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# Review Process

Florida Authorizer Bootcamp

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# Agenda

- **Overview of Review Process**
- **Review Teams**
  - Forming
  - Training
  - Conducting Reviews
- **Capacity Interviews**

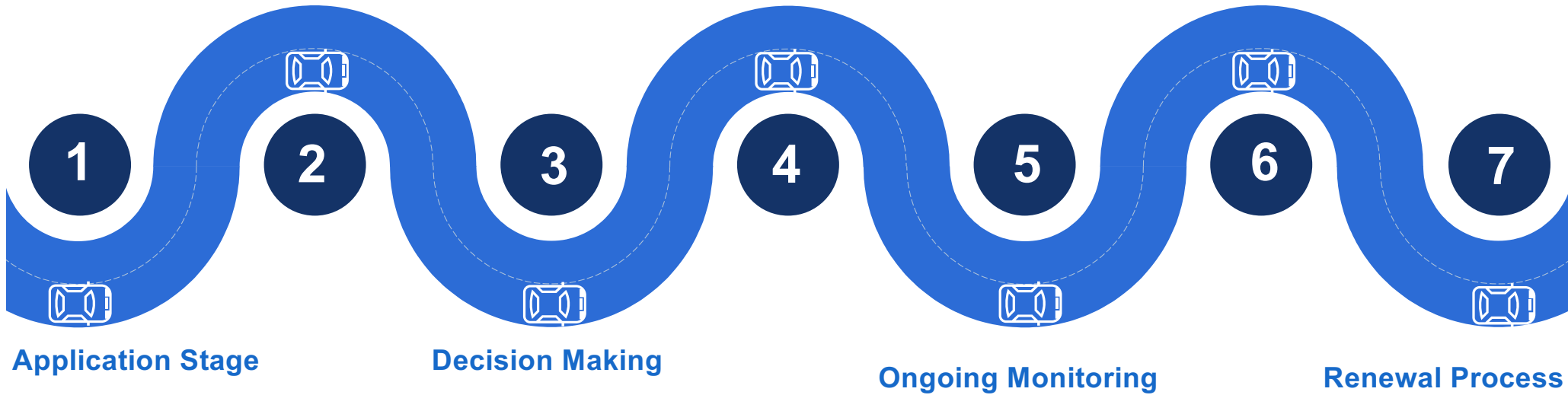


# Bootcamp Overview

★ *You are here*  
**Review Process**

**Contract Negotiation  
and Finalization**

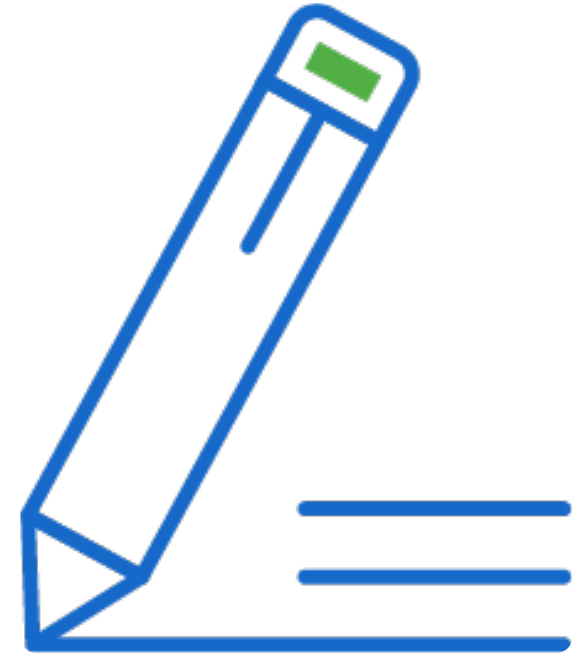
**Annual Report and  
Site Visits**



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## Objectives

- **Authorizers will understand the review team process including how to form teams, how to train teams, and how to conduct a review.**
- **Authorizers will become familiar with the capacity interview process in the review process.**
- **Authorizers will become familiar with the process of approving or denying a charter school application.**



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# Let's Discuss: The Review Process



Who is involved in the review process of new charter applications?



What areas of expertise might reviewers need?



Why might it be important to involve external reviewers?

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## The Review Process – Where to Start

### Florida Principles and Standards for Quality Charter School Authorizing

- “Authorizers should evaluate each application through a review of the written proposal, a substantive interview with the applicant group, and when possible, engage highly competent teams of internal and external reviewers with relevant educational, organization, financial and legal expertise, as well as a thorough understanding of the essential principles of charter school autonomy and accountability.”

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## Statutory Requirements

### Timelines

- 90-day review window

### FDOE Evaluation Instrument

- Based on the FDOE model application
- Includes evaluation criteria for each section of application

### Denial Process

- Reasons for denial laid out in statute – must have supporting documentation to provide to FDOE and applicant

### Appeals Process

- Applicant has right to appeal decision to State Board of Education

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## Review Teams (1)



**Create Teams**



**Train Teams**



**Team Reviews**



## Review Teams (2)



### What expertise do reviewers need?

Many districts will utilize staff members from a variety of departments to review sections of the application.



### What is the ideal balance of internal and external reviewers?

A mix of internal authorizing staff and external experts should be on each team. FACSA can provide external reviewers.



### How are applications scored?

Applications are reviewed independently and then the team discusses and norms scoring. Applications are approved if consensus/majority approves.



### How much time is needed to review?

There is a 90-day window for the total review process.\*



### Are external reviewers compensated?

Sometimes external reviewers are compensated directly by the district. FACSA-provided reviewers are compensated by FACSA.



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# Training Review Teams

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**Familiarity with Application Components**

**Familiarity with the FDOE Evaluation Instrument**

**Independent Review**

**Norming/Calibrating on Scoring**



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# Capacity Interviews (1)

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## Purpose of Interview

Determine whether the proposal has:

- A sound education program, a cohesive plan, and shows the likelihood that applicant will implement the proposed program with fidelity

## Who is at the table?

- District Staff – director of charter office, content area experts, legal counsel, school board members, external reviewers
- Applicant – applicant contact person, board members, principal, members of the leadership team and content areas, finance representative, ESP representative (if applicable)

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# Capacity Interviews (2)

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## How much time is needed for the interview?

- 1–2 hours

## What questions should be asked?

- Align questions with application – limit responses that go beyond the scope of the application

## What “red flags” should sponsors look for?

- One person dominates conversation
- Applicant team has disagreements during interview
- Potential conflicts of interest are disclosed
- Applicant fails to show a level of understanding related to the needs of exceptional students

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# Next Steps

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**Application Approval**

**Application Denial**

**Application Withdrawal**

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**Questions?  
Reactions?  
Ideas?**





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# BREAK

**See you in 10 minutes!**