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# Decision Making

Florida Authorizer Bootcamp

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## Agenda

- **Application Review Timeline**
- **Application Submission**
- **FDOE Evaluation Instrument**
- **Approval, Denial, Withdrawal, and Appeals**



# Bootcamp Overview

Review Process

Contract Negotiation  
and Finalization

Annual Report and  
Site Visits

1

2

3

4

5

6

7

Application Stage

Decision Making

Ongoing Monitoring

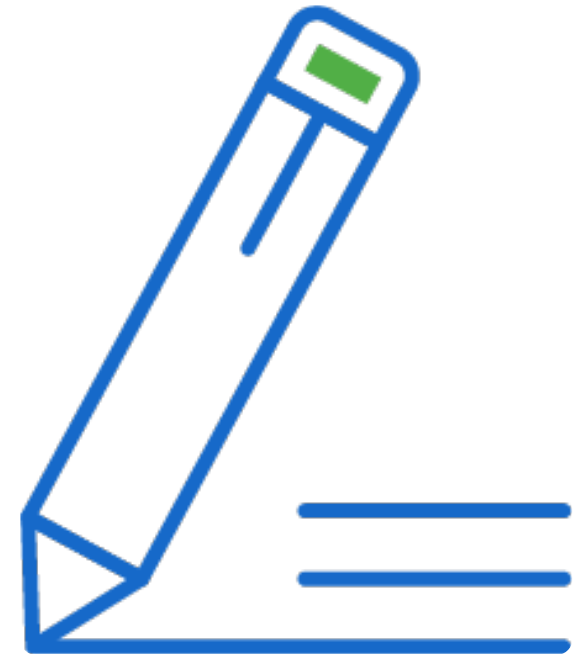
Renewal Process

★ *You are here*

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## Objectives

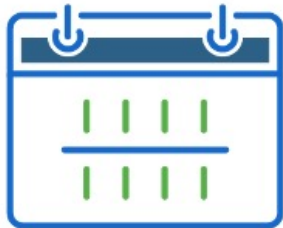
- **Authorizers will begin to understand statutory guidelines for the review process for charter school applications.**
- **Authorizers will become familiar with the FDOE application instrument for charter applicants and high-performing charter applicants.**
- **Authorizers will become familiar with the process for application approval, denial, withdrawal, and the appeals process.**



# Application Review Timeline

1

**February 1<sup>st</sup>**  
Receive applications  
*Applicant has 7 days to make technical corrections*



2

**Report Applications to FDOE**  
Sponsor must submit application information within 15 days



3

**90 Days to Approve or Deny**  
Sponsor will vote to approve or deny within 90 calendar days



F.S. §1002.33(6)

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# Application Submission Tips

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## Waiver

Many Florida districts waive the 90-day timeline for review. If so, ensure rationale is given to applicant.

## Checklist

A formal process may be used to track submitted applications and ensure requirements are met.

## Substantive vs. Non-Substantive Corrections



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# FDOE Application Evaluation Instrument

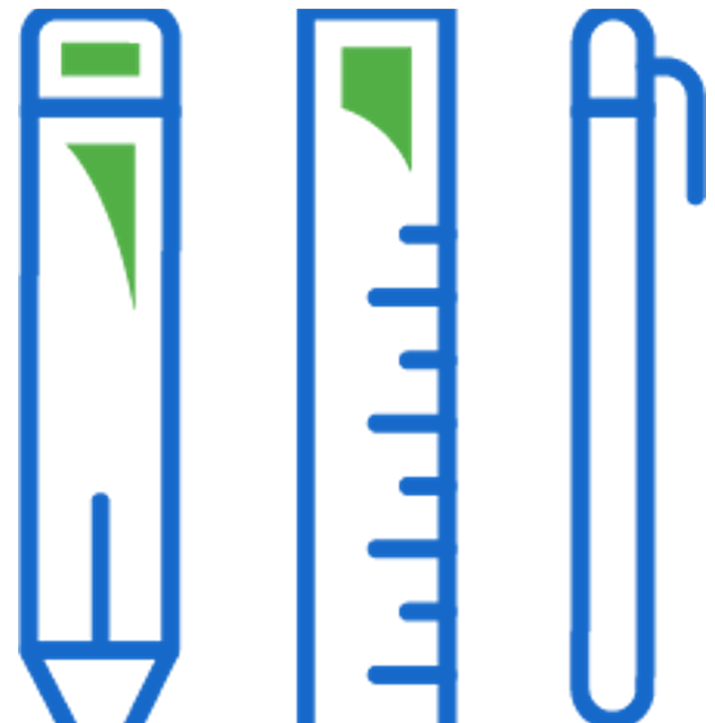
F.S. §1002.33(6)(8)(b)

- How is it used?
- Who uses it?

