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Charter School Evaluation Instrument

2011-2012

To Open

2012-2013

February 2011



New Charter Application for 2011-2012 for Opening 2012-2013

School districts in Florida are now required to use the Model Florida Charter School Application as the basis for applicant proposals to open a charter school. This is a change for Duval County Public Schools which in the past has used its own district-developed application for potential charter school operators. Please note that the process of changing from one application to another required the modification of the entire Charter School Applicant and Governing Board Kit. Although the application and accompanying documents have been reviewed and edited numerous times, it is possible that there may be discrepancies, inconsistencies, or errors that were not noted during this process. In the event such errors are brought to our attention, we will correct and provide updated information to all applicants participating in our process to open a charter school for the 2012-2013 school year. Thank you.

Florida Charter School Application Evaluation Instrument Duval County Public Schools Scoring Matrix

Duval County Public Schools has aligned the Florida Model Charter School Application questions to a scoring matrix to provide the applicant with as much objectivity in the scoring process as possible. The application is separated in three parts:

- Part I-Educational Plan
- Part II-Organizational Plan
- Part III-Business Plan

and further separated into sections. For an application to be recommended for approval, fifteen (15) of the nineteen (19) sections must attain a minimum score of “Meets the Standard.” The remaining four (4) sections must attain a minimum score of “Partially Meets the Standard,” unless a section is not applicable to the application.

The fifteen (15) specific sections which must “Meet the Standard” for an application to be recommended for approval are as follows:

Part I-Educational Plan

1. Mission, Guiding Principles and Purpose
2. Target Population and Student Body
3. Educational Program
4. Curriculum Plan
5. Student Performance, Assessment and Evaluation
6. Exceptional Students
7. English Language Learners
8. School Climate and Discipline

Part II-Organizational Plan

9. Governance
10. Management
13. Student Recruitment and Enrollment

Part III- Business Plan

14. Facilities
15. Transportation
17. Budget
18. Financial Management and Oversight

The four (4) sections that must receive an overall score of “Partially Meets the Standard,” unless the section is not applicable, are:

Part II-Organizational Plan

11. Educational Service Providers
12. Human Resources and Employment

Part III-Business Plan

16. Food Service
19. Action Plan

Scoring Method:

For each question, the reviewer will rate an answer using a 4-0 scoring matrix. All of the questions for each section will be calculated and a score between 75% - 100% of the maximum point value, per section, will result in an overall rating of “Meets the Standard,” between 50% - 74% of the maximum point value, per section, will result in an overall rating of “Partially Meets the Standard,” and below 49% of the maximum point value, per section, will result in an overall rating of “Does Not Meet the Standard.”

I. Educational Plan

The education plan should define what students will achieve, how they will achieve it, and how the school will evaluate performance. It should provide a clear picture of what a student who attends the school will experience in terms of educational climate, structure, assessment, and outcomes.

1. Mission, Guiding Principles and Purpose

Standard: The Mission, Guiding Principles and Purpose section should indicate what the school intends to do, for whom and to what degree.

Evaluation Criteria:

A response that meets the standard will present:

- A compelling mission statement that defines the purpose and values of the school.
- A set of priorities that are meaningful, manageable, and measurable, and focused on improving student outcomes.

Statutory References: s.1002.33(2)(a); s.1002.33(2)(b); s.1002.33(2)(c); s.1002.33(6)(a)(1); s.1002.33(7)(a)(1)

		Strong 4	Adequate 3	Limited 2	Minimal 1	No Data 0
A.	Provide the mission statement for the proposed school.					
B.	Describe how the school will utilize the guiding principles found in section 1002.33(2)(a), F.S.					
B1	Meet high standards of student achievement while providing parents flexibility to choose among diverse educational opportunities within the state's public school system.					
B2	Promote enhanced academic success and financial efficiency by aligning responsibility and accountability.					
B3	Provide parents with sufficient information on whether their child is reading at grade level and whether the child gains at least a year's worth of learning for every year spent in the charter school.					
C	Describe how the school will meet the <i>Prescribed Purposes</i> of a charter school found in F.S. 1002.33(2)(b) (c):					
C1	Improve student learning and academic achievement.					
C2	Increase learning opportunities for all students, with a special emphasis on low-performing students and reading.					
C3	Encourage the use of innovative learning methods.					

C4	Require the measurement of learning outcomes.					
D.	Describe how the charter school will fulfill, if applicable, the optional purposes of charter schools found in section 1002.33(2)(c), F.S.					
D1	Create innovative measurement tools.					
D2	Provide rigorous competition within the public school district to stimulate continual improvement in all public schools.					
D3	Expand the capacity of the public school system.					
D4	Mitigate the education impact created by the development of new residential dwelling units.					
D5	Create new professional opportunities for teachers, including ownership of the learning program at the school site.					

Maximum Score= 52

Score _____

Score of 52-39	Score of 38-26	Score of 25-0
MEETS THE STANDARD	PARTIALLY MEETS THE STANDARD	DOES NOT MEET THE STANDARD
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strengths	Reference
Concerns and Additional Questions	Reference

2. Target Population and Student Body

Standard: The Target Population and Student Body section should describe the anticipated target population of the school and explain how the school will be organized by grade structure, class size and total student enrollment over the term of the school's charter.

