

Duval County Public Schools

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Assignments

Preliminary Charter Application

Model Florida Charter School Application with Addenda

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.

**MODEL FLORIDA CHARTER SCHOOL APPLICATION
APPLICATION COVER SHEET**

NAME OF PROPOSED CHARTER SCHOOL: _____

NAME OF FLORIDA NONPROFIT CORPORATION THAT WILL HOLD THE CHARTER:

The Corporation has applied for 501(C)3 Non-profit Status: Yes _____ No _____

Provide the name of the person who will serve as the primary contact for this Application. The primary contact should serve as the contact for follow-up, interviews, and notices regarding this Application.

NAME OF CONTACT PERSON: _____

TITLE/RELATIONSHIP TO NONPROFIT: _____

MAILING ADDRESS: _____

PRIMARY TELEPHONE: () _____ ALTERNATE TELEPHONE: () _____

E-MAIL ADDRESS: _____

NAME OF EDUCATION SERVICE PROVIDER (if any): _____

NAME OF PARTNER ORGANIZATION (if any): _____

Projected School Opening: Fall _____ Spring _____ School Year _____

Term of Charter Requested _____

| School Year | Grade Levels | Total Projected | Student Enrollment |
|--------------------|---------------------|------------------------|---------------------------|
| First Year | | | |
| Second Year | | | |
| Third Year | | | |
| Fourth Year | | | |
| Fifth Year | | | |

I certify that I have the authority to submit this application and that all information contained herein is complete and accurate, realizing that any misrepresentation could result in disqualification from the application process or revocation after award. I understand that incomplete applications will not be considered. The person named as the contact person for the application is so authorized to serve as the primary contact for this application on behalf of the organization.

Signature Title _____

Printed Name _____ Date _____

This application has been modified from the original Model Florida Charter School Application by the addition of a numbering system for ease of scoring. Answer each question thoroughly with good, specific detail. Restate the question or description statement from the application before the response so it is clear to which item you are referring.

Part

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

- A) Provide the mission statement for the proposed school.
The mission statement should, in a few concise sentences, indicate what the school intends to do, for whom and to what degree. A school's mission statement provides the foundation for the entire application.
- B) Describe how the school will utilize the guiding principles found in section 1002.33(2)(a), F.S.
In accordance with the law, charter schools shall be guided by the following principles:
1. Meet high standards of student achievement while providing parents flexibility to choose among diverse educational opportunities within the state's public school system
 2. Promote enhanced academic success and financial efficiency by aligning responsibility and accountability.
 3. 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 *Prescribed Purposes* of a charter school found in F.S. 1002.33(2)(b) (c):
In accordance with the law, charter schools shall fulfill the following purposes:
1. Improve student learning and academic achievement.
 2. Increase learning opportunities for all students, with a special emphasis on low-performing students and reading.
 3. Encourage the use of innovative learning methods.
 4. 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.
In accordance with the law, charter schools may fulfill the following purposes:
1. Create innovative measurement tools.
 2. Provide rigorous competition within the public school district to stimulate continual improvement in all public schools.

3. Expand the capacity of the public school system.
4. Mitigate the education impact created by the development of new residential dwelling units.
5. Create new professional opportunities for teachers, including ownership of the learning program at the school site.

2. Target Population and Student Body

- A) Describe the target student population to be served, including student ages and grade levels at the school. If applicable, define any target populations permitted in F.S. 1002.33 (10) (d).
- B) Provide the following for each year of proposed operation: the grades that the school will serve, the number of students to be served in each grade, the number of students expected in each class, and the total number of students enrolled.

3. Educational Program Design

- 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 and/or curriculum approach, emphasizing the innovative instructional methods or approaches to be used.
- C) Describe the research base for the educational program and/or curriculum approach.
- 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.¹

- F) Provide evidence that the existing design has been effective and successful in raising student achievement.
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.
- G) Describe the applicant's capacity to replicate an existing school design.
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.

¹An applicant is considered to be replicating an "existing school design" if:

- The proposed school is substantially similar overall to at least one school, and
- The individuals and/or organization involved in the establishment and operation of the proposed school are deeply involved in the operation of the similar school(s). For example, a plan to implement a specific program, such as a widely-used curriculum, would not be categorized as the replication of an existing school design.

4. Curriculum Plan

- 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. For schools that will serve high school students, the proposed curriculum must describe the *major areas of interest* as required by section 1003.428, F.S.
- Provide Curriculum Plan aligned with the Next Generation Sunshine State Standards as **Attachment #2**
- B) Describe the research base and foundation materials that were used or *will be used* 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.
The reading curriculum must be consistent with effective teaching strategies and be grounded in scientifically-based reading research. Information on reading requirements may be accessed at
www.justreadflorida.com/docs/reading_programs.pdf.
- 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.

