

Duval County Public Schools

1701 Prudential Drive
Jacksonville, FL 32207
www.duvalchoice.com

Susan Biehler, Supervisor
Charter Schools
Telephone: (904) 390-2039
Fax: (904) 390-2616
biehlers@duvalschools.org

Erin Kupferberg, Coordinator
kupferbere@duvalschools.org
Nannie Boller, Secretary
bollern@duvalschools.org
Telephone: (904) 390-2039

Charter School Application: Processes, Procedures, Guidelines, and Timeline

2011-2012

To Open

2012-2013

Revised February 2011

If there are any changes required by the outcome of the 2011 Legislative Session, an amended application will be provided as soon as possible.



February 2011

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 2012-2013 school year. The application process is a major undertaking. Although you will receive much support from Duval County Public School's staff, the application is where you demonstrate your capacity to develop and implement your innovative educational program. The process is rigorous and aligns to Florida Statute 1002.33. Charter school applications are subject to requirements including, but not limited to, guiding principles for the charter school, a detailed curriculum plan, clearly defined goals and objectives tied to student learning, a reading curriculum with differentiated strategies and a five year financial plan. These requirements are clearly explained in the Statute and in the Duval County application.

Enclosed in this section of the Application Kit is 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 2012-2013 school opening, your proposal must be submitted to the **Charter School Office on or before August 1, 2011 by 4:00 p.m.** Because we want to give the application a thorough review, we are asking for an extension of the 60 calendar day rule. At the end of the Application Kit is a 60 day waiver for you to sign and return to the Charter School office.

According to the timeline in the following pages, 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 three sections. Staff availability for each help session, can be found in the timeline, so please be accessible during the weeks indicated for individual help sessions. Susan Biehler, Charter School Supervisor, or Erin Kupferberg, Charter School Coordinator will schedule your appointments for these sessions. **Please be advised that you will have only one help session opportunity for each section.** There will be a deadline for you to submit a rough draft for each individual help session so that the District reviewer can read and comment at your appointed time.

It is important to note that the District has established that eighty percent of the application 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 sections of the application which must "Meet the Standard" are:

Part I-Educational Plan	Part II-Organizational Plan	Part III- Business Plan
1. Mission, Guiding Principles and Purpose	9. Governance	15. Facilities
2. Target Population and Student Body	10. Management	16. Transportation
3. Educational Program	12. Employment	18. Budget
4. Curriculum Plan	14. Student Recruitment and Enrollment	19. Financial Management and Oversight
5. Student Performance, Assessment and Evaluation		
6. Exceptional Students		
7. English Language Learners		
8. School Climate and Discipline		

Please deliver all documents to:

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

- Hand deliver all documents; or send via certified mail and must be received by August 1, 2011 by 4:00 PM

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

Your application will be reviewed and evaluated by the Charter School Review Committee. The Review Committee reserves the right to interview applicants to clarify information contained in the application to determine a decision. However, an applicant may not present new information that is not contained in the application submitted. 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.

In addition to the District's procedure, Section 1002.33(6)(g), F.S., requires charter school applicants to participate in training provided by the Department of Education before filing an application. The training schedule for the State will be posted at the following website
http://www.floridaschoolchoice.org/information/Charter_schools/Applicant_Training.asp.

It is the responsibility of the applicant to schedule and submit to the District proof of participation in this training.

Once you have the opportunity to review the application, please call the Charter School Office if you have any questions. Again, thank you for your interest and I look forward to working with you.

Sincerely,

Susan Biehler

Susan Biehler, Supervisor
Charter Schools

Attachments: 2011 Charter School Application Opening 2012-2013
2011 Charter School Processes and Procedures
2011 Charter School Application Guidelines
2011 Charter School Application Timeline
2011 Charter School Frequently Asked Questions
2011 Charter School Application Review Committee Members

2011-2012 CHARTER SCHOOL APPLICATION PROCESSES AND PROCEDURES FOR SCHOOLS OPENING 2012-2013

The process of applying for a charter school is listed below in a step-by-step format. However, there may be variation to this process based on several factors and all steps may not be required by the applicant to receive a recommendation for approval by the Charter School Review Committee.

1. Attend the Orientation Session

On **March 14, 2011**, from 9:00 am – 11:00 am, district staff will meet with interested parties/potential applicants to review the application requirements and processes. The application contents, “Meets the Standard” requirements, general operations, application timeline, and the stand-alone documents will be reviewed and explained during the Orientation session.

2. Attend the General Operations Help Session

The General Operations Help Session will be conducted on April 19, 2011 and will consist of several topics that are pertinent and required to complete your application. These topics include:

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

3. Submit Letter of Intent

The Letter of Intent is due to the Charter School office by March 31, 2011. It may be submitted in person or US Mail. Only a hard copy will be accepted. **ALL CORRESPONDENCE BETWEEN THE APPLICANT AND THE CHARTER SCHOOL OFFICE WILL BE CONDUCTED THROUGH EMAIL AND TELEPHONE. IT IS EXTREMELY IMPORTANT YOUR LETTER OF INTENT INCLUDE A WORKING EMAIL ADDRESS.**

4. Submit Rough Draft

A rough draft of the sections that will be reviewed in Individual Help Session A will be required to be submitted **electronically by June 15, 2011** to the Charter School Supervisor or Charter School Coordinator.