## Form IEPC-M1

[Model Florida Charter School Application Evaluation Instrument \(Word\)](#)

[Model Florida Charter School Application Evaluation Instrument \(PDF\)](#)



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# FDOE Application Evaluation Instrument

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## Rating System:

Meets the Standard

Partially Meets the Standard

Does Not Meet the Standard

## For each section, reviewers also list:

- Strengths
- Concerns and Additional Questions



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# FDOE Application Evaluation Instrument (1)

## Sections Reviewed:

### I. Educational Plan

- Mission, Guiding Principles, and Purpose
- Target Population and Student Body
- Educational Program Design
- Curriculum Plan
- Student Performance, Assessment, and Evaluation
- Exceptional Students
- English Language Learners
- School Culture and Discipline
- Supplemental Programming

### II. Organizational Plan

- Governance
- Management and Staffing
- Human Resources and Employment
- Professional Development
- Student Recruitment and Enrollment
- Parent and Community Involvement

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## FDOE Application Evaluation Instrument (2)

### Sections Reviewed:

#### III. Business Plan

- Budget
- Financial Management and Oversight
- Start-Up Plan

#### Addendums

- Addendum A: Replications
- Addendum B: Education Service Providers
- Applicant History Worksheets

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# FDOE Application Evaluation Instrument: Evaluation Criteria

## 1. Mission, Guiding Principles and Purpose

The Mission, Guiding Principles and Purpose section should indicate what the school intends to do, for whom and to what degree.

### Statutory References

s. 1002.33(2)

### Evaluation Criteria

A response that meets the standard will present:

- A clear and compelling mission and vision statement that defines the guiding principles and values of the school
- Adequate references to evidence that the application fulfills the statutory guiding principles and purposes for charter schools (Note: the substance of each addressed principle and purpose will be evaluated within appropriate application sections.)

# FDOE Application Evaluation Instrument – High Performing Replication

## Differences in Evaluation

### Section 1: Replication Overview

- This section is scored to ensure:
  - The plan shows evidence the school to be replicated is high-performing
  - The proposed school will be similar to the high-performing school
  - The individuals involved in the original school will be significantly involved in the high-performing school being replicated



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# Let's Practice

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## Step 1:

Read the section of the application

## Step 2:

Score the section based on the Florida Evaluation Instrument

## Step 3:

Discuss scores



# Application Approval

- **Application meets statutory requirements set forth in application process**
- **School has demonstrated strengths**
- **Any weaknesses could be addressed through contract terms or a sponsor determined remedy**
- **Next steps**
  - Review teams present recommendation to superintendent
    - Application Summary
- **District board vote to approve or deny**
  - Vote must occur within 90-day review window

\*F.S. § 1002.33(6)



# Application Denial

- **Denial should be clearly tied to statutory requirements and statutory language used to outline denial reasons**
  - [Sample denial letter](#)
- **Prepare denial with evidence of strong rationale, keeping in mind a potential appeal defense**
- **Next Steps?**
  - Recommend to superintendent — district board vote and final decision
  - Provide documentation to applicant with specific reasons for denial, based upon good cause
  - Provide documentation with the same reasons for denial to FDOE within 10 days
  - Report to FDOE on survey

F.S. § 1002.33(6)(b)3a



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# Application Withdrawal

- Applicants may withdraw at any time
- If an application will likely be denied, the sponsor can encourage withdrawal to avoid a denial

## Benefits of Withdrawal for Applicant:

- Provides opportunity for applicant to avoid denial before school board and public

