

CHARTER REVIEW TEAM TRAINING

Your role as Charter Review Team member and what to expect

Objectives

- ❑ Review Charter Law and the application process
- ❑ Know what the Florida Principles and Standards are and how they apply to the application review process
- ❑ Understand your role and responsibilities as a review team member
- ❑ Identify the key elements found in the charter application
- ❑ Understand how to use the application evaluation rubric

Charter Law

F.S. 1002.33 (6)(b)

A sponsor shall receive and review all applications for a charter school using the evaluation instrument developed by the Department of Education. A sponsor shall receive and consider charter school applications for charter schools to be opened at a time determined by the applicant.



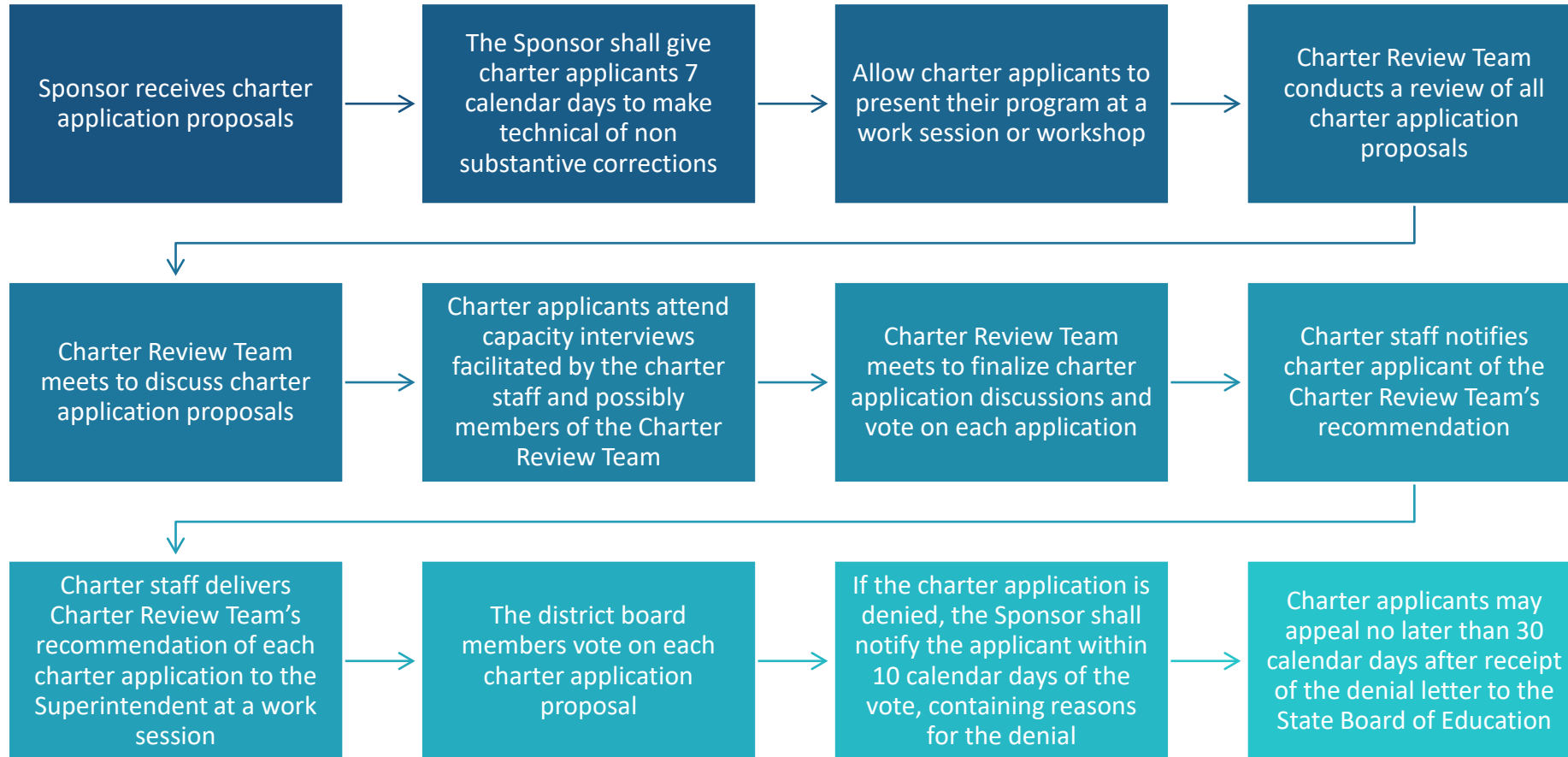
Charter Law

F.S. 1002.33 (6)(b)

3.a. A sponsor shall by a majority vote approve or deny an application no later than **90 calendar days** after the application is received, unless the sponsor and the applicant mutually agree in writing to temporarily postpone the vote to a specific date, at which time the sponsor shall by a majority vote approve or deny the application.



Charter Application Process





Florida Principles & Standards *for Quality Charter School Authorizing*

Standard 2 – Application Process and Decision Making

A quality sponsor implements a comprehensive application process that includes clear application questions and guidance; follows fair, transparent procedures and rigorous criteria; and grants charters only to applicants who demonstrate strong capacity to establish and operate a quality charter school.