4. Individual Help Sessions A

Individual help sessions will be available for certain sections of the application. The individual help sessions will be scheduled by the Charter School staff and priority for participation will be given to those applicants who submit a Letter of Intent by March 31, 2011. The sections of the application that will be included in session A are:

- ❖ Part 1-Educational Plan: all sections
- ❖ Part 2-Organizational Plan: Sections 9-Governance and 10-Management
- ❖ Part 3-Business Plan: Section 14-Facility/Location

5. Submit Rough Draft

Submit rough draft of Sections 17-Budget and 18-Financial Management and Oversight **electronically by July 5, 2011** to the Charter School Supervisor or Charter School Coordinator.

6. Individual Help Session B-Budget and Financial Management and Oversight Only

The individual help sessions will be scheduled by the Charter School staff and priority for participation will be given to those applicants who submit a Letter of Intent by March 31, 2011.

7. Submit Complete Application

Submission must be on or before August 1, 2011 to:

**Charter School Office
1701 Prudential Dr.-2nd Floor
Jacksonville, FL 32207
ATTN: Susan Biehler, Supervisor**

8. Charter School Review Process

The Charter School Review Committee will evaluate and score each application submitted on or before August 1. No other information will be accepted after the submission date. The committee reserves the right to schedule an interview of the applicant in order to clarify any information provided in the original application. If an interview is requested by the committee, the Charter School office will schedule the interview.

9. Notification to the Superintendent of the Committee's Recommendation

After the Charter School Review Committee has evaluated and scored the application, the Superintendent is notified of the committee's recommendation to approve or deny each application. The Superintendent will then make a recommendation to the School Board to approve or deny each application.

10. Notification to the Applicant of the Committee's Recommendation

The Charter School Office will notify each applicant of the decision of the committee and the recommendation to the Superintendent.

11. October School Board Meeting

At a regularly scheduled meeting of the School Board, the members will vote to approve or deny each application. Applicants may wish to attend the meeting to witness the vote.

12. Notification to Denied Applicants

Notification to denied applicants stating the specific reason(s) for the denial will be provided by the Charter School office.

2011-2012 CHARTER SCHOOL APPLICATION GUIDELINES AND HELPFUL INFORMATION FOR SCHOOLS OPENING 2012-2013

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. The guidelines listed below will assist you as you prepare your charter school application.

❖ **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**

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. The Letter of Intent should include the following information:

- What is the full name, address, phone number and email 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 31, 2011 at 4:00 p.m.** It will be shared with members of the Charter School Review Committee and other 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 31, 2011**.

❖ **Appointments**

Staff has set aside time to work with you for each of the individual help sessions. Your help sessions will be scheduled by Susan Biehler, Charter School Supervisor or Erin Kupferberg, Charter School Coordinator. We request that if you are unable to keep your appointment or, if you are going to be late, to please call or email the Charter School Office immediately so that we may notify staff of the cancellation or delay. If time and schedules permit, the Charter School office 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.** You may also request appointments with the Charter School staff by email.

❖ **General Operations Help Session**

Staff will assist each applicant with general operations 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 student information services.

❖ **Individual Help Session A**

- Part 1-Educational Plan: all sections
- Part 2-Organizational Plan: Sections 9-Governance and 10-Management
- Part 3-Business Plan: Section 14-Facility/Location

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 June 15 at 5:00 PM via email to Susan Biehler or Erin Kupferberg. Individual help sessions will occur within the window period according to the application timeline. The Charter School Supervisor and/or Coordinator will schedule an appointment with district staff for the individual help sessions. It is essential that you come prepared for these sessions.

❖ **Individual Help Session B**

- Part 3: Business Plan-Sections 17-Budget and 18-Financial Management and Oversight

The budget help session will occur after the all other help sessions in order for you to receive maximum benefit. The components of all sections of the application will affect the budget. For that reason, the budget/financial management and oversight help session **requires** a rough draft due to the Charter School office on or before July 5 at 5:00 PM. This is a critical requirement of the application and it alone may result in an application not being recommended for approval.

❖ **Help Sessions**

Those applicants who submit a Letter of Intent 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. **It is important that applicants fully address each question in the application. Even if a question appears redundant, answer the question again with the section. Do not refer the reviewer to another section in the application where the answer may be found.**

Please:

1. Number the pages consecutively.
2. Submit the charter school application in the same format as in the District's Charter School Application.
3. Use the Excel spreadsheets that were provided to you for the budget and financial management and oversight sections.
4. Make sure the Table of Contents is consistent with the District's Charter School Application.
5. Use tabs to divide topics and subtopics.
6. Use the same numbering system for the stand alone documents as in the Charter School Application
7. Include FLDOE Charter School Applicant Training certificate or official verification
8. Submit twenty (20) copies of the charter school application in three ring binders.
9. Submit an electronic version (CD Rom) of your charter school application, ensuring the CD will open for all versions of Word or PDF all files.