Evaluation Criteria:

- A response that meets the standard will present:
- An understanding of the students the charter school intends to serve.
- A manageable plan tied to enrollment projections that will allow the school to meet its constitutional class size obligations.

Statutory Reference(s): s. 1002.33(10)(e); s. 1002.33(6)(b)(2); s. 1002.33(7)(a)(1); s. 1003.03

		Strong 4	Adequate 3	Limited 2	Minimal 1	No data 0
A	Describe the anticipated target student population to be served. If applicable, applicants should describe if they will target, in accordance with the law, certain populations defined in section F.S. 1002.33 (10) (e).					
B	Provide the following projection for each year of proposed operation: the grades that the school will serve, the projected number of students to be served in each grade, the number of students expected in each class, and the total number of students enrolled.					

Maximum Score=8

Score _____

Score of 8-6	Score of 5-4	Score of 3-0
MEETS THE STANDARD	PARTIALLY MEETS THE STANDARD	DOES NOT MEET THE STANDARD
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strengths	Reference
Concerns and Additional Questions	Reference

3. Educational Program Design

Standard: The Educational Program Design section should describe the educational foundation of the school and the teaching and learning strategies that will be employed.

Evaluation Criteria:

- A response that meets the standard will present an educational program design that: Is clear and coherent;
- Is based on effective, research-based educational practices, teaching methods and high standards for student learning;
- Aligns with the school’s mission and responds to the needs of the school’s target population; and
- Presents evidence that the proposed approach will lead to improved student performance for the school’s target population.

Statutory Reference(s): s. 1002.33(7)(a)(2)

		Strong 4	Adequate 3	Limited 2	Minimal 1	No data 0
A	Describe the school’s daily schedule and annual calendar, including the annual number of days and hours of instructional time.					
B	Describe the proposed charter school’s educational program.					
C	Describe the research base for the educational program.					
D	Explain how the educational program aligns with the school’s mission.					
E	Explain how the services the school will provide to the target population will help them attain the Next Generation Sunshine State Standards, as required by section 1002.33, F.S.					
If the school intends to replicate an existing school design.						
F	Provide evidence that the existing design has been effective and successful in raising student achievement. <i>The effectiveness of an existing school design can be demonstrated by providing evidence of organizational viability and the success of the academic program, including compliance with legal requirements, as well as a direct relationship between program elements and student achievement.</i>					
G	Describe the applicant’s capacity to replicate an existing school design. <i>The capacity to replicate can be demonstrated by providing credible and well-defined strategies for replication, including the financial and human resources necessary to replicate the design.</i>					

Maximum Score=20 (A-E) or 28 (A-G)

Score _____

Score of 20-15 (A-E only) Score of 28-21 (A-G)	Score of 14-10 (A-E only) Score of 21-14 (A-G)	Score of 9-0 (A-E only) Score of 13-0 (A-G)
MEETS THE STANDARD	PARTIALLY MEETS THE STANDARD	DOES NOT MEET THE STANDARD
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Strengths		Reference
Concerns and Additional Questions		Reference

4. Curriculum Plan

Standard: The Curriculum Plan section should explain not only *what* the school will teach but also *how* and *why*.

Evaluation Criteria:

- A response that meets the standard will present a curriculum plan that:
- Provides a clear and coherent framework for teaching and learning;
- Is research-based;
- Is consistent with the school's mission, educational philosophy and instructional approach;
- Will enable students to attain Sunshine State Standards and receive a year's worth of learning for each year enrolled; and
- Will be appropriate for all students at all levels.

Statutory Reference(s): s. 1002.33(6)(a)(2); s. 1002.33(6)(a)(4); s. 1002.33(7)(a)(2); s.1002.33(7)(a)(4)

		Strong 4	Adequate 3	Limited 2	Minimal 1	No data 0
A	Describe the school's curriculum in the core academic areas, illustrating how it will prepare students to achieve the Next Generation Sunshine State Standards. If the curriculum has not been developed, describe how the plan for curriculum development shows how students will be prepared to attain the Next Generation Sunshine State Standards. <ul style="list-style-type: none"> • Provide Curriculum Plan aligned with the Next Generation Sunshine State Standards as Attachment #1, if applicable. • If you have not developed your curriculum plan, attach the Next Generation Sunshine State Standards for the school's grade levels as Attachment #1 					
B	Describe the research base and foundation materials that were used or <i>will be used</i> to develop the curriculum.					
C	Describe the school's reading curriculum. Provide evidence that reading is a primary focus of the school and that there is a curriculum and set of strategies for students who are reading at grade level or higher and a separate curriculum and strategy for students reading below grade level.					
D	Explain how exceptional students and students who enter the school below grade level will be engaged in and benefit from the curriculum.					
E	Describe proposed curriculum areas to be included other than the core academic areas.					

F	Describe how the effectiveness of the curriculum will be evaluated.					
G	Identify how the school will provide expanded learning opportunities for students requiring remedial assistance. Include opportunities that occur before, during and after school, as well as on non-school days. Methods to determine the effectiveness of these opportunities must be included in the assessment and budget sections of this application.					
H	Provide a professional development plan and timeline that shows how teachers and staff will be trained in the identified curriculum, resources and instructional strategies.					
I	Provide a technology plan based on the Charter School Technology Plan: Essential Components included in Appendix C. Submit your Technology Plan as Attachment #2					

Maximum Score=36

Score _____

Score of 36-27	Score of 26-18	Score of 17-0
MEETS THE STANDARD	PARTIALLY MEETS THE STANDARD	DOES NOT MEET THE STANDARD
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strengths	Reference
Concerns and Additional Questions	Reference

5. Student Performance, Assessment and Evaluation

Standard: The Student Performance, Assessment, and Evaluation section should define what students attending the school should know and be able to do and reflect how the academic progress of individual students, cohorts over time, and the school as a whole will be measured.

