

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

Preliminary Charter Application

Model Florida Charter School Application with Addenda

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.



APPLICATION COVER SHEET

NAME OF PROPOSED CHARTER SCHOOL: _____

NAME OF NONPROFIT ORGANIZATION/MUNICIPALITY UNDER WHICH CHARTER WILL BE ORGANIZED OR OPERATED:

The Organization 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/PARENT ORGANIZATION (if any): _____

Projected School Opening*: _____

*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.

School Year	Grade Levels	Total Projected Student Enrollment	Student Enrollment Capacity (if known)
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 applicant.

Signature

Title

Printed Name

Date

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

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.

- A) Provide the mission statement for the proposed charter 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* for charter schools found in section 1002.33(2)(b), F.S.
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 anticipated target population to be served.
If applicable, applicants should describe if they will target, in accordance with the law, certain populations defined in section 1002.33(10)(e), F.S.
- B) Provide the following projection for each year of proposed operation: the grades that the school will serve, the projected number of students to be served in each grade, the number of students expected in each class, and the total number of students enrolled.

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.
- C) Describe the research base for the educational program.
- D) Explain how the educational program aligns with the school's mission.
- E) Explain how the services the school will provide to the target population will help them attain the Next Generation Sunshine State Standards, as required by section 1002.33, F.S.

If the school intends to replicate an existing school design.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.
- Provide Curriculum Plan aligned with the Next Generation Sunshine State Standards as **Attachment #1**
 - If you have not developed your curriculum plan, attach the Next Generation Sunshine State Standards for the school's grade levels as **Attachment #1**
- B) Describe the research base and foundation materials that were used or *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) Provide a technology plan based on the **Charter School Technology Plan: Essential Components included in Appendix C**. Submit your Technology Plan as **Attachment #2**

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 progress and performance will be evaluated, and the specific results to be attained.
- B) Describe the school's student placement procedures and promotion standards.
- Provide a **Student Progression Plan**. Provide a detailed description of any specific differences between your student progression plan and the Student Progression Plan approved by the Duval County School Board. A copy of the District's Student Progression Plan can be viewed at <http://www.duvalschools.org> . Submit a copy of the charter school Student Progression Plan as **Attachment #3**.

- C) If the school will serve high school students, 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.
- D) Describe how baseline achievement data will be established, collected, and used. Describe the methods used to identify the educational strengths and needs of students and how these baseline rates will be compared to the academic progress of the same students attending the charter school.
- E) Identify the types and frequency of assessments that the school will use to measure and monitor student performance.
- F) Describe how student assessment and performance data will be used to evaluate and inform instruction.
- G) Describe how student assessment and performance information will be shared with students and with parents.

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 #4**. 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.
- J) **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 #5**
 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.

6. Exceptional Students

- A) Please indicate the level of service that the school will provide to students with disabilities by selecting from the list below.
- The school will serve students with disabilities whose needs can be met in a regular classroom environment (at least 80% of instruction occurring in a class with non-disabled peers) with the provision of reasonable supplementary supports and services and/or modifications and accommodations.
 - The school will serve students with disabilities whose needs can be met in a regular classroom and resource room combination (between 40%-80% of instruction occurring in a class with non-disabled peers) with the provision of reasonable supplementary supports and services and/or modifications and accommodations.
 - The school will serve students with disabilities whose needs can be met in a separate classroom (less than 40% of instruction occurring in a class with non-disabled peers).
- B) Describe how the school will ensure that students with disabilities will have an equal opportunity of being selected for enrollment in the charter school.
- C) Describe how the school will work with the sponsor to ensure the charter school is the appropriate placement for each student with a disability, based on the student's needs.
- D) Describe how the school will utilize the regular school facilities and adapt them to the needs of exceptional students to the maximum extent appropriate, including the use of supplementary aids and services.
- E) Describe how the school's effectiveness in serving exceptional education students will be evaluated.
- F) Provide the school's projected population of students with disabilities and describe how the projection was made.

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

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

7. English Language Learners

- 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. **The description should include, but not limited to the following:**
- Describe the procedures and staff responsible for identification of English Language Learners (ELLs).
 - 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.
 - Describe how the school will provide other support services (resources) for ELL students and families.
 - Describe how your charter school will meet the needs and provide comprehensive instruction for ELL students.
 - Submit the LEP Plan as **Attachment #6**.
- B) Identify the staffing plan for the school's English language learner program, including the number and qualifications of staff.
- In addition, describe how the charter school will provide mandated in-service for teachers, administrators, and guidance counselors of ELL students.