## Benefits of Withdrawal for Sponsor:

- Eliminates preparing denial documents and potential appeal



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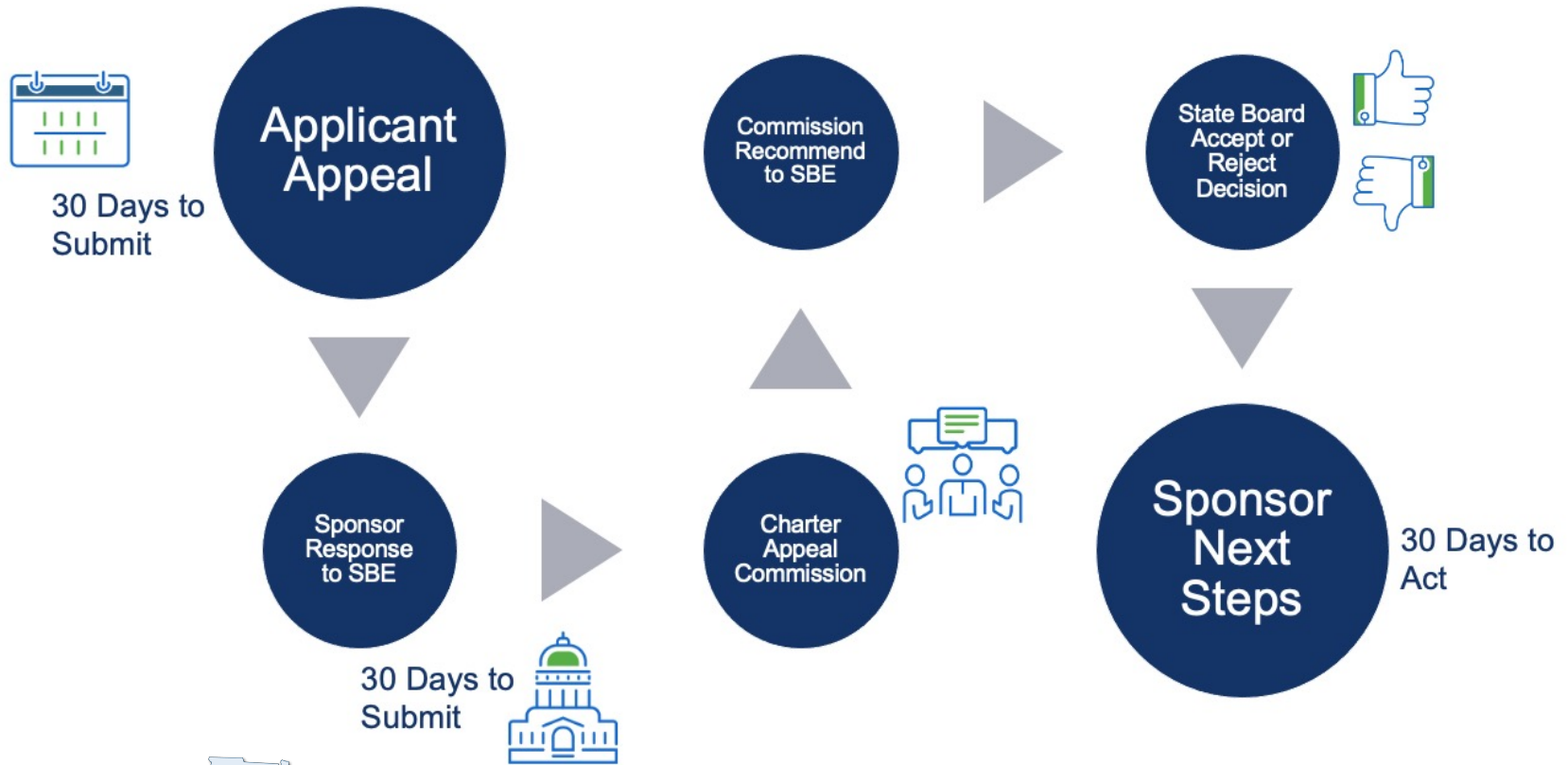
F.S. § 1002.33(6)(b)

# Appeals

- Applicants may appeal denial decision to State Board of Education (SBE) within 30 days of receipt of decision
- Any response from the sponsor to SBE must be received within 30 days of notice of appeal
- Charter School Appeal Commission conducts study and makes recommendation to SBE
- SBE then votes to accept or reject decision within 90 days of appeal
- Sponsor then acts upon the SBE decision within 30 days



# Appeals Process



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**Questions?  
Reactions?  
Ideas?**





# Follow-up Professional Development Opportunities