Evaluation Criteria:

A response that meets the standard will present:

- Measurable educational goals and objectives that set high standards for student performance.
- Promotion and graduation standards that are based on high expectations and provide clear criteria for promotion from one level to the next, and for graduation.
- Evidence that a range of valid and reliable assessments will be used to measure student performance.
- Assessment activities that are sufficiently frequent and a detailed plan to determine whether students are making adequate progress.
- Evidence that data will inform decisions about adjustments to the educational program.
- Plans for sharing student performance information that will keep students and parents well informed of academic progress.

Statutory Reference(s):

s. 1002.33(6)(a)(3); s.1002.33(7)(a)(3); s.1002.33(7)(a)(4); s.1002.33(7)(a)(5)

		Strong 4	Adequate 3	Limited 2	Minimal 1	No data 0
A	State the school's educational goals and objectives for improving student achievement. Indicate how much academic improvement students are expected to show each year, how student success will be evaluated, and the specific results to be attained.					
B	Describe the school's student placement procedures and promotion standards.					
B 1	Provide a Student Progression Plan . Provide a detailed description of any specific differences between your student progression plan and the Student Progression Plan approved by the Duval County School Board. A copy of the District's Student Progression Plan can be viewed at http://www.duvalschools.org . Submit a copy of the charter school Student Progression Plan as Attachment #3					
C	If the school will serve high school students, <i>describe the school's graduation requirements, to include the methods used to determine if a student has satisfied the requirements specified in section 1003.43, F.S., and any proposed additional requirements.</i>					

D	Describe how baseline achievement data will be established, collected, and used. Describe the methods used to identify the educational strengths and needs of students and how these baseline rates will be compared to the academic progress of the same students attending the charter school.					
E	Identify the types and frequency of assessments that the school will use to measure and monitor student performance.					
F	Describe how student assessment and performance data will be used to evaluate and inform instruction.					
G	Describe how student assessment and performance information will be shared with students and with parents.					
H	Provide a detailed design that includes, but is not limited to the following: <ul style="list-style-type: none"> • Reading Assessment Analysis: Assessment name(s) and data elements you will use to address the five areas of reading (phonemic awareness, phonics, fluency, vocabulary, and text comprehension). Create an Instructional Assessment Profile Form as Attachment #4. Include information from the profile form in your budget. 					
I1	<u>Guidance Services</u> Develop a data-driven, comprehensive guidance program in the areas of: <ul style="list-style-type: none"> • Academic achievement • Career development • Community involvement • Personal social development 					
I2	Identify the data that you will use to identify specific student needs and what type of intentional guidance lessons might be formulated from those specific needs.					
I3	Describe how the charter school will provide in-service for counselors to maintain and strengthen their counseling skills in addition to keeping current on statutory requirements to ensure that policies and procedures related to promotion and retention are being met.					

J1	<u>Dropout Prevention</u> If you plan to have a dropout prevention program, what is your plan for implementation, now that the No Child Left Behind legislation act requires teacher certification in each subject taught? Submit the Dropout Prevention Plan as Attachment #5					
J2	How will your school provide instruction using "Best Practices," a variety of modalities and groupings, computer-assisted instruction, behavioral/academic interventions and small class sizes in the dropout prevention program?					
J3	How does your school plan to meet the mandate for instruction for dropout prevention studies in law education and character development?					
J4	Attach a copy of your school's form giving the parent's permission for a student to enter a dropout prevention program.					

Maximum Score= (A-H)=44 or (A-J4)=60

Score _____

Score of (A-H) 44-33 (A-J4) 60-45	Score of (A-H) 32-22 (A-J4) 44-30	Score of (A-H) 21-0 (A-J4) 29-0
MEETS THE STANDARD	PARTIALLY MEETS THE STANDARD	DOES NOT MEET THE STANDARD
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strengths	Reference
Concerns and Additional Questions	Reference

6. Exceptional Students

Standard: The Exceptional Students section should demonstrate an understanding of the requirements of the school to serve all students and provide a concrete plan for meeting the broad spectrum of educational needs and providing all students with a quality education.

Evaluation Criteria:

A response that meets the standard will present:

- Demonstrated understanding of state and federal requirements regarding the education of exceptional students.
- Demonstrated a commitment to serving the full range of needs of exceptional students.
- Sound plans for educating exceptional students that reflect the full range of programs and services required to provide all students with a high quality education.
- Demonstrated capacity to meet the school's obligations under state and federal law regarding the education of exceptional students.