Per FL Statute 1002.33 (6)(a)(6) Addendum to Section 4

- 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) Describe the Technology Plan to be implemented. Submit a copy of the Technology Plan as **Attachment #1**

5. Student Performance, Assessment and Evaluation

- 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. If the school will serve high school students, *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.*
- Provide a **Student Progression Plan** which sets forth the criteria for students being placed, promoted, or retained, and graduation requirements. 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 #4**.

- C) 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.
- D) Identify the types and frequency of assessments that the school will use to measure and monitor student performance. Include a description of how students will participate in the statewide assessment program and what other assessments will be used to document student progress.
- E) Describe how student assessment and performance data will be used to evaluate and inform instruction.
- F) Describe how student assessment and performance information will be shared with students and with parents.
- G) Describe, to the extent possible, how student progress and performance will be evaluated and compared to closely comparable student populations.

Per FL Statute 1002.33(6)(a)(6) Addendum to Section 5

- H) Provide a detailed design that includes, but is not limited to the following:
 - **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 #3**. Include information from the profile form in your budget.
- I) Guidance Services
 - 1. Develop a data-driven, comprehensive guidance program in the areas of:
 - Academic achievement
 - Career development
 - Community involvement
 - Personal social development
 - 2. 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.
 - 3. 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.

6. Exceptional Students

- A) Describe how the school will comply with state and federal requirements for serving students with disabilities, including the procedures that will be utilized for identifying students with special needs, developing Individualized Education Plans and 504 plans, and providing a full range of services.
- B) Identify the staffing plan for the school's special education program, including the number and qualifications of staff.
- C) Describe how the school will serve gifted and talented students.
- D) Describe how the school's effectiveness in serving exceptional education students will be evaluated.

Per FL Statute 1002.33(6)(a)(6) Addendum to Section 6

- E) Identify the alternate assessments the charter school will use for students with disabilities not being assessed by the FCAT, and if not using the district's alternate assessments, include the costs of others, which have been approved by the state, in your budget.
- F) Describe how the charter school will provide additional services including but not limited to occupational therapy, physical therapy, speech and/or language therapy, and behavioral intervention services to Exceptional Student Education students. Include the costs of these services in your budget.
- G) 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 incorporate the four phases of the TARGET Team (Teachers Accessing Resources through General Education Team) process and identify the members of your staff who will serve on these different teams.
- H) 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

- A) 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.
- B) Identify the staffing plan for the school's English language learner program, including the number and qualifications of staff.

Per FL Statute 1002.33(6)(a)(6) Addendum to Section 7

- C) Describe the procedures and staff responsible for identification of English Language Learners (ELLs).
- D) Demonstrate knowledge of ESOL program entry/exit criteria by:
 - 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.
- E) Describe how the school will provide other support services (resources) for ELL students and families.
- F) Describe how the charter school will provide mandated in-service for teachers, administrators, and guidance counselors of ELL students.
- G) Describe how your charter school will meet the needs and provide comprehensive instruction for ELL students.
- H) Submit the LEP Plan as **Attachment #5**.

8. School Climate and Discipline

- A) Describe the school's daily schedule and annual calendar, including the annual number of days and hours of instructional time.
- B) Describe the school's philosophy regarding student behavior.
- C) Describe the school's Code of Conduct, including the school's policies for discipline, suspension, dismissal and recommendation for expulsion.
 - Submit the school's Code of Student Conduct as **Attachment #6**. 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> .

Per FL Statute 1002.33(6)(a)(6) Addendum to Section 8

- D) Describe in detail how the school will maintain a safe learning environment at all times.
- E) Submit the school's Safety Preparedness Plan as **Attachment #7**.

Part
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

- A) Describe how the school will be governed, including documentation of legal structure (i.e. Certificate of Incorporation).
- 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, individual 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 meeting schedule.
Charter school governing boards must be guided by a set of by-laws that define how the board will operate. Applicants may include their proposed by-laws.
- 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) Explain how parents and the community will be involved in the governance of 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.

Per FL Statute 1002.33(6)(a)(6) Addendum to Section 9

- M) Attach Articles of Incorporation filed with the Florida Secretary of State, bylaws of the corporation, minutes of the corporation, and/or any filing of an application with the Internal Revenue Service for designation as a 501(c) 3 Corporation as **Attachment #8**.

