

Duval County Public Schools
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Charter School Application: Processes, Procedures, Guidelines and Timeline

2010-2011

To Open

2011-2012

Revised February 2010

If there are any changes required by the outcome of the 2010 Legislative Session, an amended application will be provided as soon as possible.



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 2011-2012 school year. Thank you.

Dear Charter Applicant:

Duval County Public Schools (DCPS) would like to thank you for your interest in submitting an application to open a charter school for the 2011-2012 school year. Enclosed is a packet of information designed to acquaint you with the District's application process, guidelines, and timeline and to provide an overview of the District's standards and expectations for its charter schools. We hope this information is helpful as you develop, prepare, and complete your charter school application/proposal. In order to be considered for a 2011-2012 school opening, your proposal must be submitted to the Charter School Office on or before August 2, 2010 by 4:00 p.m.

Listed below are answers to some of the most frequently asked questions by applicants when completing the charter school application:

- The facility must meet health, safety, and zoning standards that are established by the City of Jacksonville, the Health Department, and other agencies.
- If a charter school participates in the National School Lunch Program it will be responsible for following all guidelines and regulations as required by the state, USDA and Health Departments.
- The charter school is responsible for transportation of students. The school will receive a transportation subsidy from the state for students who meet the funding eligibility requirements. However, the funding does not cover the full cost of transportation.
- The academic programs of Exceptional Student Education (ESE) and English for Speakers of Other Languages (ESOL) must meet eligibility requirements in order to receive additional allocation beyond basic funding.
- A charter school is a public school sponsored by the Duval County School Board.

According to the timeline, you will be provided several opportunities to receive assistance as you prepare your charter school application and you will have individual help sessions with District staff in each of the three parts. **The application consists of three parts; Part I-Educational Plan, Part II-Organizational Plan, and Part III-Business Plan. Each part has sections and it is important to note that the District has established 16 specific sections out of 21 sections of the application that must receive a rating of "Meets the Standard" in the review process to be considered for approval.** Therefore, it is to your advantage to participate in the help sessions that we offer.

The sixteen 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
12. Employment
14. Student Recruitment and Enrollment

Part III-Business Plan

15. Facilities
16. Transportation
18. Budget
19. Financial Management and Oversight

The five remaining sections will need to receive a minimum score of "Partially Meets the Standards" unless a specific section is not applicable. These sections are as follows:

Part II-Organizational Plan

- 11. Educational Service Providers
- 13. Parent and Community Support and Partnerships

Part III-Business Plan

- 17. Food Service
- 20. Action Plan
- 21. Additional Addenda-Information Management Systems

There will be a total of four help sessions available to you; one session will provide you feedback on your Part I-Educational Plan, all sections; another session will provide you feedback on Part II-Organizational Plan, Governance and Management sections; a third session will help you with Part III- Business Plan, Facilities section, and the final help session will provide feedback on your the Part III- Business Plan, Budget and Financial Management and Oversight sections. This last session will occur at a later date, after you have developed the other parts of your application. Please be advised that you will have only one help session opportunity for each part of the application. You will be asked to supply the Charter Office with a rough draft for each part of the application prior to your help session. The drafts will be forwarded to the reviewer of each help session to review and comment on during your review sessions. The deadline for the Educational Plan, all sections, Organizational Plan, Governance and Management sections, and the Facilities section of the Business Plan is April 26, 2010 at 4:00 pm. The Part III-Business Plan, Budget and Financial Management and Oversight section's rough draft will be due May 21, 2010 at 4:00 pm. These rough drafts must be submitted electronically to Susan Biehler at biehlers@duvalschools.org.

A timeline, indicating staff availability for each help session, can be found on pages 10 and 11 of this document. You may contact Susan Biehler, Charter School Supervisor or Nannie Boller, Charter School Secretary, at 390-2039 to schedule your appointment for an individual help session.

The final application is due on August 2, 2010.

Please deliver all documents in the following manner:

- Hand deliver all documents; or
- Send via certified mail.