Statutory Reference(s): s. 1002.33(16)(a)(3)

		Strong 4	Adequate 3	Limited 2	Minimal 1	No data 0
A	<p>Please indicate the level of service that the school will provide to students with disabilities by selecting from the list below.</p> <ul style="list-style-type: none"> • The school will serve students with disabilities whose needs can be met in a regular classroom environment (at least 80% of instruction occurring in a class with non-disabled peers) with the provision of reasonable supplementary supports and services and/or modifications and accommodations. • The school will serve students with disabilities whose needs can be met in a regular classroom and resource room combination (between 40%-80% of instruction occurring in a class with non-disabled peers) with the provision of reasonable supplementary supports and services and/or modifications and accommodations. • The school will serve students with disabilities whose needs can be met in a separate classroom (less than 40% of instruction occurring in a class with non-disabled peers). 					
B	Describe how the school will ensure that students with disabilities will have an equal opportunity of being selected for enrollment in the charter school.					
C	Describe how the school will work with the sponsor to ensure the charter school is the appropriate placement for each student with a disability, based on the student's needs.					
D	Describe how the school will utilize the regular school facilities and adapt them to the needs of exceptional students to the maximum extent appropriate, including the use of supplementary aids and services.					

E	Describe how the school's effectiveness in serving exceptional education students will be evaluated.					
F	Provide the school's projected population of students with disabilities and describe how the projection was made.					
G	Identify the alternate assessments the charter school will use for students with disabilities with significant cognitive disabilities not being assessed by the FCAT, and if not using the State's alternate assessment (Florida Alternative Assessment), include the costs of others, which have been approved by the state, in your budget.					
H	Describe how the charter school will provide additional services including but not limited to occupational therapy, physical therapy, vision services, deaf/hard of hearing services (including audiology and services to amplification devices), speech and/or language therapy, and behavioral intervention services to Exceptional Student Education students. Include the costs of these services in your budget.					
I	Identify and describe the academic and behavioral interventions that will be attempted prior to referral for Exceptional Student Education Services. Include how the charter school will implement Response to Intervention (Rtl) and document student data. Include members of your staff who will serve on the Rtl team and Multidisciplinary teams.					
J	Identify the professional development activities you will provide, and the workshops your staff will attend to meet the needs to accomplish the indicators described in Questions 6A-6D.					

7. English Language Learners

Standard: The English Language Learners section should demonstrate an understanding of the requirements of the school to serve English Language Learner students and provide a concrete plan for meeting the broad spectrum of educational needs and providing all students with a quality education.

Evaluation Criteria:

A response that meets the standard will present:

- Demonstrated understanding of state and federal requirements regarding the education of English language learner students.
- Demonstrated a commitment to serving the full range of needs of English language learner students.
- Sound plans for educating English language learner students that reflect the full range of programs and services required to provide all students with a high quality education.
- Demonstrated capacity to meet the school's obligations under state and federal law regarding the education of English language learner students.

Statutory Reference(s): s. 1002.33(16)(a)(3)

		Strong 4	Adequate 3	Limited 2	Minimal 1	No data 0
A	<p>Describe how the school will comply with state and federal requirements for serving English language learners, including the procedures that will be utilized for identifying such students and providing support services. The description should include, but not limited to the following:</p> <ul style="list-style-type: none"> • Describe the procedures and staff responsible for identification of English Language Learners (ELLs). • Demonstrate knowledge of ESOL program entry/exit criteria by: <ul style="list-style-type: none"> • Identifying the test instrument(s) used to assess English language proficiency in speaking, listening, reading and writing; and the criteria for ESOL program placement. • Identifying the annual assessments used to determine English proficiency and academic proficiency of ELLs; and the program exit criteria. • Identifying staff responsible for completion of the student ELL Plan; programmatic assessment, scheduling, and post-monitoring of former ELL students. • Describe how the school will provide other support services (resources) for ELL students and families. • Describe how your charter school will meet the needs and provide comprehensive instruction for ELL students. • Submit the LEP Plan as Attachment #6. 					

B	Identify the staffing plan for the school's English language learner program, including the number and qualifications of staff. <ul style="list-style-type: none"> In addition, describe how the charter school will provide mandated in-service for teachers, administrators, and guidance counselors of ELL students 					
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Maximum Score=8 **Score**_____

Score of 8-6	Score of 5-4	Score of 3-0
MEETS THE STANDARD	PARTIALLY MEETS THE STANDARD	DOES NOT MEET THE STANDARD
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strengths	Reference
Concerns and Additional Questions	Reference

8. School Climate and Discipline

Standard: The School Climate and Discipline section should describe the learning environment of the school and provide evidence that the school will ensure a safe environment conducive to learning.

Evaluation Criteria:

A response that meets the standard will present:

- A school calendar and schedule that meets the minimum statutory requirements.
- An approach to student discipline that creates and sustains a safe and orderly learning environment.
- Legally sound policies for student discipline, suspension, dismissal and recommendation for expulsion.

Statutory Reference(s): s. 1002.33(7)(a)(7); s. 1002.33(7)(a)(11); s. 1002.33(9)(n)

		Strong 4	Adequate 3	Limited 2	Minimal 1	No data 0
A	Describe the school's planned approach to classroom management and student discipline.					
B	Describe the school's Code of Conduct, including the school's policies for discipline, suspension, dismissal, and recommendation for expulsion. <ul style="list-style-type: none"> • Submit the school's Code of Student Conduct as Attachment #7. Keep in mind that charter school may not withdraw or transfer a student involuntarily unless the withdrawal or transfer is accomplished through procedural Duval County School Board Policy. Duval County School Board will have the ultimate discretion to expel a student. A copy of the District's Student Code of Conduct can be viewed at http://www.duvalschools.org . 					
C	Describe in detail how the school will maintain a safe learning environment at all times.					
D	Submit the school's Safety Preparedness Plan as Attachment #8 .					

