



# Pasco County Schools

Kurt S. Browning, Superintendent of Schools

7227 Land O' Lakes Boulevard • Land O' Lakes, Florida 34638

## District School Board of Pasco County

### 2019 OVERVIEW OF THE NEW CHARTER SCHOOL APPLICATION PROCESS

#### **APPLICATION PROCESS: GENERAL EXPECTATIONS**

The sponsor will use a multi-stage process to evaluate all applications for proposed charter schools.

The rigorous application process will enable the School District to thoroughly evaluate:

- The quality of the applicant's plan for establishing and operating a quality charter school; and
- The capacity of the applicant to implement that plan.

#### **The following describes each phase in the application process.**

##### **STEP 1: APPLICANT PREPARATION TRAINING AND TECHNICAL ASSISTANCE.**

A charter applicant should participate in any new charter application training provided by the District School Board of Pasco County and meet with the Charter School Office for additional technical assistance. Upon request, district content area specialists are available to answer questions.

##### **STEP 2: SUBMISSION OF A LETTER OF INTENT**

Applicants should submit a letter of intent to the District School Board of Pasco County on or before **December 21, 2018**. A sample letter is provided below. The letter should include the following information:

- The name of the proposed charter school.
- The mission of the proposed charter school.
- Contact information for the primary contact person for the proposed school.
- The year the school plans to open.
- The proposed location of the school.

The letter of intent should be submitted to:

Jeff Yungmann  
Charter School Office  
District School Board of Pasco County  
7227 Land O' Lakes Blvd.  
Land O' Lakes, FL 34638

[Sample Letter of Intent](#) (MS Word document)

### **STEP 3: APPLICATION SUBMISSION**

An applicant seeking approval to establish and operate a charter school must submit a written application using the Model Florida Charter School Application.

To access the model charter application forms and evaluation instruments, go to the Florida Department of Education's website at:

[http://www.floridaschoolchoice.org/Information/Charter\\_Schools/Forms\\_Charter.asp](http://www.floridaschoolchoice.org/Information/Charter_Schools/Forms_Charter.asp)

#### **Submission Deadline**

**Applications must be received by the District School Board of Pasco County's Charter School Office no later than 4:30 p.m. EST on February 1<sup>st</sup>, 2019.** If February 1<sup>st</sup> falls on a non-business day, applications will be due to the District office no later than the next business day. The Pasco County School Board will act on all applications within 90 days of the application deadline unless otherwise agreed to by the applicant and the School Board in accordance with §1002.33(6)(b)3, F.S.

#### **Model Florida Charter Application Forms**

**Applications must be submitted on the Florida Department of Education application template. Applicants may not alter or change the approved application template.**

All model charter application templates and evaluation instruments are available on the Florida Department of Education's website. To access, please go to:

<http://www.fldoe.org/schools/school-choice/charter-schools/charter-school-reference/>

If a proposed charter school includes an Education Service Provider, the applicant worksheet IEPC-M1A (F.A.C. 6A-6.0786) must be completed.

### **STEP 4: CAPACITY INTERVIEW**

The Charter Application Review Committee may interview applicants to:

- Assess the applicant's overall capacity to establish a charter school and implement the plan outlined in the application;
- Clarify any areas of the written application prior to the final evaluation; and
- Corroborate information provided in the written application.

Charter applicants and members of the founding governing board will be invited to attend a Capacity Interview with the Charter Application Review Committee at the District School Board of Pasco County. The purpose of the interview is to provide the committee an opportunity to ask specific questions related to the application, request clarification, and assess the applicant and founding board's capacity to open and operate a successful charter school.

Applicants are requested to demonstrate flexibility in the scheduling of interviews.

## **STEP 5: DISTRICT REVIEW OF THE CHARTER APPLICATION**

The Charter Application Review Committee will evaluate the information gathered through the written application and applicant interview using the Model Florida Charter Application Evaluation Instrument to assess the degree to which the applicant has the ability and capacity to fully implement to proposed plan.

The Charter Application Review Committee consists of a team of individuals with expertise in all areas of the Model Florida Charter Application.

Should deficiencies exist in an applicant's final application, the District will notify the applicant of such deficiencies prior to denying the final application. Once the applicant is notified of the deficiencies, the District will allow the applicant seven (7) calendar days to request a meeting with District staff to discuss the identified deficiencies and/or to provide written technical or non-substantive corrections or clarifications, including, but not limited to, corrections of grammatical, typographical, and like errors or missing signatures. Applicants who request a meeting with the District must provide, in writing, any technical or non-substantive corrections or clarifications, including, but not limited to, corrections of grammatical, typographical, and like errors or missing signatures, within seven (7) calendar days from the meeting date. Nothing contained in this paragraph alters the authority of the School Board to approve or deny an applicant's final charter school application.

Incomplete applications cannot be accepted.

## **STEP 6: RECOMMENDATION FOR APPROVAL OR DENIAL**

Upon completion of the application review the Charter Review Committee will submit its findings to the Superintendent of Schools, who will make a recommendation to the School Board to approve or deny the application based on the standards met as defined in Florida statute, the Florida Model Charter School Application, the Florida Model Charter Application Evaluation Instrument and other standards as may be defined by the Florida Department of Education.

The School Board will act on the recommendation in a regularly scheduled public meeting. Applicants will be notified of the Superintendent's recommendation at least six (6) days prior to the Board meeting.

The School Board will approve applications that meet the criteria as defined by §1002.33, F.S. and other applicable law, the Model Florida Charter Application, and Model Florida Charter Application Evaluation Instrument and other standards as defined by the Florida Department of Education. Applicants must clearly demonstrate the capacity to open and operate a high quality charter school without material weaknesses.

An applicant that is denied charter school status shall have the right to appeal the sponsoring School Board's decision in accordance with §1002.33(6)(c), F. S.

## **STEP 7: MANDATORY TRAINING FOR APPROVED CHARTER APPLICANTS**

In accordance with §1002.33(6)(f)2, F.S., approved charter applicants are required to participate in training provided by the Florida Department of Education after approval of an application but at least 30 calendar days before the first day of classes. Information regarding training dates and locations will be available through the Florida Department of Education's Charter School Office and their website.