Upon delivery, all documents will be logged-in and a receipt will be issued to you.

Charter Schools Office
Duval County Public Schools
1701 Prudential Drive
2nd Floor
Jacksonville, FL 32207

Your application will be reviewed and evaluated by the Charter School Review Committee. The committee will make a recommendation to the Superintendent to either approve or deny your application. The Superintendent will make the final recommendation to the Duval County School Board to approve or deny your application based on the recommendation of the Charter School Review Committee. The results of all scoring documents will be provided to the applicant prior to the Board meeting to approve or deny an application.

Attachments: Charter School Opening 2011-2012

2011-2012 Request for Applicant Letter of Intent
2011-2012 Charter School Application Guidelines
2011-2012 Charter School Application Timeline
2011-2012 Charter School Application Review Committee Members

REQUEST FOR LETTER OF INTENT

As one of the preliminary steps in the charter school application process, the applicant is requested to submit a “**Letter of Intent**” to the District. Your letter should respond in detail to each of the items listed below regarding your proposed charter school. Your response will enable the Charter School Review Committee to become acquainted with you and the mission of your proposed charter school. Additionally, your letter of intent solidifies your intention to apply for a charter school with the District and allows us to plan accordingly.

- What is the full name and address of the individual, organization, or group proposing the charter school?
- Who is the day-to-day contact person for the school - name, address, telephone, fax number, and email address—who will serve as the liaison with the District during the application process?
- What is the proposed name of the school?
- What grade levels will the school offer? (Year 1, 2, 3, 4, 5)
- How many students will the school serve? (Year 1, 2, 3, 4, 5)
- Is there a target population of students you want to serve?
- Where is the proposed location of the school? (area of the city)
- Describe the charter school's
 - Mission
 - Guiding Principles
 - Purpose
- What are the unique/innovative features of the proposed school and how might the educational program differ from a traditional school?
- As a founder, could you describe:
 - Your experience or background in an educational setting
 - Your experience with unique or innovative academic programs
 - Your experience operating a business, educational institution, managing funds, and supervising staff.
- Who are the Governing Board members for the school?
- Have any administrators for the school been identified at this time? If so, please name them and the role they will serve in the school
- How will your school benefit the District and its students?
- Have you conducted any needs assessment that supports the need for your school?
- Is there any other important information about your proposed school that you would like to share with us at this time?

Your letter of intent is due in the Charter School Office on or before **March 26, 2010 at 4:00 p.m.** It will be shared with members of the Charter School Review Committee and others District officials who may request to review it. Please attach a resume for each founder, each Governing Board member, and any school administrators who have been identified at this time. Priority for participation in the help sessions will be given to applicants who submit a letter of intent on or before March 26, 2010.

If you need further assistance, you may contact Susan Biehler, Charter School Supervisor by email biehlers@duvalschools.org or Nannie Boller, Charter School Secretary, by e-mail bollern@duvalschools.org or call 390-2039.

CHARTER SCHOOL APPLICATION GUIDELINES FOR SCHOOLS OPENING 2011-2012

The reviewers will evaluate and score the content, presentation and organization of the application based on the standards set forth in each subsection of your Charter School Application and Governing Board Information Kit. The guidelines listed below will assist you as you prepare your charter school application.

It is important that applicants fully address each question in the application. Even if a question appears redundant, answer the question again within the section. Do not refer the reviewer to another section in the application where the answer may be found.

Orientation

On March 5, 2010, district staff will meet with interest parties/potential applicants to review the application requirements and processes, the application, "Meets the Standard" requirements, general operations, the application timeline, and the stand-alone documents.

The sixteen 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
12. Employment
14. Student Recruitment and Enrollment

Part III-Business Plan

15. Facilities
16. Transportation
18. Budget
19. Financial Management and Oversight

The remaining five sections will need to receive a minimum score of "Partially Meets the Standards" unless a specific section is not applicable. These sections are as follows:

Part II-Organizational Plan

12. Educational Service Providers
14. Parent and Community Support and Partnerships

Part III-Business Plan

18. Food Service
20. Action Plan
21. Additional Addenda-Information Management Systems

General Operations Help Session

This information is pertinent and required to complete your application and will be presented at this session.