Maximum Score=16

Score _____

Score of 16-12	Score of 11-8	Score of 7-0
MEETS THE STANDARD	PARTIALLY MEETS THE STANDARD	DOES NOT MEET THE STANDARD
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Strengths		Reference
Concerns and Additional Questions		Reference

II. Organizational Plan

The Organizational Plan should provide an understanding of how the school will be governed and managed. It should present a clear picture of the school’s governance and management priorities, what responsibilities various groups and people will have, and how those groups will relate to one another.

9. Governance

Standard: The Governance section should describe how the policy-making and oversight function of the school will be structured and operate.

Evaluation Criteria:

A response that meets the standard will present:

- Documentation of proper legal structure of the governing board.
- Adequate policies and procedures for board operation.
- Evidence that the proposed governing board will contribute to the wide range of knowledge and skill needed to oversee a charter school.
- A clear, sensible delineation of roles and responsibilities in relation to governance and school management.
- A plan for the meaningful involvement of parents and the community in the governance of the school.

Statutory Reference(s): s. 1002.33(7)(a)(15); s. 1002.33(16)(5)(b)

		Strong 4	Adequate 3	Limited 2	Minimal 1	No data 0
A	Describe the legal structure of the governing board. If the governing board has not yet formed, describe the plan, including a timeline, for formation. Description must demonstrate how school will organize as or be operated by a non-profit organization. <ul style="list-style-type: none"> • Attach Articles of Incorporation filed with the Florida Secretary of State, bylaws of the corporation, minutes of the corporation as Attachment #9. 					
B	Provide an organizational chart for the school and a narrative description of the chart. Clearly describe the proposed reporting structure to the governing board and the relationship of the board to the school’s leader and administration.					
C	Provide a description of the responsibilities and obligations of the governing board as a whole, including members, and officers of the board.					
D	Describe the policies and procedures by which the governing board will operate, including board powers and duties; board member selection, removal procedures and term limits; code of ethics, conflict of interest, and frequency of meetings. <ul style="list-style-type: none"> • State how the charter school will comply with Florida Statutes relating to public records and public meetings. (Chapter 119, Florida Statutes Section 286.011). 					

E	Explain how the founding group for the school intends to transition to a governing board.					
F	Describe the plans for board member recruitment and development, including the orientation process for new members and ongoing professional development.					
G	List each of the proposed members of the school's governing board, indicating any ex-officio members and vacant seats to be filled. For each proposed member, provide a brief description of the person's background that highlights the contribution he/she intends to make through service as a governing board member and any office of the board that individual holds.					
H	Outline the methods to be used for resolving disputes between a parent and the school.					
If the school is filing the application in conjunction with a college, university, museum, educational institution, another nonprofit organization or any other partner, provide the following information:						
I	Name of the partner organization.					
J	Name of the contact person at the partner organization and that person's full contact information.					
K	A description of the nature and purpose of the school's partnership with the organization.					
L	An explanation of how the partner organization will be involved in the governance of the school.					

Maximum Score=(A-H)=32 or (A-L)=48

Score _____

Score of 32-24 (A-H) Score of 48-36 (A-L)	Score of 23-16 (A-H) Score of 35-24 (A-L)	Score of 15-0 (A-H) Score of 23-0 (A-L)
MEETS THE STANDARD	PARTIALLY MEETS THE STANDARD	DOES NOT MEET THE STANDARD
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Strengths		Reference
Concerns and Additional Questions		Reference

10. Management

Standard: The Management section should describe how the day-to-day administration of the school's operations will be structured and fulfilled.

Evaluation Criteria:

A response that meets the standard will present:

- A management structure that includes clear delineation of the roles and responsibilities for administering the day-to-day activities of the school.
- A sound plan for the recruitment, selection, and evaluation of the school leader.
- A viable and adequate staffing plan.
- A sound plan for recruiting and retaining qualified and capable staff.

Statutory Reference(s): s. 1002.33(7)(a)(9); s. 1002.33(7)(a)(14)

		Strong 4	Adequate 3	Limited 2	Minimal 1	No data 0
A	Describe the management structure of the school. Include job descriptions for teachers and each administrative position that identify key roles, responsibilities, and accountability					
B	Outline the criteria and process that will be used to select the school's leader and the process by which the school leader will be evaluated. <ul style="list-style-type: none"> • Include who will evaluate and what evaluation instrument will be used. 					
C	Provide a staffing plan for each year of the charter term aligned with the school's projected enrollment as detailed on the cover page of this application.					
D	Explain the school's plan for recruitment, selection, development, and evaluation of staff.					
E	Describe your policies specifically dealing with the hiring of educators requiring educator certification pursuant to Florida Statute 1012.56 and State Board Rule 64-4.01. The following details MUST be addressed: <ul style="list-style-type: none"> • Include an explanation of how an individual's teacher certification and highly qualified status will play a role in determining the best candidate to fill an instructional position. • What will be acceptable documentation as proof of Florida certification? • For potential hires not yet certified in Florida, how will their eligibility for certification and highly qualified status be determined? • Describe the program/method you will have in place for tracking certification requirements that have to be completed within specific timeframes as required by Florida law. This would include the Teacher Certification Exams and General Knowledge Test requirement, the teacher out-of-field course and notification 					

	requirements, and the Teacher Induction Program (TIP) requirement which measures professional education competency.					
F	Describe your human resources policies governing salaries, hiring, employee contracts, and dismissals. Include proposed salary schedule.					