- N) Declare the status of the charter school as a public or private employer as required in F.S. 1002.33 (7).
- O) Describe how you will determine that your organization is a not-for-profit organization.
- P) Describe the proposed method for resolving conflicts (but excluding any default of the charter contract) between the governing board of the charter school and the sponsor.
- Q) State how the charter school will comply with Florida Statutes relating to public records and public meetings. (Chapter 119, Florida Statutes Section 286.011).
- R) Describe how the proposed school will ensure compliance with the requirements of law with respect to legal issues.
- S) Identify the name, address, and phone number of the school's legal counsel.

10. Management

- A) Describe the management structure of the school. Include job descriptions for each administrative position and teacher 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.
- C) Provide a staffing plan for each year of the charter term.
- D) Explain the school's plan for recruitment, selection, development and evaluation of staff.

Per FL Statute 1002.33(6)(a)(6) Addendum to Section 10

- 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:
 1. Include an explanation of how an individual's teacher certification status will play a role in determining the best candidate to fill an instructional position.
 2. What will be acceptable documentation as proof of Florida certification?
 3. For potential hires not yet certified in Florida, how will their eligibility for certification be determined?
 4. Describe the program/method you will have in place for tracking requirements that have to be completed within specific timeframes as required by Florida law. This would include the 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.

11. Educational Service Providers

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

- 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.
- 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. 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. Employment

- 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.

Per FL Statute 1002.33(6)(a)(6) Addendum to Section 12

- C) Attach a copy of your Employee Policies and Procedure Manual as **Attachment #9**.

13. Parent and Community Support and Partnerships

- A) Describe how the school will involve parents in its operations.
- B) Describe any community partnerships.
- C) Outline the methods that will be used for resolving disputes between parents and the school.

² An Education Service Provider (ESP) is an organization that provides comprehensive services to a school. Organized as non-profit or for-profit companies, ESPs generally fall into two categories:

- Educational Management Organizations (EMOs) that provide comprehensive school management services and may provide school designs and/or educational programming as well, and
- Comprehensive School Design Providers that offer a replicable school model or common pedagogical, instructional and governance approach.

14. Student Recruitment and Enrollment

- 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.

Per FL Statute 1002.33(6)(a)(6) Addendum to Section 14

- E) Attach the student application and any family contracts as **Attachment #10**.

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.

15. Facilities

If the site is secured:

- 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.

The financial plan for the proposed school should align with the facilities-related costs described.

- E) Describe the back-up facilities plan.
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?

Per FL Statute 1002.33(6)(a)(6) Addendum to Section 15

- F) **If the site is secured:**
 - Provide written verification from the city that the zoning and land use regulations for the site will permit the operation of a charter school on the premises as **Attachment #11**.

If the site is not secured:

- G) Explain the school's facility needs, including desired location, size, and layout of space.
- H) Provide an estimate of the costs of the anticipated facility needs and describe how such estimates have been derived.

The financial plan for the proposed school should align with the facilities-related costs described.

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

"The Quality Education Act" establishes limits on the number of students in core curriculum classes by grade level. Annually, compliance with the Act's standards progressively ratchet up through 2010-11 when full compliance is mandated. All school districts have been notified of how they will be expected to ensure compliance, and as student subscription rates vary from

district to district, charter school applicants should consult with their respective district officials regarding how best to design their plan for compliance with the Act.

16. Transportation

- A) Describe the school's plan for transportation, including any plans for contracting services. Please refer to Appendix A for a detailed list of issues related to transportation. Your plan should discuss, to the greatest extent possible, the issues relevant to the school's transportation plans.

Per FL Statute 1002.33(6)(a)(6) Addendum to Section 16

- B) Include Transportation Plan as **Attachment #12**.
- C) Explain your Safe Driver Plan. Submit the Safe Driver Plan for your school as **Attachment #13**.
- D) Explain your Safe Rider Plan. Submit the Safe Rider Plan for your school as **Attachment #14**.

17. Food Service

- A) Describe the school's plan for food services, including any plans for contracting services.

18. Budget

- A) Provide an operating budget covering each year of the requested charter term that contains revenue projections, expenses and anticipated fund balances. (Initial Duval County contract is for 5 years, provide a 5 year budget). Complete Duval County Expenditure and Revenue Sheets for each budget year, see Appendix B and C.
1. Prepare a detailed business plan insuring a realistic FTE projection
- B) 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. (Complete Duval County Expenditure and Revenue Sheets for the start-up budget)
1. Present 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.
 2. Provide a narrative explanation of how each start-up budget item aligns with the academic programs discussed throughout the application.
- C) Provide a detailed narrative description of the revenue and expenditure assumptions on which the operating and start-up budget are based.
- The budget narrative should provide sufficient information to fully understand how budgetary figures were determined.*
- Present a revenue estimate for the five years covering all projected source revenues, both public and private
 - Include various categorical and capital outlay funds allocated in the Estimated Expenditure Worksheet
 - Include how the revenues and expenditures will be used to support and conform to the academic programs that are referenced throughout the application.
- D) Explain the school's spending priorities.

