

# CHARTER REVIEW TEAM

A guide to preparing your Charter Review Team for upcoming charter applications

# Objectives



REVIEW CHARTER LAW



UNDERSTAND THE  
CHARTER APPLICATION  
PROCESS



GO OVER THE FLORIDA  
PRINCIPALS AND  
STANDARDS



RECOGNIZE WHO MAKES  
UP THE CHARTER  
REVIEW TEAM



IDENTIFY THE CHARTER  
REVIEW TEAM ROLES  
AND RESPONSIBILITIES



SUGGEST CHARTER  
REVIEW TEAM TRAINING  
TALKING POINTS



OFFER WAYS TO RESOLVE  
CHALLENGES WITH YOUR  
CHARTER REVIEW TEAM

# Charter Law

## F.S. 1002.33 (6)(b)

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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

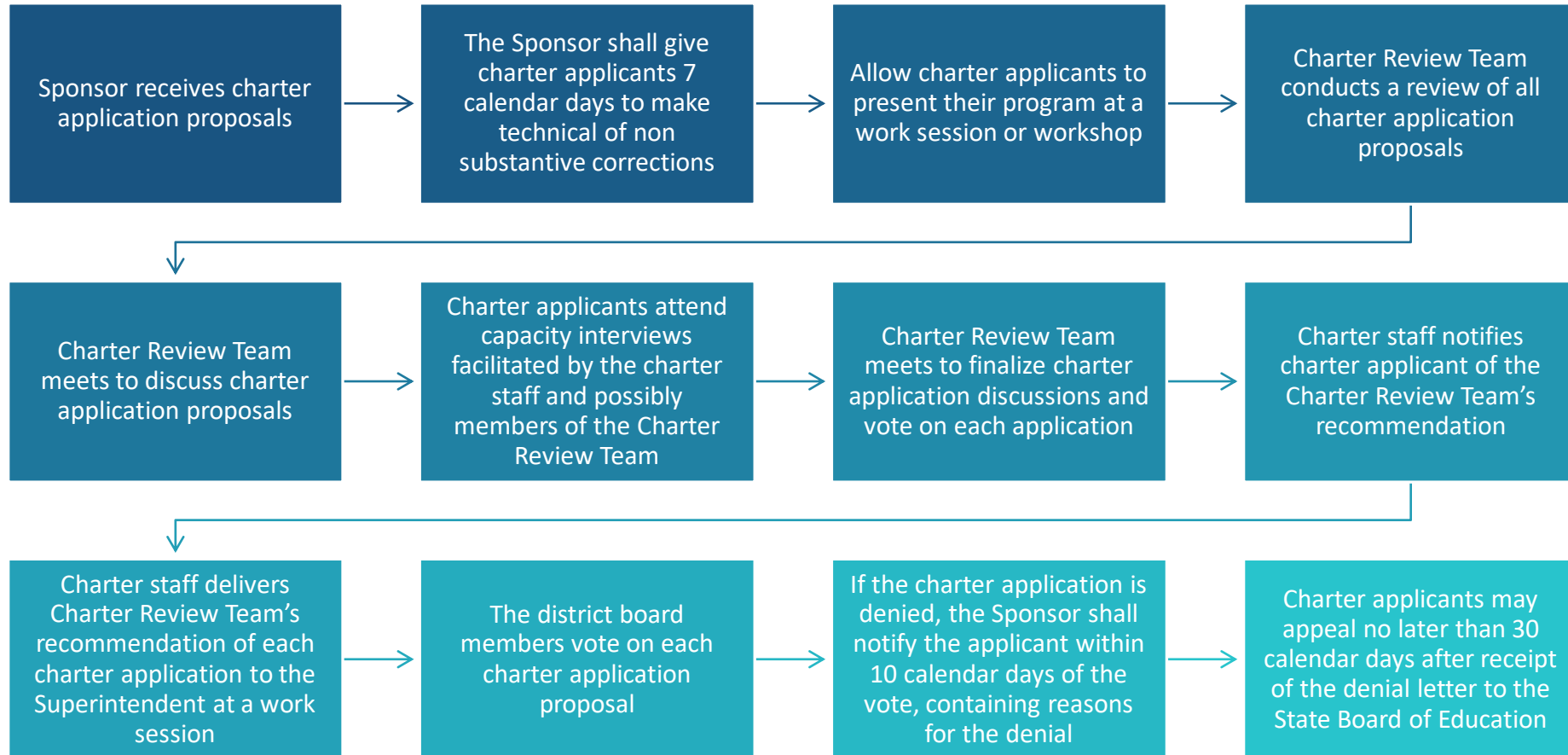
## F.S. 1002.33 (6)(b)

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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

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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

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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.



# Who Makes Up the Charter Review Team?

# Education Plan

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

# Organizational Plan

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

# Business Plan

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

# Additional Charter Review Team Members

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Community  
Members

Charter  
School  
Administrator

Charter  
School Parent

Contracted  
External  
Reviewer

# Charter Review Team Responsibilities

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- 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.

# Charter Review Training

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Talking points to guide your training:

- 1) Review the charter application review timeline of events, deadlines and commitment.
- 2) Discuss charter law: Section 6 – Charter Application Process and Review.
- 3) Look at the Standard Model Florida Charter School Application and where to locate it.
- 4) Go over the Standard Model Charter School Evaluation Instrument and the rubric and where to locate it.
- 5) Instruct them on where or whom to submit their evaluations to.



# Resolving Your Challenges

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- Develop an application review timeline, that includes a schedule of events and share it with your team.
- Send meeting invitations as necessary and as early as possible.
- Train your Charter Review Team to understand their roles and responsibilities.
- Develop a meeting agenda to guide your group meetings that lead to a recommendation of approval or denial.
- Suggest a strong designee to fill in if your primary Charter Review Team person is not able to represent their department.
- Consider an external reviewer.
  - FACSA can assist!

# 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)

## External Reviewer

- [Charter Application Expert Reviewer Pool - Florida Association of Charter School Authorizers \(flauthorizers.org\)](http://flauthorizers.org)

## Charter School Appeal

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



Questions?

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