotlight School experience.</li> <li>Portfolio materials demonstrate the effectiveness of the school visits.</li> <li>Portfolio demonstrates the impact of Spotlight School funds on building capacity of staff.</li> <li>Portfolio demonstrates effective use of funds.</li> </ul>	
Overall Reviewer Rating for this Question			
<input type="checkbox"/> <b>Excellent</b> Response addresses all indicators and demonstrates an overall high level of performance.	<input type="checkbox"/> <b>Good</b> Response addresses most indicators and demonstrates an overall high or improving level of performance.	<input type="checkbox"/> <b>Fair</b> Response addresses few indicators and demonstrates an overall minimal level of performance.	<input type="checkbox"/> <b>Poor</b> Response and evidence do not address indicators.
<b>Reviewer Comments:</b>			

**SECTION VII: IMPLEMENTATION**

Question	Indicators of a School that Demonstrates High Performance in this Area		
Describe how receiving a Spotlight Schools continuation grant will allow your school to continue to build on work it has begun.	<ul style="list-style-type: none"> <li>School describes how additional funds can build on and/or continue the Spotlight School’s program to host visiting schools.</li> <li>School describes how additional funds can continue to build the capacity of staff at the Spotlight School.</li> </ul>		
<b>Overall Reviewer Rating for this Question</b>			
<input type="checkbox"/> <b>Excellent</b> Response addresses all indicators and demonstrates an overall high level of performance.	<input type="checkbox"/> <b>Good</b> Response addresses most indicators and demonstrates an overall high or improving level of performance.	<input type="checkbox"/> <b>Fair</b> Response addresses few indicators and demonstrates an overall minimal level of performance.	<input type="checkbox"/> <b>Poor</b> Response and evidence do not address indicators.
<b>Reviewer Comments:</b>			

**SECTION VIII: SCHOOL VISITS**

Questions	Indicators of a School that Demonstrates High Performance in this Area		
1. Describe changes that your school would make, or has already made, as a host school to ensure that the visiting school has a positive experience.	<ul style="list-style-type: none"> <li>School describes reflections from this past year as a Spotlight School and areas for improvement.</li> <li>School describes specific changes it will make, or has already made, to ensure a high-quality experience for visiting schools.</li> </ul>		
2. Describe the goals and outcomes of a school visit for the visiting school.	<ul style="list-style-type: none"> <li>Goals and outcomes are clearly defined and focused.</li> <li>Goals and outcomes are aligned to the original intent of the Spotlight School grant.</li> </ul>		
3. Describe strategies that you will implement to promote your school and recruit potential visiting schools.	<ul style="list-style-type: none"> <li>School describes specific strategies to market themselves as a Spotlight School.</li> <li>School includes examples of successful strategies from this past school year.</li> </ul>		

Overall Reviewer Rating for this Question			
<input type="checkbox"/> <b>Excellent</b> Response addresses all indicators and demonstrates an overall high level of performance.	<input type="checkbox"/> <b>Good</b> Response addresses most indicators and demonstrates an overall high or improving level of performance.	<input type="checkbox"/> <b>Fair</b> Response addresses few indicators and demonstrates an overall minimal level of performance.	<input type="checkbox"/> <b>Poor</b> Response and evidence do not address indicators.
<b>Reviewer Comments:</b>			

**SECTION IX: SCHOOL PLAN**

Questions	Indicators of a School that Demonstrates High Performance in this Area
Goal 1: Host three or more one-day school visits focused on spotlighted practices.	<ul style="list-style-type: none"> <li>Objectives are aligned with the goal.</li> <li>Objectives, activities, funds, and timelines are appropriate to reach the goal.</li> <li>Objectives provide a measurable outcome.</li> <li>Budget is reasonable to cover costs associated with hosting a visiting school (lodging, mileage, and meals).</li> </ul>
Goal 2: Provide ongoing school improvement practices and activities.	<ul style="list-style-type: none"> <li>Objectives are aligned with the goal.</li> <li>Objectives, activities, funds, and timelines are appropriate to reach the goal.</li> <li>Objectives provide a measurable outcome.</li> <li>Budget is reasonable to cover costs associated with hosting a visiting school (lodging, mileage, and meals).</li> </ul>

Overall Reviewer Rating for this Question			
<input type="checkbox"/> <b>Excellent</b> Response addresses all indicators and demonstrates an overall high level of performance.	<input type="checkbox"/> <b>Good</b> Response addresses most indicators and demonstrates an overall high or improving level of performance.	<input type="checkbox"/> <b>Fair</b> Response addresses few indicators and demonstrates an overall minimal level of performance.	<input type="checkbox"/> <b>Poor</b> Response and evidence do not address indicators.
<b>Reviewer Comments:</b>			

**SECTIONS X AND XI: BUDGET DETAIL AND BUDGET SUMMARY**

**Indicators of a School that Demonstrates  
High Performance in this Area**

- Budget Detail is aligned with School Plan.
- Budget Summary is aligned with School Plan and Budget Detail.

**Overall Reviewer Rating for this Question**

<input type="checkbox"/> <b>Excellent</b> Response addresses all indicators and demonstrates an overall high level of performance.	<input type="checkbox"/> <b>Good</b> Response addresses most indicators and demonstrates an overall high or improving level of performance.	<input type="checkbox"/> <b>Fair</b> Response addresses few indicators and demonstrates an overall minimal level of performance.	<input type="checkbox"/> <b>Poor</b> Response and evidence do not address indicators.
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**Reviewer Comments:**