Maximum Score=24

Score _____

Score of 24-18	Score of 17-12	Score of 11-0
MEETS THE STANDARD	PARTIALLY MEETS THE STANDARD	DOES NOT MEET THE STANDARD
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strengths	Reference
Concerns and Additional Questions	Reference

11. Educational Service Providers

Standard: The term “education service provider” (ESP) refers to any number of organizations that contract with the governing board of a school to provide comprehensive services. The three major types of ESPs that serve charter schools are education management organizations, comprehensive school design providers, and virtual school management organizations. The Education Service Provider section should describe, if applicable, the contractual arrangement between the school’s governing board and such a provider.

Evaluation Criteria:

- A response that meets the standard will present:
- A persuasive explanation of the reasons for contracting with an education service provider.
- A persuasive explanation that the proposed relationship with the ESP will further the school’s mission and program.
- A clear description of the services to be provided by the ESP.
- A clear delineation of the roles and responsibilities between the school’s governing board and the ESP.
- A clearly defined performance-based relationship between the school’s governing board and the ESP.

Statutory Reference(s): s. 1002.33(7)(a)(9)

If the school intends to enter into a contract with an Education Service Provider (ESP)²:

		Strong 4	Adequate 3	Limited 2	Minimal 1	No data 0
A	Describe the services to be provided by the ESP.					
B	Provide a draft of the proposed contract between the school and the ESP including, at a minimum, proposed services, performance evaluation measures, fee structure, renewal and termination provisions, and terms of property ownership (real, intellectual and personal).					
C	Explain why the ESP was selected, including what due diligence efforts were conducted to inform the selection and how the relationship with the ESP will further the school’s mission.					
D	Explain the ESP’s roles and responsibilities for the financial management of the proposed charter school, if applicable, and the internal controls that will be in place to guide this relationship.					
E	Explain how the governing board will ensure that an “arm’s length,” performance-based relationship exists between the governing board and the ESP.					
F	Provide a summary of the ESP’s history, including its educational philosophy and background and experience of senior management.					
G	Provide a list of other schools with which the ESP has contracts, including contact information and student and financial performance data of such schools.					

12. Human Resources and Employment

Standard: The Employment section should define the policies and procedures that frame the school's relationship with its staff.

Evaluation Criteria:

A response that meets the standard will present:

- A compensation plan that will attract and retain quality staff.
- Policies and procedures that hold staff to high professional standards.

Statutory Reference(s): s. 1002.33(7)(a)(14); s. 1002.33(12)

		Strong 4	Adequate 3	Limited 2	Minimal 1	No data 0
A	Explain the school's compensation plan, including whether staff will be publicly or privately employed.					
B	Describe the personnel policies and procedures to which staff will be required to adhere, including expectations for participation in the school's professional development program. If personnel policies and procedures have not been developed provide a clear plan, including timeline, for the development and approval by governing board.					

Maximum Score= 8

Score _____

Score of 8-6	Score of 5-4	Score of 3-0
MEETS THE STANDARD	PARTIALLY MEETS THE STANDARD	DOES NOT MEET THE STANDARD
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strengths	Reference
Concerns and Additional Questions	Reference

13. Student Recruitment and Enrollment

Standard: The Student Recruitment and Enrollment section should describe how the school will attract and enroll its student body.

Evaluation Criteria:

A response that meets the standard will present:

- A student recruitment plan that will enable the school to attract its targeted population.
- An enrollment and admissions process that is open, fair, and in accordance with applicable law.

Statutory Reference(s): s. 1002.33(7)(a)(7); s. 1002.33.(7)(a)(8); s. 1002.33(10)

		Strong 4	Adequate 3	Limited 2	Minimal 1	No data 0
A	Describe the plan for recruiting students, including strategies for reaching the school's targeted populations and those that might otherwise not have easy access to information on available educational options.					
B	Explain how the school will achieve a racial/ethnic balance reflective of the community it serves or with the racial/ethnic range of other local public schools.					
C	Describe the school's enrollment policies and procedures, including an explanation of the enrollment timeline, criteria, and/or any preferences for enrollment, and lottery process.					
D	Explain any student and/or family contracts that will be used as a requisite for initial and continued enrollment in the school. Describe if and how the school will enforce such contracts. <ul style="list-style-type: none"> • Attach the student application and any family contracts as Attachment #10. 					
E	Explain any other efforts to encourage parental and community involvement, if applicable.					

III. Business Plan

The Business Plan should provide an understanding of how the charter operators intend to manage the school’s finances. It should present a clear picture of the school’s financial viability including the soundness of revenue projections; expenditure requirements; and how well the school’s budget aligns with and supports effective implementation of the educational program.

14. Facilities

Standard: The Facilities section should provide an understanding of the school’s anticipated facilities needs and how the school plans to meet those needs.

Evaluation Criteria:

A response that meets the standard will present:

- A realistic plan for securing a facility that is appropriate and adequate for the school’s program and targeted population.
- Evidence that the school has access to the necessary resources to fund the facilities plan.