8. School Climate and Discipline

- A) Describe the school's planned approach to classroom management and student discipline.
- B) Describe the school's Code of Conduct, including the school's policies for discipline, suspension, dismissal and recommendation for expulsion.
- Submit the school's Code of Student Conduct as **Attachment #7**. Keep in mind that charter school may not withdraw or transfer a student involuntarily unless the withdrawal or transfer is accomplished through procedural Duval County School Board Policy. Duval County School Board will have the ultimate discretion to expel a student. A copy of the District's Student Code of Conduct can be viewed at <http://www.duvalschools.org> .

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

- C) Describe in detail how the school will maintain a safe learning environment at all times.
- D) Submit the school's Safety Preparedness Plan as **Attachment #8**.

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 the legal structure of the governing board. If the governing board has not yet formed, describe the plan, including a timeline, for formation. Description must demonstrate how school will organize as or be operated by a non-profit organization
- Attach Articles of Incorporation filed with the Florida Secretary of State, bylaws of the corporation, minutes of the corporation as **Attachment #9**.
- B) Provide an organizational chart for the school and a narrative description of the chart. Clearly describe the proposed reporting structure to the governing board and the relationship of the board to the school's leader and administration.
- C) Provide a description of the responsibilities and obligations of the governing board as a whole, 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 frequency of meetings.
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.
- State how the charter school will comply with Florida Statutes relating to public records and public meetings. (Chapter 119, Florida Statutes Section 286.011).
- E) Explain how the founding group for the school intends to transition to a governing board.
- F) Describe the plans for board member recruitment and development, including the orientation process for new members and ongoing professional development.
- G) List each of the proposed members of the school's governing board, indicating any ex-officio members and vacant seats to be filled. For each proposed member, provide a brief description of the person's background that highlights the contribution he/she intends to make through service as a governing board member and any office of the board that individual holds.
- H) Outline the methods to be used for resolving disputes between a parent and the school.

If the school is filing the application in conjunction with a college, university, museum, educational institution, another nonprofit organization or any other partner, provide the following information:

- I) Name of the partner organization.
- J) Name of the contact person at the partner organization and that person's full contact information.
- K) A description of the nature and purpose of the school's partnership with the organization.
- L) An explanation of how the partner organization will be involved in the governance of the school.

10. Management

- A) Describe the management structure of the school. Include job descriptions for teachers and each administrative position that identify key roles, responsibilities, and accountability.
- B) Outline the criteria and process that will be used to select the school's leader and the process by which the school leader will be evaluated.
 - Include who will evaluate and what evaluation instrument will be used.
- C) Provide a staffing plan for each year of the charter term aligned with the school's projected enrollment as detailed on the cover page of this application.
- D) Explain the school's plan for recruitment, selection, development and evaluation of staff.

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:
 - Include an explanation of how an individual's teacher certification and highly qualified status will play a role in determining the best candidate to fill an instructional position.
 - What will be acceptable documentation as proof of Florida certification?
 - For potential hires not yet certified in Florida, how will their eligibility for certification and highly qualified status be determined?
 - Describe the program/method you will have in place for tracking certification requirements that have to be completed within specific timeframes as required by Florida law. This would include the Teacher Certification Exams and General Knowledge Test requirement, the teacher out-of-field course and notification requirements, and the Teacher Induction Program (TIP) requirement which measures professional education competency.
- F) Describe your human resources policies governing salaries, hiring, employee contracts, and dismissals. Include proposed salary schedule.

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.

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.

- B) Provide a draft of the proposed contract between the school and the ESP including, at a minimum, proposed services, performance evaluation measures, fee structure, renewal and termination provisions, and terms of property ownership (real, intellectual and personal).
- C) Explain why the ESP was selected, including what due diligence efforts were conducted to inform the selection and how the relationship with the ESP will further the school's mission.
- D) Explain the ESP's roles and responsibilities for the financial management of the proposed charter school, if applicable, and the internal controls that will be in place to guide this relationship.
- E) Explain how the governing board will ensure that an "arm's length," performance-based relationship exists between the governing board and the ESP.
- F) Provide a summary of the ESP's history, including its educational philosophy and background and experience of senior management.
- G) Provide a list of other schools with which the ESP has contracts, including contact information and student and financial performance data of such schools.

12. Human Resources and Employment

- A) Explain the school's compensation plan, including whether staff will be publicly or privately employed.
- B) Describe the personnel policies and procedures to which staff will be required to adhere, including expectations for participation in the school's professional development program. If personnel policies and procedures have not been developed provide a clear plan, including timeline, for the development and approval by governing board.