❖ Final Application

Deliver the final charter school application (20 paper copies and one CD) to the Charter School Office on or before August 1, 2011 by 4:00 p.m. All documents should be hand delivered or certified mail and be received by the due date. Upon delivery, all documents will be logged in and a receipt will be issued to you.

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

❖ 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 1, 2011. 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. No additional information will be permitted during the interviews.

❖ Approved Applicant Deferrals

If an approved applicant decides to defer opening school one year past the 2012-2013 school year, the district will grant a one year extension. However, if an approved applicant wants to defer for more than one academic school year, the applicant must reapply. The applicant must submit a letter of request to defer opening to the Charter School Office.

❖ Contact Information:

If you need further assistance, you may email Susan Biehler, Charter School Supervisor, biehlers@duvalschools.org, Erin Kupferberg, Charter School Coordinator, kupferbere@duvalschools.org, or Nannie Boller, Charter School Secretary, bollern@duvalschools.org or call 390-2039.

2011-2012 CHARTER SCHOOL APPLICATION TIMELINE FOR SCHOOLS OPENING 2012-2013

➤ March 4, 2011

- Public announcement of the 2011-2012 application cycle for 2012-2013 school opening

➤ March 14, 2011

- Applicant and Governing Board Orientation Meeting, Duval County Public School Administration Building, 1701 Prudential Dr., Jacksonville, FL 32207
- Cline Auditorium from 9:00 – 11:00 a.m.

➤ March 31, 2011

- Letter of Intent* due to the Charter School Office
 - See delivery directions on page 7.
 - 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, 2011

- 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, and student information services.

➤ June 13, 2011

- Applicant submits **electronic** copies of the rough drafts for
 - Part 1-Educational Plan: all sections
 - Part 2-Organizational Plan: Sections 9-Governance and 10-Management
 - Part 3-Business Plan: Section 14-Facility/Location to the Charter School Office by 4:00 p.m. via email to the Charter School Supervisor, Charter School Coordinator and/or Secretary.
- Individual help sessions will be scheduled after submission of the rough draft.

➤ June 22-June 30, 2011

- Individual Help Sessions (Priority given to applicants who submit Letter of Intent by March 26, 2011)
 - Part 1-Educational Plan, all sections
 - Part 2-Organizational Plan, Sections 9-Governance and 10-Management
 - Part 3-Business Plan-Section 14-Facility/Location

*Entities who do not submit a Letter of Intent may still submit an application on August 1, 2011

➤ July 5, 2011

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

➤ July 11-July 14, 2011

- Individual Help Session- Budget/Financial Management and Oversight

➤ August 1, 2011

- Application is due. Please follow the manner of delivery in the guidelines section and submit twenty (20) copies and one CD-ROM of 2011 Charter School Application to Open 2012-2013 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 school board meeting in October.

➤ August 5 – August 27, 2011

- Charter School Review Committee members review each application individually and meet as a group to review scores. 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.

➤ September 6 – September 9, 2011

- 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, 2011

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

➤ September 27, 2011

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

➤ October 4, 2011

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

➤ October 15, 2011

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

FREQUENTLY ASKED QUESTIONS

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

- There are no exceptions to the deadline, August 1, 2011.
- The information to determine FTE funding can be found at www.fldoe.org
- Charter School Applicant training can be found at www.floridaschoolchoice.org
- 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 (NSLP) it will be responsible for following all guidelines and regulations as required by the state, USDA and Health Departments.
- DCPS will not sponsor charter schools for the NSLP and must apply to the State for such sponsorship.
- 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.
- A charter applicant can defer opening for one year after approval; however, if an applicant wants to defer for more than one year, the applicant must reapply for the approval.

CHARTER SCHOOL COMMITTEE		
NAME	TITLE/DEPT/LOCATION	PHONE
Susan Biehler	Supervisor, Charter Schools, 2nd FL	390-2039
Erin Kupferberg	Coordinator, Charter Schools, 2nd FL	390-2039
Nannie Boller	Charter School Secretary, 2nd FL	390-2039
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
NaTosha Earst-Bailey	Coordinator, Certification, 5th FL	390-2218
Kathy Benda	Supervisor, EE/SS, 4th FL	390-2231
Kella Grant	Supervisor, HR, Certification, 5th FL	390-2430
Michele Green	Specialist, Academic Services, Social Studies	390-2675
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	390-2520
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
Karen Patterson	Specialist, Professional Development, Team-B	348-7887
Sharron Patterson	Specialist, Professional Development, Team-B	348-7887
Ruth Senftleber	Supervisor, Academic Services, Science	390-2129
Aaron Smith	Specialist, Academic Services, Mathematics	390-2118
Brenda Trimble	Supervisor, ELL, 3rd FL	390-2202
Nan Worsowicz	Supervisor, Guidance Services, 3rd FL	390-2090

Several committee members are not identified at this time. Please contact Susan Biehler if there is an area in which you need assistance that is not represented.