Standard 2 – Application Process and Decision Making



Standard 2(A)
Proposal Information,
Questions, and
Guidance



Standard 2 (B)
Fair, Transparent and
Quality Focused
Procedures



Standard 2 (C)
Rigorous Approval
Criteria



Standard 2 (D)
Rigorous Decision
Making

STANDARD CHECKLIST: Standard 2(D) – Rigorous Decision Making

- Grant charters only to applicants that have demonstrated competence and capacity to succeed in all aspects of the school, consistent with the stated approval criteria,
- Rigorously evaluate each application through a thorough review of the written proposal, a substantive interview with the applicant group, and other due diligence to examine the applicant’s experience and capacity, conducted by knowledgeable and competent evaluators,
- When possible, engage for both written application reviews and applicant interviews, highly competent teams of internal and external evaluators with relevant educational, organizational (governance and management), financial, and legal expertise, as well as a thorough understanding of the essential principles of charter school autonomy and accountability,
- Provide orientation or training to application evaluators (including interviewers) to ensure consistent evaluation standards and practices, observance of essential protocols, and fair treatment of applicants, and
- Conduct application-review and decision-making processes that are free of conflicts of interest and require full disclosure of any potential or perceived conflicts.



Roles and Responsibilities of the Charter Review Team

Who reviews the Education Plan?

<u>APPLICATION SECTIONS</u>	<u>DISTRICT STAFF RESPONSIBILITY</u>
Section 1. Mission Guiding Principles and Purpose	Curriculum staff, Charter staff, Community Representative
Section 2. Target Population and Student Body	Charter staff, Community Representative
Section 3. Educational Program Design	Curriculum staff
Section 4. Curriculum and Instructional Design	Curriculum staff
Section 5. Student Performance	Assessment staff
Section 6. Exceptional Students	ESE staff
Section 7. English Language Learners	ESOL staff
Section 8. School Culture and Discipline	Discipline staff
Section 9. Supplemental Programming	Finance staff and district staff that relates to the specific supplemental programming identified in the application

Who reviews the Organizational Plan?

<u>APPLICATION SECTIONS</u>	<u>DISTRICT STAFF RESPONSIBILITY</u>
Section 10. Governance	Legal Counsel
Section 11. Management and Staffing	Human Resources
Section 12. Human Resources and Employment	Human Resources
Section 13. Professional Development	
Section 14. Student Recruitment and Enrollment	
Section 15. Parent and Community Involvement	Public or Community Relations staff
Section 10. Governance	Legal Counsel
Section 11. Management and Staffing	Human Resources
Section 12. Human Resources and Employment	Human Resources

Who reviews the Business Plan?

<u>APPLICATION SECTIONS</u>	<u>DISTRICT STAFF RESPONSIBILITY</u>
Section 16. Facilities	Facilities staff
Section 17. Transportation Service	Transportation staff
Section 18. Food Service	Food service/School nutrition staff
Section 19. School Safety and Security	School safety staff
Section 20. Budget	Finance staff
Section 21. Financial Management and Oversight	Finance staff
Section 22. Start-Up Plan	Charter office staff
Section 16. Facilities	Facilities staff
Section 17. Transportation Service	Transportation staff

Charter Review Team Responsibilities

- Dedicate time to review charter proposals.
 - May be tasked to participate in charter contract renewals and 5-year program reviews.
- Understand charter law as it pertains to charter applications and appeals.
- Utilize and complete the Standard Model Charter School Application Evaluation Instrument when reviewing your designated section(s) of each charter application.
- Participate in team meetings.
- Submit recommendations to approve or deny on each charter application.

The Application

(You should review the application with your team members, so they know what elements are evaluated.)

[LINK: Charter Application](#)

The Evaluation Rubric

(Walk your team members through the rubric. Make sure they understand what “Meets the Standard, Partially Meets the Standard, Does Not Meet the Standard” looks like. Use examples.)

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

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

Statutory References:

s. 1002.33(2)

Evaluation Criteria:

A response that meets the standard will present:

- A clear and compelling mission and vision statement that defines the guiding principles and values of the school.
- Adequate references to evidence that the application fulfills the statutory guiding principles and purposes for charter schools. (Note: the substance of each addressed principle and purpose will be evaluated within appropriate application sections.)

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

[LINK: Charter Application Evaluation Rubric](#)

FAQS

Where do I find the digital versions of the new application?

Where do I submit my completed evaluations?

Who do I contact if I need assistance?

Are hard copies of the application available?

Schedule

Include all review team meeting dates

Capacity Interview dates

Meeting with Superintendent to make recommendations

Work Session/Shop Date

Board Vote date

Resources

Florida Statutes

- [Statutes & Constitution :View Statutes : Online Sunshine \(state.fl.us\)](http://www.state.fl.us)

Model Florida Charter School Application and Standard Model Charter School Evaluation Instrument

- [Statutes, Rules & Model Forms \(fldoe.org\)](http://fldoe.org)

Florida Principals & Standards for Quality Charter School Authorizing

- [Charter School Authorizers \(fldoe.org\)](http://fldoe.org)

Charter School Appeal

- [Charter School Appeal \(fldoe.org\)](http://fldoe.org)



Questions?
