



# Application Process / Timeline

Presentation to FACSA Membership: February 18, 2022

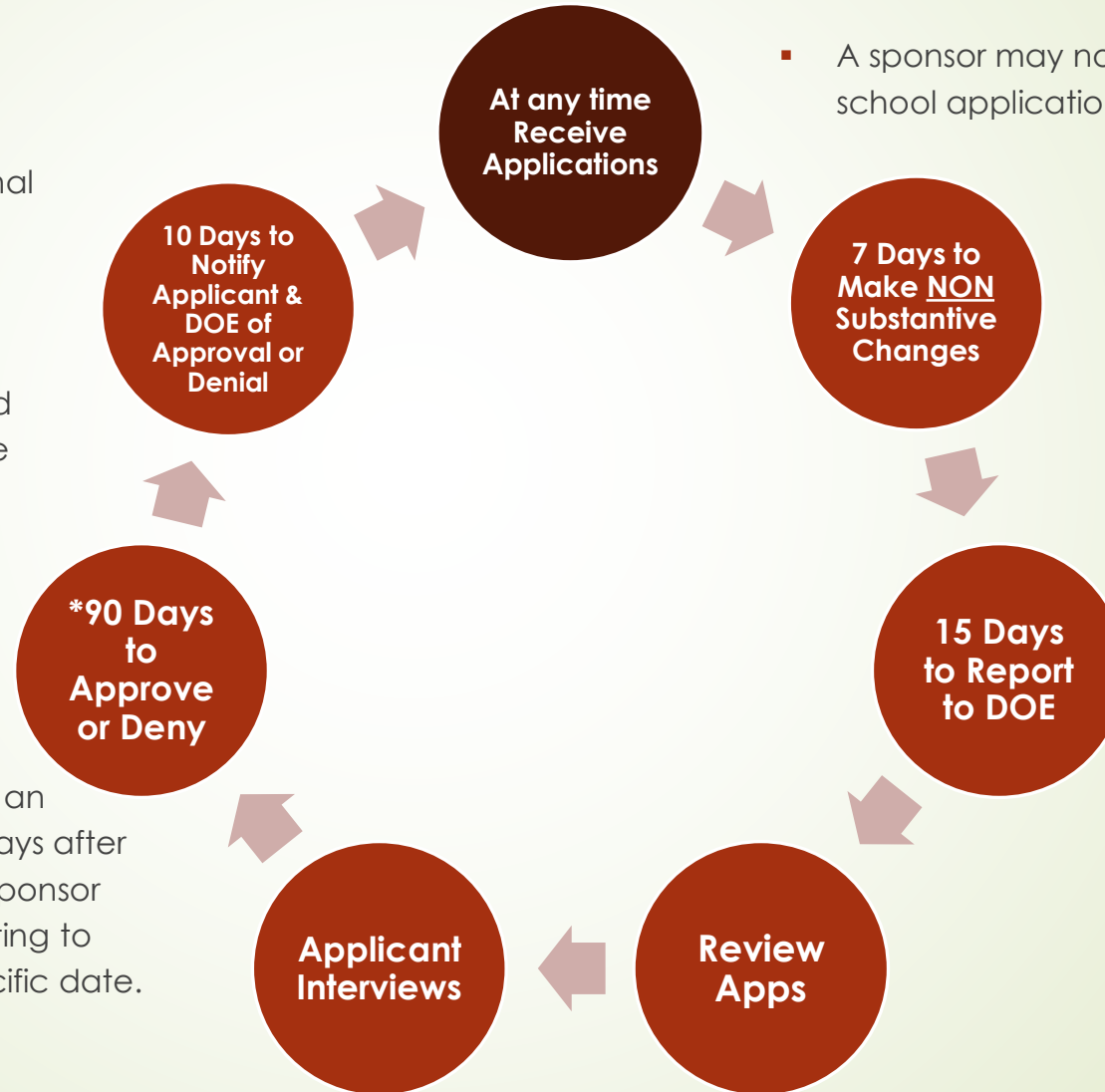
Presenter: Amy Henry, Hillsborough County Public Schools

# Application Cycle

Within 10 calendar days of:

- Approval- report to the DOE the final projected FTE for the approved charter school.
- Denial- articulate in writing the specific reasons, based upon good cause, supporting the denial of the application and shall provide the letter of denial and supporting documentation to the applicant and DOE.