Statutory Reference(s): s. 1002.33(7)(a)(13); s. 1002.33(18)

	If the site is acquired:	Strong 4	Adequate 3	Limited 2	Minimal 1	No data 0
A	Describe the proposed facility, including location, size and layout of space.					
B	Describe the actions that will be taken to ensure the facility is in compliance with applicable laws, regulations and policies and is ready for the school’s opening.					
C	Describe how the facility will meet the school’s capacity needs for students to be served.					
D	Explain the anticipated costs for the facility, including renovation, rent, utilities and maintenance. Identify, if applicable, any funding sources (other than state and local funding) that will be applied to facilities-related costs. <i>The financial plan for the proposed school should align with the facilities-related costs described.</i>					
E	Describe the back-up facilities plan. <i>What is the alternate plan for facilities if the proposed facility is not available or is determined to be inappropriate for the school’s opening?</i>					
If the site is not acquired:						
F	Explain the school’s facility needs, including desired location, size, and layout of space.					
G	Provide an estimate of the costs of the anticipated facility needs and describe how such estimates have been derived. <i>The financial plan for the proposed school should align with the facilities-related costs described.</i>					

H	Explain the strategy and schedule that will be employed to secure an adequate facility.					
I	Describe the back-up facilities plan.					
J	Describe the plan and methods the school will employ to comply with Florida's constitutional class size requirements.					

Maximum Score= 20 (A-E) or 20 (G-K)

Score _____

Score of 20-15 (A-F) Score of 20-15 (G-K)	Score of 14-10 (A-F) Score of 14-10 (G-K)	Score of 9-0 (A-F) Score of 9-0 (G-K)
MEETS THE STANDARD	PARTIALLY MEETS THE STANDARD	DOES NOT MEET THE STANDARD
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strengths	Reference
Concerns and Additional Questions	Reference

15. Transportation Service

Standard: The Transportation and Food Service section should describe how the school will address these services for its student body.

Evaluation Criteria:

A response that meets the standard will present:

- A transportation plan that will serve all eligible students.
- A food service plan that will serve all eligible students.

Statutory Reference(s): s. 1002.33(20)(a)(1)

		Strong 4	Adequate 3	Limited 2	Minimal 1	No data 0
A	Describe the school's plan for transportation, including any plans for contracting services. Your plan should discuss, to the greatest extent possible, the issues relevant to the school's transportation plans.					
B	Explain your Safe Driver Plan if different from DCPS Safe Driver Plan. Submit the Safe Driver Plan for your school if different from DCPS Safe Driver Plan as Attachment #11 .					
D	Explain your Safe Rider Plan. Submit the Safe Rider Plan for your school as Attachment #12					

Maximum Score= 16

Score _____

Score of 16-12	Score of 11-8	Score of 7-0
MEETS THE STANDARD	PARTIALLY MEETS THE STANDARD	DOES NOT MEET THE STANDARD
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strengths	Reference
Concerns and Additional Questions	Reference

16. Food Service

Standard: The Transportation and Food Service section should describe how the school will address these services for its student body.

Evaluation Criteria:

A response that meets the standard will present:

- A transportation plan that will serve all eligible students.
- A food service plan that will serve all eligible students.

Statutory Reference(s): s. 1002.33(20)(a)(1)

		Strong 4	Adequate 3	Limited 2	Minimal 1	No data 0
A	Describe the school's plan for food services, including any plans for contracting services or plans to participate in the National School Lunch Program.					

Maximum Score=4

Score _____

Score of 4-3	Score of 2	Score of 1-0
MEETS THE STANDARD	PARTIALLY MEETS THE STANDARD	DOES NOT MEET THE STANDARD
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strengths	Reference
Concerns and Additional Questions	Reference

17. Budget

Standard: The Budget section should provide financial projections for the school over the term of its charter.

Evaluation Criteria:

A response that meets the standard will present:

- Budgetary projections which are consistent with all parts of the application, including the school's mission, educational program, staffing plan and facility.
- A realistic assessment of the projected sources of revenue and expenses that ensure the financial viability of the school.

Statutory Reference(s): s. 1002.33(6)(a)(5); s. 1002.33(6)(b)(2)

		Strong 4	Adequate 3	Limited 2	Minimal 1	No data 0
A	Provide an operating budget covering each year of the requested charter term that contains revenue projections, expenses and anticipated fund balances. The budget should be based on the projected student enrollment indicated on the cover page of the application.					
B	Prepare a detailed business plan insuring a realistic FTE projection.					
C	Provide a start-up budget (i.e., from the date on which the application is approved to the beginning of the first fiscal year of operation) that contains revenue projections, expenses and anticipated fund balance. <ul style="list-style-type: none"> • a detailed listing of start-up expenses, covering only the planning and pre-opening expenses necessary for preparing the charter school for day one of school. 					
D	Provide a detailed narrative description of the revenue and expenditure assumptions on which the operating and start-up budget are based. Include, but not limited to: <i>The budget narrative should provide sufficient information to fully understand how budgetary figures were determined. Include, but do not limit to:</i> <ul style="list-style-type: none"> • a revenue estimate for the five years covering all projected source revenues, both public and private • various categorical and capital outlay funds allocated in the Estimated Expenditure Worksheet • how the revenues and expenditures will be used to support and conform to the academic programs that are referenced throughout the application. 					