- ◆ Marketing and Recruiting Plan
- ◆ Student Admission, Registration, Enrollment and Dismissal
- ◆ Finance Services
- ◆ Legal Services
- ◆ Evidence of Support
- ◆ Transportation
- ◆ Human Resource Services
- ◆ Information Management Systems
- ◆ Unitary Status
- ◆ Food Service
- ◆ Testing Services

Individual Help Sessions

- ◆ Part I-Educational Plan, all sections
- ◆ Part II-Organizational Plan-Governance and Management section
 - ◆ Part II-Organizational Plan-Facility section
- ◆ Part III-Business Plan-Budget and Financial Management and Oversight sections

Priority for participation in the help sessions is given to those applicants who submit a Letter of Intent by March 26, 2010.

Stand-Alone Documents

Listed below are stand-alone documents that must be customized to govern your school. **Merely stating that you will adopt the District's plan is unacceptable.**

1. Technology Plan
2. Curriculum Plan aligned with the Next Generation Sunshine State Standards and Professional Development Plan
3. Instructional Assessment Profile Form
4. 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>.
5. LEP Plan
6. School's Code of Student Conduct
 - A copy of the District's Student Code of Conduct can be viewed at <http://www.duvalschools.org>
7. Safety Preparedness Plan
8. Articles of Incorporation, bylaws of the corporation, and/or any filing of an application with the Internal Revenue Service for designation as a 501(c) 3 Corporation
9. Employee Policies and Procedure Manual
10. Student Application/Family Contracts
11. City Zoning and Land Use Regulations
12. Transportation Plan
13. Safe Driver Plan
14. Safe Rider Plan.
15. Finance/Accounting Policy and Procedure Manual
16. Sections 1002.32, 1002.33, 1003.62, 1013.62, Florida Statutes
17. Dropout Prevention Plan

Delivery of Documents

Deliver all documents to:

Charter School Office
Duval County Public Schools
1701 Prudential Drive
2nd Floor Room
Jacksonville, Florida 32207

All documents should be hand delivered or sent certified mail. Upon delivery, all documents will be logged in and a receipt will be issued to you.

Helpful Notes for the Applicant

❖ Timeline

The timeline is a schedule of the application processes designed to allow adequate time for the applicant and district staff to prepare and receive information in a timely manner. For that reason, it is imperative that charter school applicants adhere to the timeline.

❖ Letter of Intent

The letter of intent informs the District that you intend to open a charter school and is an important part of the application process. It should provide pertinent information regarding the operations, opening, governance, and educational program of the proposed charter school. The letter of intent is due in the charter school office no later than 4:00 PM on March 26, 2010. Please see the manner of delivery above of this document.

❖ Appointments

Staff has set aside time to work with you for each of the help sessions. You may schedule your appointments within the window established for each help session by contacting Susan Biehler, Charter School Supervisor or Nannie Boller, Charter School Secretary, at 390-2039. We request that if you are unable to keep your appointment or, if you are going to be late, to please call the Charter School Office immediately so that we may notify staff of the cancellation or delay. If time and schedules permit, Ms. Biehler will attempt to reschedule an appointment that was cancelled due to unavoidable circumstances. However, applicants must realize that due to staff reductions and added responsibilities, rescheduling of a missed appointment may not be possible.

❖ General Operations Help Session

Staff will assist each applicant with general operations information according to the application timeline. General operations consist of the following areas: food services, human resources, finance, testing, legal services, registration and dismissal, transportation, marketing and recruiting plans, unitary status, evidence of support, student admission, and information management systems (IMS).