- E) 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) and each year of the requested charter term (Start-up plus 5 years).
1. Including, but not limited to payroll and capital purchases
 2. 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) 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.
1. Explain, in detail, how your five-year comprehensive strategic educational business plan will generate and secure such capital if it does not currently exist (i.e., fund-raising efforts, donations, etc.) and how such capital will be realized.
 2. 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:
 - Explain the necessity for relying upon your choice of financing.
 - Explain the feasibility and cost effectiveness for such financing.
- G. Provide, in detail, the nature of the funding sources used to fund the start-up budget noting the conditions and/or requirements associated with each, if any.

19. Financial Management and Oversight

- A) Describe who will manage the school's finances and how the school will ensure financial resources are properly managed.

Per FL Statute 1002.33(6)(a)(6) Addendum

1. Explain how proper stewardship of public funds will be administered and safe-guarded.
2. Provide, in detail, the internal controls that will be implemented and how they will be structured
3. 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.
4. 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.
5. 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) 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.

Per FL Statute 1002.33(6)(a)(6) Addendum

1. Provide, in detail, how cash and fixed assets will be safeguarded.
2. 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., the quarterly, annual, and audit reporting deadlines, etc.)

- C) Describe the method by which accounting records will be maintained.

Per FL Statute 1002.33(6)(a)(6) Addendum

1. 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 Accounting and Reporting for Florida Schools," a.k.a. Red Book.
2. Discuss the most recent GASB requirements that you may need to implement (i.e., GASB Statement #34 and beyond, where applicable).

3. 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.

Per FL Statute 1002.33(6)(a)(6) Addendum

- F) Attach a Finance/Accounting Policy and Procedures Manual as **Attachment #15**.
1. Discuss the purchasing procedures to be used including levels of authority, procedural frameworks, sales tax exemption, and bidding processes for your charter school.
 2. Discuss, in detail, how related party transactions will be handled.
 3. Provide, in detail, the Fixed Asset Management System to be used, including how assets will be accounted for, tagged, reported, and disposed of.
- G) Provide an explanation of how disbursements for payroll, vendors, and employees will be handled.

20. Action Plan

- A) Present a timetable for the school's start-up.

21. Additional Addenda

- A) Information Management System
1. Describe the method that your charter school will use to provide information such as student demographics, student schedules, teacher schedules, and Exceptional Student Education data for electronic transmission to the Florida Department of Education for required reporting.
 2. Describe your plan for implementing electronic data transfer to the Information Management System.
 3. Describe your procedures for inputting attendance, discipline, grades, student/teacher schedules, Exceptional Student Education, and other student data. Who will be responsible?
 4. Identify how you will update the components in #3. Please be detailed in your answer.
 5. State your procedure for enrolling students.
 6. State your procedure for withdrawing students. (Include a time span to enter the withdrawal on the mainframe.) Keep in mind that charter schools may not withdraw or transfer a student unless the withdrawal or transfer is accomplished through procedural Duval County School Board Policy.
- B) Dropout Prevention
1. 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 #17**

2. 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?
3. How does your school plan to meet the mandate for instruction for dropout prevention studies in law education and character development?
4. Attach a copy of your school's form giving the parent's permission for a student to enter a dropout prevention program.

Stand-Alone Documents

Required Application Attachments:

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

IV. STATEMENT OF ASSURANCES

This form must be signed by a duly authorized representative of the applicant group and submitted with the application for a charter school.

As the authorized representative of the applicant group, I hereby certify under the penalties of perjury that the information submitted in this application for a charter for _____ is accurate and true to the best of my knowledge and belief; and further, I certify that, if awarded a charter, the school:

- Will be nonsectarian in its programs, admission policies, employment practices and operations.
- Will enroll any eligible student who submits a timely application, unless the school receives a greater number of applications than there are spaces for students, in which case students will be admitted through a random selection process.
- Will adhere to the antidiscrimination provisions of section 1000.05, F.S.
- Will adhere to all applicable provision of state and federal law relating to the education of students with disabilities, including the Individuals with Disabilities Education Act; section 504 of the Rehabilitation Act of 1974; and Title II of the Americans with Disabilities Act of 1990.
- Will adhere to all applicable provisions of federal law relating to students who are limited English proficient, including Title VI of the Civil Rights Act of 1964 and the Equal Educational Opportunities Act of 1974.
- Will participate in the statewide assessment program created under section 1008.22, F.S.
- Will comply with Florida statutes relating to public records and public meetings, including Chapter 119, Florida Statutes, and section 286.011, F.S., which are applicable to applicants even prior to being granted a charter.
- Will obtain and keep current all necessary permits, licenses and certifications related to fire, health and safety within the building and on school property.
- Will provide for an annual financial audit in accordance with section 218.39, F.S.

