



District School Board of Pasco County

OVERVIEW OF THE NEW CHARTER SCHOOL APPLICATION REVIEW PROCESS 2022-23 APPLICATION CYCLE

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 review process.

STEP 1: APPLICATION SUBMISSION PROCESS

An individual, teachers, parents, a group of individuals, a municipality, or a legal entity organized under the laws of this State anticipating submission of an application are urged to contact the Charter School Office for assistance prior to completion of an application.

Applications must be received by the District School Board of Pasco County's Charter School Office during regular business hours. "A sponsor shall receive and consider charter school applications for charter schools to be opened at a time determined by the applicant." The Pasco County School Board "shall by 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 in accordance with §1002.33(6)(b), F.S".

Applicants should submit a letter of intent to the District School Board of Pasco County no later than 4 weeks prior to the application delivery date.

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)

An applicant seeking approval to establish and operate a charter school must submit a written application on FLDOE's Model Florida Charter School Application template and forms. Incomplete applications will not be accepted for final consideration.

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

http://www.floridaschoolchoice.org/Information/Charter_Schools/Forms_Charter.asp

Applications must be submitted on the Florida Department of Education application template.



STEP 2: APPLICATION REVIEW COMMITTEE (ARC)

The purpose of this committee is to identify deficiencies in the written application and/or areas that require clarification to fully evaluate the quality of the application or the capacity of the group to properly implement the proposed plan.

The ARC shall be comprised of the Superintendent's designees. This includes district supervisors, program coordinators, managers, external reviewer, or aspiring administrators with expertise in the standard area for review (ex: Governance, Finance and Operations, Planning Services, Human Resources, Professional Development, Curriculum and Instruction, Educational Administration/Leadership, etc.).

Annually, the Program Coordinator for Charter Schools will organize an Application Review Committee (ARC) prior to August 1st and February 1st of each fiscal year application cycle. This ARC will serve for applications received in either Fall or Spring of the calendar year. The application review committee names and titles will be shared with the Chief Academic Officer, Director for Student Support Programs and Services, Assistant Director for Student Support Programs and Services, and Directors or Principals of respective areas.

Monthly meetings will be scheduled for the ARC in advance for the fiscal year. If no applications are received during that month, the meeting will be cancelled. Once an application is formally received at the District, the Program Coordinator for Charter Schools will notify the ARC (Fall or Spring), continue with the scheduled ARC date, and notify the above-mentioned administrators/supervisors.

(6) APPLICATION PROCESS AND REVIEW.—Charter school applications are subject to the following requirements:

(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. F.S. 1002.33(6)(b), SB 1028 (effective July 1, 2021)

Additionally, for the past two fiscal years, the Florida Association of Charter School Authorizers has extended an opportunity to their members to serve as an external reviewer of applications for other Districts. This will be utilized based on needs.

External Reviewers

1. Authorizing professionals who have expertise relevant to charter application review.
2. Reviewers consists of national and local authorizing experts.
3. External reviewers will be compensated directly by the Colorado Charter School Institute (CSI), at a flat rate of \$1000 for a single charter application review. Vendor documentation is required and submitted to the Florida Association of Charter School Authorizers.

The Application Review Committee (ARC) will either meet in person or virtually at a scheduled date and time.

STEP 3: 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.

The Application Review Committee (ARC) will either meet in person or virtually at a scheduled date and time.

STEP 4: 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 the 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.

The Application Review Committee (ARC) will either meet in person or virtually at a scheduled date and time.

STEP 5: 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



Pasco County Schools

Kurt S. Browning, Superintendent of Schools

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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.

Applications shall be submitted to:

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

The Board shall review all applications using an evaluation instrument developed by the FLDOE, provided that the applicant has followed all instructions as outlined by the District in writing and the application contains complete responses to all sections of the application prior to submission.