- A sponsor shall vote to 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.



- A sponsor may not refuse to receive a charter school application submitted at any time.

- Sponsor shall allow 7 calendar days to make technical or nonsubstantive corrections and clarifications.

- Within 15 calendar days after receipt of a charter school application, a sponsor shall report to the Department of Education the name of the applicant entity and contact, its projected FTE, and possible ESP.

# Planning for Applications

## Intent to Apply

Potential Applicant, this template may serve as your Letter of Intent to apply to Hillsborough County.

Provide content to the information requested below regarding your potential charter school **at least 30 days prior to** submitting your application. Email to [cinzia.delange@hcps.net](mailto:cinzia.delange@hcps.net) and [amy.henry@hcps.net](mailto:amy.henry@hcps.net)

Applicant Information	Charter School Information	
Name of Proposed Charter School:	Proposed Mission Focus:	
Name of Non-Profit Entity Applying for Charter:	Proposed Curriculum Focus:	
Will the Board contract with an ESP? Which one?		
When do you intend to apply?	Proposed Targeted Population:	
Provide the name of the person who will serve as the primary contact for the Application.	Proposed Grade Levels to serve:	Projected Enrollment:
Contact Person: _____	2022-23: _____ 2023-24: _____ 2024-25: _____ 2025-26: _____ 2026-27: _____	2022-23: _____ 2023-24: _____ 2024-25: _____ 2025-26: _____ 2026-27: _____
Title/Relationship to Nonprofit:	Proposed Targeted Area or School Location:	
Address:		
Telephone:		
Email Address:	Anticipated Opening Year:	
Additional Information:		

## Application Instructions

### Application Instructions to Apply for Opening a Charter School in Hillsborough County

- The School Board of Hillsborough County is authorized to operate charter schools.
- It is the responsibility of the charter school applicants to request technical assistance from the Florida Department of Education or the School Board of Hillsborough County.
- Acceptance of an application for review does not imply or ensure approval of the application.
- Approval of an application does not authorize the operation of the charter school. Approval of an application authorizes the parties to negotiate a contract to operate the school.
- Charter school applicants wishing to apply to open a charter school are asked to provide a letter of intent to the School Board of Hillsborough County 30 days in advance of submission to [charterinfo@hcps.net](mailto:charterinfo@hcps.net). On the letter of intent, please include:
  - indicate special population and potential area you are targeting
  - mission of the school and intended curricular program
  - enrollment estimate by grade and estimated number of students
  - name, address, and phone number of contact person
- Applicants shall submit the charter application according to the process delineated in the State's Model Florida Charter School Application and ensure the following submission format is provided to Hillsborough County:
  - Three (3) hard copies in binders with labeled tabs identifying each section, attachment and addenda of the application.
  - One (1) USB flash drive labeled with the school's name containing a compiled PDF of the application with each section, attachment and addenda bookmarked. *Must be the same as the hard copy.*
  - Documents must contain a table of contents with page numbers for all sections, attachments and addenda.
  - Documents must have consecutive page numbers throughout the compilation (sections, attachments, and addenda) which are aligned with the table of contents.
- Applications shall be submitted in the above format during business hours between 7:30AM-4:30PM. Applications should be mailed or hand delivered to:
 

Raymond O. Shelton School Administrative Center (ROSSAC)  
Charter Office  
901 East Kennedy Boulevard  
Tampa, FL 33602
- All applications will be presented to the School Board within 90 days of receipt, with the recommendation for approval or denial from the Superintendent unless otherwise agreed upon by both parties.
- For an application or more information about submitting a Charter School Proposal, contact the Charter Office at (813) 272-4049.

# Application Receival Tips- Checklist

Utilize a formalized process to receive applications to ensure the applicant has followed requirements:

- The Application Submittal Checklist includes model application requirements
- Includes Sponsor specific requirements
- Provides notice of nonsubstantive concerns to be corrected
- Provides documentation on file and to the applicant regarding the receipt of the application
- Follow up in an email with applicant, if necessary

## CHARTER APPLICATION SUBMITTAL CHECK LIST

Charter Applicant Name \_\_\_\_\_

Charter school applications must meet the following criteria to be accepted for review.