❖ Individual Help Session (Part I-Educational Plan, all sections; Part II-Organizational Plan, Governance and Management sections; Part III-Business Plan, Facility section)

These areas are critical to "Meets the Standard" requirements and may determine approval or denial of an application. It is recommended you submit a rough draft for each help sessions to maximize the benefit of your help session. The due date for rough drafts will be April 26, 2010 at 4:00 PM. Individual help sessions will occur within the window period according to the application timeline. In addition, the District will schedule one help session to discuss your facilities requirements and the location of your school. The Charter School Supervisor and/or Secretary will schedule an appointment with district staff for the individual help sessions.

❖ Individual Help Session (Part III-Business Plan; Budget and Financial Management and Oversight)

The budget help session will occur after the all other help sessions in order for you to receive maximum benefit. Educational Plan and Facility/Location will affect the budget. For that reason, the budget/business

help session requires a rough draft due to the Charter School office on or before May 21, 2010 at 4:00 PM. This is a critical requirement of the application and may result in an application not being recommended for approval.

❖ **Help Sessions**

Those applicants who submit a letter of intent by the due date will have priority for participation in the general and individual help sessions.

❖ **Charter School Application Submission**

The first impression is a lasting impression. Please ensure that your application is representative of your proposed school and submit it accordingly. Please:

1. Answer all questions, making sure that all parts of the question are answered. If the question asks you to describe, do so in detail.
2. Use Times New Roman or Arial font, size 12 with 1-inch margins on all sides.
3. Proofread your responses. Check for grammar, spelling, punctuation, etc.
4. Have someone who is not as close to it read the application to see if what you said is understood and that your vision is clear. Don't assume the reader knows your "proposed school." Paint a clear picture of your vision and what you are trying to achieve.
5. Recheck your figures for mathematical errors. Finances must be balanced.
6. Number the pages consecutively.
7. Submit the charter school application in the same format as in the District's charter school application.
8. Make sure the Table of Contents is consistent with the District's charter school application.
9. Use tabs to divide topics and subtopics.
10. Submit twenty (20) copies of the charter school application in three ring binders plus one CD.

❖ **Final Application: Adhere to the manner of delivery on page 7.**

Deliver the final charter school application (20 paper copies and one CD-ROM) to the Charter School Office on or before August 2, 2010 by 4:00 p.m.

❖ **Final Applicant Interview**

The District and the Charter School Review Committee members reserve the right to schedule an interview of all applicants who submit a completed application by August 2, 2010. If a decision is made to conduct the final interview, they will be scheduled after the application has been reviewed. The purpose of the final interview, if necessary, is to permit the committee members to verify and clarify responses with the applicant.

2010-2011 CHARTER SCHOOL APPLICATION TIMELINE

2011-2012 OPENING

➤ February 26, 2010

- Public announcement of the 2010-2011 application cycle for 2011-2012 school opening

➤ March 5, 2010

- Applicant and Governing Board Orientation
 - Cline Auditorium, 2:00 -4:00 pm

➤ March 26, 2010

- Letter of intent due to the Charter School Office
 - See delivery directions on page 8.
 - If a letter of intent is not submitted by the due date, the District will assume that you are not planning to apply for a charter school and staff may not be available to provide assistance.

➤ April 19, 2010

- General Operations Help Session
 - The general operations include food service, human resources, finance, testing, legal services, transportation, student admission, registration and dismissal, marketing and recruiting plans, unitary status, evidence of support, information management systems (IMS).

➤ April 26, 2010

- Applicant submits **electronic** copies of the rough drafts for the Educational Plan, Governance and Facilities/Location sections of the Charter School Application to the Charter School Office by 4:00 p.m. via email to the Charter School Supervisor (biehlers@duvalschools.org) and/or Secretary (bollern@duvalschools.org)
- Individual help sessions will be scheduled after submission of the rough draft.

➤ May 3 – May 14, 2010

- Individual Help Sessions (Priority given to applicants who submit Letter of Intent by March 26, 2010)
 - Part I-Educational Plan, all sections
 - Part II-Organizational Plan, Governance and Management sections
 - Part III- Business Plan, Facility section

➤ May 21, 2010

- Applicant submits **electronic** copies of the rough drafts for the Budget and Financial Management and Oversight sections to the Charter School office by 4:00 p.m.