The governing board, at its discretion, allows _____ (name), _____(title) to sign as the legal correspondent for the school.

Signature _____ *Date* _____

Printed Name _____

Appendix A *Transportation*

Level of service to be provided:

- What provisions will be made to ensure that transportation is not a barrier to equal access, as required by section 1002.33, F.S.?
- Will courtesy transportation be provided for students whose homes are less than two miles walking distance from the school?
- How far will school bus stops be (maximum) from students' homes?
- What will the school establish as a reasonable distance beyond which transportation will not be provided, as required by section 1002.33, F.S.?
- What special transportation services (for example, provision of wheelchair lift-equipped or air conditioned buses, special stops) will be required for students with disabilities (if applicable) pursuant to their Individual Education Plans (IEP)?
- What provisions will be made to accommodate elementary students who are subject to specified hazardous walking conditions and, therefore, must be provided transportation, regardless of distance from the school?

Transportation service providers:

- Will the charter school own and operate school buses?
- Will the district provide transportation in district-owned school buses?
- Will private contractors provide transportation in their school buses?

School bus fleet acquisition, specifications, inspection, and maintenance:

- How will the charter school acquire buses that are not owned by the school district?
- How will the school ensure that the buses are fully compliant with Florida School Bus Specifications and federal requirements for school buses?
- How will the school ensure that buses are inspected at least each 30 school days by inspectors who have been certified by the Florida Department of Education?
- What entity will be performing preventative maintenance, repairs, and diagnosis of the buses?

School transportation operation and logistics:

- When will transportation service be needed? The school district may need six months to one year in lead time if additional equipment and/or operators must be acquired.
- What is the location of the charter school facility?
- Where do the students live? The school district may require a specific list of student addresses or at least the estimated number of students from specific neighborhoods or areas of the district who are expected to attend the charter school.
- What are the desired opening and closing (bell) times of the charter school? Will the school district be granted the authority to establish the bell times to improve bus utilization and efficiency? Coordinating bell times with other schools and transportation schedules allows districts to dedicate routes using existing buses (i.e., use buses on multiple runs) or incorporate charter school students into existing routes.
- How many and on which days will the school operate?
- Will transportation be provided following after-school activities?
- Is the school offering a breakfast program that would necessitate early transportation?
- May all students from the same area be transported simultaneously; for example, will elementary and middle school students be transported on the same bus to a multigrade school?
- May the charter school students be integrated into existing routes with other public school students?
- Will transportation be expected on days when the regular district schools are not in session?
- How will school bus routes and stops be established to ensure safety, prevent overloading, etc.?
- How will the school recruit and retain an adequate pool of school bus operators?

- How will the school ensure that all school bus operators receive the required training and licensure?
- How will the school ensure school bus rider safety instruction and evacuations are provided?
- How will the school ensure the safety of its school bus and parent pickup loading zone and procedures?
- Who will be responsible for handling student discipline on school buses?
- How will inquiries from parents and others about bus service, discipline, and other issues be handled?
- How will field and activity trips be handled (logistics, cost accounting)?
- How will insurance and risk management relating to transportation be provided?

Transportation finance, funding claims, and reimbursement:

- If transportation is to be provided on charter school operated or contracted school buses, how will all aspects of the required student ridership surveys and transportation database reporting be handled (i.e., describe the process that will be used to claim state transportation funding)?
- Describe the process being used to estimate state transportation reimbursement.
- If transportation will be provided by the school district, how will the charter school and the district sponsor establish the per-student or other charges by the district and the related payment and accounting schedule and procedures?
- How will charges and reimbursement for other services that may be provided by the district (for example, bus inspections and maintenance) be handled?

Compliance:

- Describe the process to be used by the charter school and the district to ensure scheduled monitoring of compliance with statutes and rules pertaining to the safety of transported students.

Appendix B & C

Duval County Expenditure Sheet contact: Carolyn Parker at parker@duvalschools.org

Revenue Sheets can be retrieved at: <http://www.fldoe.org/fejp/chartinst.asp>