- Application was submitted on or before the due date and time.  
Date \_\_\_\_\_ Time \_\_\_\_\_ Submitted by (name/ relation to application) \_\_\_\_\_
- Application was submitted on the new model application format effective December 2019.
- Application Cover Sheet (verify information)
- Executive Summary (not to exceed 2 pages)
- Narrative Page Limits:**
  - One hundred and ten (110) pages** (including question prompts). Cover sheet, executive summary and table of contents are excluded from the 110 page limit. **No addendum completed.**
  - One hundred and forty (140) pages** (including question prompts). Cover sheet, executive summary and table of contents are excluded from the 140 page limit. **Permitted with addendum below.**

**Applicant completed the Addendum for:** (check all that apply)

- Existing school replication
- High performing replication
- Educational Service Provider
- One sided pages
- One inch (1") margins
- Twelve (12) point font
- Single-spaced

- Applicant History Worksheets if applicable (Attachment DD)  Not Applicable
- No more than Ten (10) additional pages of attachments in addition to those requested.
- Statement of Assurances: Signed by a duly authorized representative of the applicant group.
- Board Member Information Forms for each member of the governing board or proposed governing board. (Attachment L)
- Sponsor Specific Requirements:**
  - Five (5) hard copy applications in binders with tabs identifying each section
  - One (1) USB flash drive labeled with the name of the school containing compiled PDF with bookmarks
  - Hard copy and electronic copy of application are the same
  - Consecutive page numbers throughout, including attachments & addenda, aligned with a table of contents

- Application is accepted for review.
- Criteria has not been met, Applicant has 7 (seven) calendar days to make nonsubstantive corrections and return application for final review no later than \_\_\_\_\_**


Charter Office Representative signature \_\_\_\_\_ Date \_\_\_\_\_

Applicant/Designee signature \_\_\_\_\_ Date \_\_\_\_\_

# Application Receival Tips- Waiver

## Waiver of 90-day Timeline option

- Ensure Superintendent agrees with this practice prior to executing
- Provide rationale to applicant
- Provide specific board vote date
- Ensure authorized signatory signs (not delivery person)
- Provide copy to applicant contact

<b>School Board</b> Melissa Srivately, Chair Steve P. Cona III, Vice Chair Lynni L. Gray Stacy A. Hahn, PhD Karen Perez Tamara P. Shamburger Cindy Stuart	 <b>Hillsborough County</b> <b>PUBLIC SCHOOLS</b> Preparing Students for Life	<b>Superintendent of Schools</b> Jeff Eakins <b>Deputy Superintendent, Instructional</b> Van Ayres <b>General Director, Charter Schools</b> Jenna Hodgens
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**Memorandum of Agreement between Charter Applicant and Hillsborough County Public Schools for Application Review Timeline 2020**

Florida Statute 1002.33(6)(b)3.a. states, "A sponsor 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, at which time the sponsor shall by a majority vote approve or deny the application."

Due to the District School Board meeting calendar, we are requesting an extension of the 90-day timeline so that all applications may go to the Board for a vote on May 5, 2020. This would allow enough time for a thorough review while still giving the applicant ample time to prepare for opening in the case of an approval.

By signing this memorandum, you are agreeing to the extension requested by the Hillsborough County School Board.

I agree to the Hillsborough County School Board extension.

**Proposed School Name:** \_\_\_\_\_

**Relation to the Application:** \_\_\_\_\_

**Name (printed):** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Connect with Us • HillsboroughSchools.org • P.O. Box 3408 • Tampa, FL 33601-3408 • (813) 272-4000  
Raymond O. Shelton School Administrative Center • 901 East Kennedy Blvd • Tampa, FL 33602-3507





# Nonsubstantive vs. Substantive

## Nonsubstantive issues

- Incorrect information on the coversheet
- Missing signatures
- Typographical errors
- Grammatical errors
- Formatting concerns
- Didn't follow Sponsor specific directions

## Substantive issues

- Pieces of the application and/or documents are missing
- Utilized the wrong district number for budget creation
- References another district throughout as if it's your district
- Inconsistencies between printed and electronic versions
- **Plagiarism**

Other examples?