13. 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.
 - Attach the student application and any family contracts as **Attachment #10**.
- E) Explain any other efforts to encourage parental and community involvement, if applicable.

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

14. Facilities

If the site is acquired:

- 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?

If the site is not acquired:

- F) Explain the school's facility needs, including desired location, size, and layout of space.
- G) Provide an estimate of the costs of the anticipated facility needs and describe how such estimates have been derived.
The financial plan for the proposed school should align with the facilities-related costs described.
- H) Explain the strategy and schedule that will be employed to secure an adequate facility.
- I) Describe the back-up facilities plan.
- J) Describe the plan and methods the school will employ to comply with Florida's constitutional class size requirements.

15. Transportation Service

- A) Describe the school's plan for transportation, including any plans for contracting services. Your plan should discuss, to the greatest extent possible, the issues relevant to the school's transportation plans. *The charter school and the sponsor shall cooperate in making arrangements that ensure that transportation is not a barrier to equal access for all students residing within a reasonable distance of the charter school as determined in its charter. (Section 1002.33(20)(c), Florida Statutes).* Please refer to **Appendix A** for a detailed list of issues related to transportation.

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

- B) Explain your Safe Driver Plan if different from DCPS Safe Driver Plan. Submit the Safe Driver Plan for your school if different from DCPS Safe Driver Plan as **Attachment #11**.
- C) Explain your Safe Rider Plan. Submit the Safe Rider Plan for your school as **Attachment #12**.

16. Food Service

- A) Describe the school's plan for food services, including any plans for contracting services or plans to participate in the National School Lunch Program.

17. Budget

- A) Provide an operating budget covering each year of the requested charter term that contains revenue projections, expenses and anticipated fund balances. The budget should be based on the projected student enrollment indicated on the cover page of the application. (**Complete Duval County Expenditure and Revenue Sheets for each budget year, see Appendix B**).

Per FL Statute 1002.33(6)(a)(6) Addendum to Section 17

- B) Prepare a detailed business plan insuring a realistic FTE projection
- C) Provide a start-up budget (i.e., from the date on which the application is approved to the beginning of the first fiscal year of operation) that contains a balance sheet revenue projections, expenses and anticipated fund balance. (**Complete Duval County Expenditure and Revenue Sheets for the start-up budget**). **Include, but do not limited to:**
- a detailed listing of start-up expenses, covering only the planning and pre-opening expenses necessary for preparing the charter school for day one of school.
- D) Provide a detailed narrative description of the revenue and expenditure assumptions on which the operating and start-up budget are based. Include, but not limited to:
The budget narrative should provide sufficient information to fully understand how budgetary figures were determined. Include, but do not limit to:
- a revenue estimate for the five years covering all projected source revenues, both public and private
 - various categorical and capital outlay funds allocated in the Estimated Expenditure Worksheet
 - how the revenues and expenditures will be used to support and conform to the academic programs that are referenced throughout the application.
- E) Provide monthly cash flow projections for the school's start-up period (i.e. from the date on which the application is approved to the beginning of the first fiscal year of operation) through the first year of operation. **Include, but do not limit to:**
- 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. **Include, but do not limit to:**
- Explain, in detail, how your five-year comprehensive strategic educational business plan will generate and secure such capital if it does not currently exist (include: benefactors, corporate sponsorship, grants, fund-raising efforts, donations, etc.) and how such capital will be realized.
 - If applicable, describe, in detail, the type of financial arrangements you will use in addition to the revenue provided from public funds and any private donations. The charter school must include the following:
 - Explain the necessity for relying upon your choice of financing.
 - Explain the feasibility and cost effectiveness for such financing.