E	<p>Provide monthly cash flow projections for the school's start-up period (i.e. from the date on which the application is approved to the beginning of the first fiscal year of operation) through the first year of operation. Include, but do not limit to:</p> <ul style="list-style-type: none"> • Provide evidence of at least 4 month working capital, independent of public funds, held by the organizing group on behalf of the charter school. 					
F	<p>Describe the school's fundraising plan. Report on the current status of any fundraising efforts, including verification of any fundraising monies reported in the school's start-up or operating budgets. Include, but do no limit to:</p> <ul style="list-style-type: none"> • Explain, in detail, how your five-year comprehensive strategic educational business plan will generate and secure such capital if it does not currently exist (include: benefactors, corporate sponsorship, grants, fundraising efforts, donations, etc.) and how such capital will be realized. • If applicable, describe, in detail, the type of financial arrangements you will use in addition to the revenue provided from public funds and any private donations. The charter school must include the following: <ul style="list-style-type: none"> • Explain the necessity for relying upon your choice of financing. • Explain the feasibility and cost effectiveness for such financing. 					

18. Financial Management and Oversight

Standard: The Financial Management and Oversight section should describe how the school's finances will be managed and who will be responsible for the protection of student and financial records.

Evaluation Criteria:

A response that meets the standard will present:

- A fiscal management system that is appropriate follows generally accepted accounting principles and properly safeguards assets.
- Evidence of proper insurance coverage.

Statutory Reference(s): s. 1002.33(6)(a)(5); s. 1002.33(7)(a)(9); s. 1002.33(7)(a)(11)

		Strong 4	Adequate 3	Limited 2	Minimal 1	No data 0
A	<p>Describe who will manage the school's finances and how the school will ensure financial resources are properly managed. Include, but do not limit to:</p> <ul style="list-style-type: none"> • Explain how proper stewardship of public funds will be administered and safeguarded. • Provide a detailed job description including level of accountability and/or responsibility, scope of work, and degree of liability for those responsible for performing accounting, bookkeeping, payroll, auditing, and financial management functions. • Provide a breakdown of the associated costs for the various functions as it relates to accounting, bookkeeping, payroll, auditing, and other financial management personnel if provided in house. • Provide a breakdown of the associated costs for the various functions as it relates to accounting, bookkeeping, payroll, auditing, and other financial management personnel if contracted out. 					
B	<p>Describe the financial controls, including an annual audit and regular board review of financial statements, which will be employed to safeguard finances and projected enrollment trends. Include, but do not limit to:</p> <ul style="list-style-type: none"> • Provide the calendar of financial deadlines that represent your understanding of reporting requirements and explain how the charter school will adhere to these deadlines as required by law and charter contract.(i.e., monthly, quarterly, annual, and audit reporting deadlines, etc.) 					
C	<p>Describe the method by which accounting records will be maintained. Include, but do not limit to:</p> <ul style="list-style-type: none"> • Discuss Department of Education's (D.O.E.) reporting requirements in such a manner that demonstrates an understanding of F.S.1002.33 (9) (i) and D.O.E.'s "Financial and Program Cost 					

	<p>Accounting and Reporting for Florida Schools," a.k.a. Red Book.</p> <ul style="list-style-type: none"> • Discuss the most recent GASB requirements that you may need to implement (i.e., GASB Statement #34, 54, etc. and beyond, where applicable). • Provide a detailed analysis determining whether or not the charter school will be a component unit of Duval County Public Schools under GASB Statement #14 / #39. 					
D	Describe how the school will store student and financial records.					
E	Describe the insurance coverage the school will obtain, including applicable health, worker's compensation, general liability, property insurance and directors and officer's liability coverage					
F	<p>Attach a Finance/Accounting Policy and Procedures Manual for in-house transactions (or up to your subcontractor agreement) as Attachment #13. Include, but do not limit to:</p> <ul style="list-style-type: none"> • Discuss the purchasing procedures to be used including levels of authority, procedural frameworks, sales tax exemption, and bidding processes for your charter school. • Discuss, in detail, how related party transactions will be handled. • Provide, in detail, the Fixed Asset Management System to be used, including how assets will be accounted for, tagged, reported, and disposed of. 					

Maximum Score= 80

Score_____

Score of 80-60	Score of 60-40	Score of 39-0
MEETS THE STANDARD	PARTIALLY MEETS THE STANDARD	DOES NOT MEET THE STANDARD
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Strengths		Reference
Concerns and Additional Questions		Reference

19. Action Plan

Standard: The Action Plan should provide a clear roadmap of the steps and strategies that will be employed to prepare the school to be ready to serve its students well on the first day of operation.

Evaluation Criteria:

A response that meets the standard will present an action plan that:

- Provides a thoughtful and realistic implementation plan that covers major operational items and provides flexibility for addressing unanticipated events.

Statutory Reference(s): s. 1002.33(7)(a)(16)

		Strong 4	Adequate 3	Limited 2	Minimal 1	No data 0
A	Present a timetable for the school's start-up.					

Maximum Point Value=4

Score _____

Score of 4-3	Score of 2	Score of 1-0
MEETS THE STANDARD	PARTIALLY MEETS THE STANDARD	DOES NOT MEET THE STANDARD
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strengths	Reference
Concerns and Additional Questions	Reference

OVERALL ASSESSMENT – COMPLETE THIS SECTION LAST

Would you recommend approval of this application for a public charter school? Explain your recommendation in the Summary Comments section, below.

DENY	APPROVE
<input type="checkbox"/>	<input type="checkbox"/>

Summary Comments: _____