➤ June 2 – June 8, 2010

- Individual Help Session
- Part III-Business Plan, Budget and Financial Management and Oversight sections

➤ August 2, 2010

- Application is due. Please follow the manner of delivery listed on page 3 and submit twenty (20) copies and one CD-ROM of the 2010-2011 for Opening 2011-2012 Charter School application to the Charter School Office by 4:00 p.m.
- Applicant submits a signed waiver of 60 day notice to allow the board to temporarily postpone a vote to approve or deny applicant until the October 5, 2010 Board meeting.

➤ August 5 – August 27, 2010

- Charter School Review Committee members review each application individually and meet as a group to review scores and commentary. Consensus is reached to recommend approval or denial of each application unless a final interview is determined to be necessary before a final decision can be made.

➤ August 31 – September 4, 2009

- The Charter School Review Committee reserves the right to schedule a final interview with applicants if needed to clarify or verify information in the application.

➤ September 14, 2010

- Superintendent is notified of the Committee's recommendation to approve or deny each application

➤ September 21, 2010

- Applicant notified in writing the Committee's recommendation to the Superintendent to either approve or deny the application

➤ October 5, 2010

- School Board Meeting to approve the Superintendent's recommendations to approve or deny each Charter School Application

➤ October 15, 2010

- Written notification provided to denied applications stating the specific reason(s) for the denial

CHARTER SCHOOL REVIEW COMMITTEE		
NAME	TITLE/DEPT/LOCATION	PHONE
Sally Hague	Executive Director, School Choice, 2nd FL	390-2082
Tom O'Dea	Executive Director, Operations, 5th FL	390-2008
Susan Biehler	Supervisor, Charter Schools, 2nd FL	390-2039
Nannie Boller	Charter School Secretary, 2nd FL	390-2039
Juanita Cooks	School Choice Secretary, 2nd FL	390-2038
NAME	TITLE/DEPT/LOCATION	PHONE
Bruce Ackerman	Director, Design & Construction, 5th FL	390-2531
Bonnie Atwater	Coordinator, Testing, #3003	858-1461
Jeanne Ballentine	Executive Director for Secondary Programs, 3rd FL	390-2136
Jacqueline Bowen	Supervisor, Language Arts/Reading, 3rd FL	390-2136
Anthony Cobb	Supervisor, Business Services	390-2963
Joanne Davis	Supervisor, World Languages, 3rd FL	390-2136
NaTosha Earst-Bailey	Coordinator, Certification, 5th FL	390-2218
Christine Fletcher	Supervisor, ESE, 4th FL	390-2078
Donald Geiger	Director, Information Technology, 3002-A	348-7102
Kella Grant	Supervisor, HR, Certification, 5th FL	390-2430
Patricia Grant	District Resource, ESOL	390-2138
Carolyn Hess	Coordinator, Transportation, #67	858-6200
Gina Knight	Coordinator, HR, Certification, 5th FL	390-2449
Dana Kriznar	Exec Dir, Alt Ed Prog & Behavioral Supp, 4th FL	390-2081
Kris Larsen	Supervisor, Alt Ed & Behavior Supp, 3086A	858-6080
Kathryn LeRoy	Chief Academic Officer	390-2128
Gloria Lockley	Director, Alt Ed/Behavioral Support, 4th FL	390-2476
Diane Pain	Food Services, 3275	732-5117
Angela Mack	School Choice, Marketing	390-2208
Carolyn Parker	Coordinator, Charter Schools	390-2315
Karen Patterson	Specialist, Professional Development, Team-B	348-7887
Sharron Patterson	Specialist, Professional Development, Team-B	348-7887
Steve Sirois	Safety Specialist, Code Enforcement/Safety 3086A	858-1925
Brenda Trimble	Supervisor, ELL, 3rd FL	390-2202
Nan Worsowicz	Supervisor 1, Guidance Services, 3rd FL	390-2090