18. Financial Management and Oversight

- A) Describe who will manage the school's finances and how the school will ensure financial resources are properly managed. **Include, but do not limit to:**
- Explain how proper stewardship of public funds will be administered and safe-guarded.
 - Provide a detailed job description including level of accountability and/or responsibility, scope of work, and degree of liability for those responsible for performing accounting, bookkeeping, payroll, auditing, and financial management functions.
 - Provide a breakdown of the associated costs for the various functions as it relates to accounting, bookkeeping, payroll, auditing, and other financial management personnel if provided in house.
 - Provide a breakdown of the associated costs for the various functions as it relates to accounting, bookkeeping, payroll, auditing, and other financial management personnel if contracted out.
- B) Describe the financial controls, including an annual audit and regular board review of financial statements, which will be employed to safeguard finances. **Include, but do not limit to:**
- Provide the calendar of financial deadlines that represent your understanding of reporting requirements and explain how the charter school will adhere to these deadlines as required by law and charter contract.(i.e., monthly, quarterly, annual, and audit reporting deadlines, etc.)
- C) Describe the method by which accounting records will be maintained. **Include, but do not limit to:**
- 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.
 - Discuss the most recent GASB requirements that you may need to implement (i.e., GASB Statement #34, 54, etc. and beyond, where applicable).
 - Provide a detailed analysis determining whether or not the charter school will be a component unit of Duval County Public Schools under GASB Statement #14 / #39.
- D) Describe how the school will store student and financial records.
- E) Describe the insurance coverage the school will obtain, including applicable health, workers compensation, general liability, property insurance and directors and officers liability coverage.

Per FL Statute 1002.33(6)(a)(6) Addendum to Section 18

- F) Attach a Finance/Accounting Policy and Procedures Manual for in-house transactions (or up to your subcontractor agreement) as **Attachment #13. Include, but do not limit to:**
- Discuss the purchasing procedures to be used including levels of authority, procedural frameworks, sales tax exemption, and bidding processes for your charter school.
 - Discuss, in detail, how related party transactions will be handled.
 - Provide, in detail, the Fixed Asset Management System to be used, including how assets will be accounted for, tagged, reported, and disposed of.

19. Action Plan

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

Approved Applicant Deferral

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.

Stand-Alone Documents

Required Application Attachments:

1. Curriculum Plan aligned with the Next Generation Sunshine State Standards or Next Generation Sunshine State Standards
2. Technology Plan
3. 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>
4. Instructional Assessment Profile Form
5. Dropout Prevention Plan
6. LEP Plan
7. School's Code of Student Conduct
A copy of the District's Student Code of Conduct can be viewed at <http://www.duvalschools.org>
8. Safety Preparedness Plan
9. 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
10. Student Application/Family Contracts
11. Safe Driver Plan (if applicable)
12. Safe Rider Plan.
13. Finance/Accounting Policy and Procedure Manual
14. Sections 1002.32, 1002.33, 1003.62, 1013.62, Florida Statutes

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

Duval County Expenditure and Revenue Sheets

Please visit our website at: www.duvalchoice.com under the Charter School tab

Or contact:

Susan Biehler at biehlers@duvalschools.org,

Erin Kupferberg at kupferbere@duvalschools.org

Nannie Boller at bollern@duvalschools.org

Appendix C

CHARTER SCHOOL TECHNOLOGY PLAN: ESSENTIAL COMPONENTS

1. MISSION STATEMENT

- Describe your School Technology Mission/Vision

2. GENERAL INTRODUCTION/BACKGROUND

- Describe your School's Profile and detail how you intend to integrate Technology in support of the School Mission/Vision

3. TECHNOLOGY NEEDS ASSESSMENT/GOALS

- Describe how you went about identifying your Key Needs and Services for:
 - Instructional and Professional Development Technology
 - Instructional Software
 - IT Technical Services
 - Infrastructure and Telecommunication Services
 - Support Services
 - Information Management
- Describe your technology goals for:
 - Instructional Software
 - IT Technical Services
 - Infrastructure and Telecommunication Services
 - Support Services
 - Information Management

4. TECHNOLOGY ACQUISITION PLAN

- Describe your plan for acquiring the appropriate Technologies to support your technology vision to include:
 - Infrastructure for Teaching and Learning
 - Instructional Technology Software
 - Data Management for Teaching, Learning and Leading
- Describe your proposed Sources for Funding technology (Capital and Operating Funds) Academic Performance
- Describe the Planning Process and timeline for the implementation of your technology plan (Hardware and Software Deployment Timetables)

5. ACCESS

- Explain how you intend to allow and/or control access to your deployed instructional and information technology including areas such as equitable and effective access, acceptable use policy, and Technology protection measures (i.e. CIPA compliance, internet content filtering and monitoring of students/adults).

6. USER SUPPORT PLAN

- Describe the level and type of technical support that will be provided for those who will be using the hardware and software you are implementing.

7. PROFESSIONAL DEVELOPMENT PLAN

- Describe your plan for Training your Teachers and Administrators in the technology systems (instructional and administrative) that you will be implementing.

8. PROGRAM EVALUATION

- Describe how you intend to evaluate the effectiveness of your Technology program.