COLLEGE PARTNERSHIP LABORATORY SCHOOL

VDOE TECHNICAL SUBJECT MATTER EXPERT REVIEW PROCESS

**Application Review Technical Subject Matter Expert Committee Lead**

The Application Review Technical Subject Matter Expert Committee Lead will perform the initial review of the received Application and begin the of review the incoming Laboratory School Applications for completeness and compliance. This VDOE Subject Matter Expert will perform the following activities:

* Perform the initial review of the Application
* Coordinate ongoing communications with the Applicant
* Lead the activities of the Application Review Technical Subject Matter Expert Committee (see below)
* Complete and provide the Laboratory Committee with a final Completeness and Compliance Review Report as documentation stating the VDOE has reviewed each area of the Application for compliance and completeness.

It is recommended the Technical Subject Matter Expert Committee Lead is an internal VDOE employee with the relevant experience to lead technical discussion with the VDOE Technical Subject Matter Expert Committee as well as with the Applicant.

**Application Review Technical Subject Matter Expert Committee**

The Application Review Technical Subject Matter Expert Committee will be responsible for identification of sections of the Application that may need additional information, determine compliance with state law or regulation, highlight potential problems or red flags with information contained in the Application, and to identify aspects of the proposal that are especially exciting or unique. The Application Review Technical Subject Matter Expert Committee will be comprised of the following key people (or their designee):

* Brendon Albon (STEM)
* Christine Harris (Humanities)
* Anthony Williams (CTE)
* Amy Siepka (Accountability)
* Kent Dickey (Finance)
* Sam Hollins (SPED)

Other individuals may be necessary depending on the Application (e.g., Jenna Conway for early childhood), and the key members would be positioned to determine what additional subject matter experts should be involved.

**Application Review Completeness and Compliance Report and Final Report to Laboratory School Committee**

The goal of the Application Review Technical Subject Matter Expert Committee is to document the needed technical expertise and provide counseling to the Applicant to identify and correct any potential deficiencies in the planning and implementation of the proposed College Partnership Laboratory School. In addition, the final stage of the Application Review process is to complete detailed documentation on the completeness and compliance of the VDOE Technical Subject Matter Expert Application Review process and provide the final Completeness and Compliance Report to the College Partnership Laboratory School Committee.