# Nonsubstantive Corrections

- ▶ It is at the discretion of the sponsor whether to require nonsubstantive issues be corrected.
- ▶ **What would you do?** *Practice*
- ▶ Ensure your office has a stance on what technical or nonsubstantive issues require correction and maintain consistency with all applicants.
- ▶ Follow a similar and consistent practice if applicants notify you of nonsubstantive errors they would like to correct.
- ▶ When you do require/allow corrections:
  - ▶ Notify the applicant in a timely manner, as soon as issues are noted if possible.
  - ▶ Provide notice to the applicant in writing, indicate the date notified and the 7-day deadline to correct along with the specific corrections to be made.
  - ▶ Acknowledge receipt of the correction submitted, review submission, and provide notice of acceptance or notification of further correction if necessary.

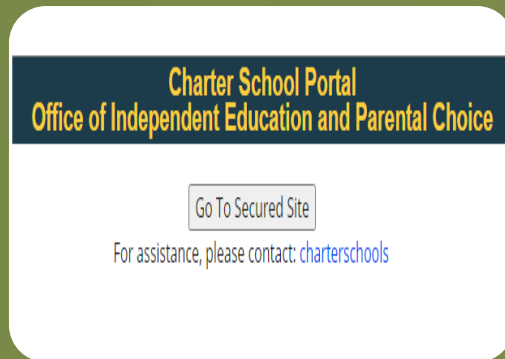
# Application Summary Tool

- Utilize an application summary sheet to collect information that is reported to DOE
- Your Superintendent and other stakeholders will also appreciate the summary of information
- May assist in catching nonsubstantive corrections or even substantive concerns

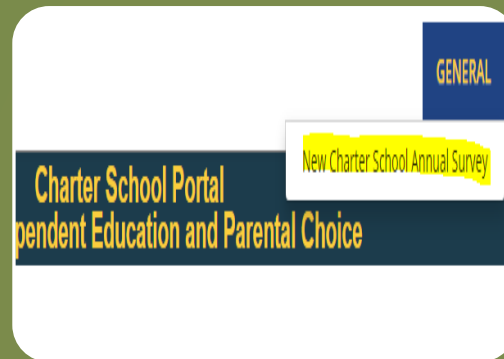
School	Cato Classical Academy	Dr. Kiran C. Patel Elementary School	Excelsior Prep Charter School Middle
<b>Founding Board</b>	Robert Schodt, President Jack Climer, Member Thomas F. Baker, Member Mary Hartman, Member Rob Hartman, Member Sabrina Mitchell, Member	Kavita Jain, President Jenny Zheng, Treasurer Ray Jacobs, Vice President Jim Ake, Member & Parent Representative Carol Milton, Secretary	Matthew Schabath, Chair Juan Lopez, Secretary/Treasurer Sean Franklin, Board Member
<b>High Performing Replication</b>	NO	NO	NO
<b>Contracted with ESP</b>	NO	NO	School Development Services, LLC
<b>School Address</b>	Targeted area: South County - Riverview/Sun City Center/Wimauma area	On the property of Dr. Kiran C. Patel High School at 10721 Raulerson Ranch Rd., Tampa, FL 33637	At current Excelsior Prep K-5: 2156 University Square Mall Units 260-262 Tampa, FL 33612
<b>Contact</b>	Jeffrey R. Mitchell FYG Management, LLC (Consultant) 5470 E Busch Blvd. #415 Tampa, FL 33617 813-335-0051 Jeff@ThisIsFYG.com	Dr. Christy Noe Collaborative Educational Network (Consultant) 1270 11 <sup>th</sup> Street North Naples, FL 34102 850-591-8071 cnoe@collabednet.com	Kathy Hershelman 601 N. Ashley Drive, #310 Tampa, FL 33602 727-364-1339 Kh.acaconsultants@gmail.com
<b>Grades</b>	K-8	K-5	6-8
<b>Enrollment</b>	Year 1: (K-8) 476 Year 2: (K-7) 808 Year 3: (K-8) 728 Year 4: (K-8) 728 Year 5: (K-8) 728	Year 1: (K-2) 270 Year 2: (K-3) 378 Year 3: (K-4) 506 Year 4: (K-5) 634 Year 5: (K-5) 652	Year 1: (6-8) 44 Year 2: (6-8) 88 Year 3: (6-8) 132 Year 4: (6-8) 154 Year 5: (6-8) 176
<b>Target Population</b>	Open to all K-8 students in Hillsborough County.	School intends to limit its enrollment process to target students residing within a reasonable distance of the school. Vision and mission do not target specific students for enrollment areas or interest.	Open to all students in Hillsborough County; Excelsior Prep's K-5 will serve as a feeder.
<b>Curriculum Focus</b>	A Classical, liberal arts educational program that is aligned to the Florida BEST Standards and delivered through a Trivium-based instructional approach. The school focuses on the Socratic and Shared Inquiry (Great Books Foundation) teaching methods.	Educational program focused on a whole child approach that includes social emotional learning, leadership development and project-based learning. The school will take a whole child approach to enhance learning by addressing each student's social, emotional, physical and academic needs.	Traditional curriculum aligned to Florida Standards and an extended school day (Block Scheduling) to permit students to attend daily Spanish classes.
<b>90-Day Waiver Signed: Board Date</b>	June 15, 2021	June 15, 2021	June 15, 2021
<b>Recommendation by Superintendent</b>			
<b>Decision by School Board</b>			



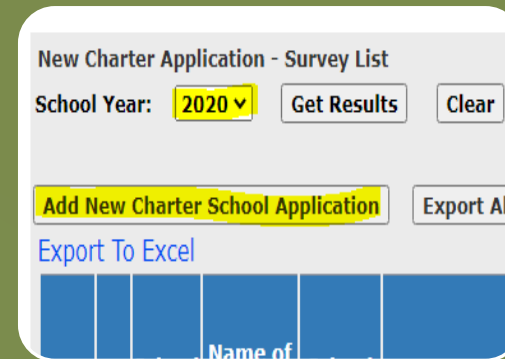
# Reporting to DOE



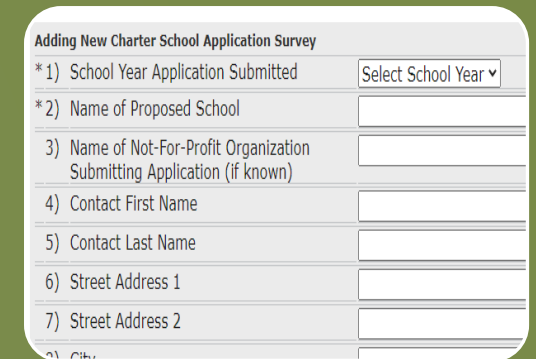
Go to the Charter School Portal on the FDOE website:  
<https://web01.fl DOE.org/CSA/default.aspx>  
Select **Go to Secured Site**  
You will login with your district SSO. If access is denied contact [charterschools@fldoe.org](mailto:charterschools@fldoe.org) or [LaCrest.Reed@fldoe.org](mailto:LaCrest.Reed@fldoe.org)  
Access may also require a discussion with your local IT



Once logged in:  
1. Select the GENERAL dropdown  
2. New Charter School Annual Survey



3. Select School year **2022**  
4. Get Results  
*It may say: No data found in your search criteria- click Ok*  
5. Add New Charter School Application.



6. Enter application information and Save  
7. Continue adding each application received by your district

# Application Review Timeline

- Ensure sufficient time is planned for and allotted to thoroughly review each application received.
- Provide guidance and training to members of your review team to ensure everyone is tuned into the review process and expectations.
- Plan realistic time caps on capacity interviews. Be selective with questions prepared.
- Ensure your board votes within the 90-day review window, unless a waiver was obtained.

**Charter Application Review Timeline  
2021**

DATE & TIME	ACTIVITY	LOCATION
February 1	Charter Office receives applications from applicants by 4:30 p.m. / waivers obtained	Received in Charter Office
February 3	-DOE is notified with name of applicant, proposed location and projected FTE -Superintendent Summary is provided to Superintendent and Deputy Superintendent	
February 4	Meeting with Review Team (applications are given to Review Team)	Zoom Call 8:30-9:30am
February 5	Charter Application Review Team attends presentations by applicants  <i>Specific times: TBD upon application receipt.</i>  <i>Reviewers only attend presentations for assigned applications.</i>	Zoom Call 9:00-9:30- H.C. Acceleration Academy 9:30-10:00-Dr. Patel Elementary School 10:00-10:30-Navigator Academy Virtual 10:30-11:00-Cato Classical Academy 11:00-11:30-Ivrit-Hebrew Language Academy 1:00-1:30-Victory Charter School Tampa 1:30-2:00-Excelsior Prep Charter School Middle 2:30-3:00-Mater Academy Hills & Middle
February 5- March 31	Review Team individually review assigned applications and record findings on shared document	Individually Determined
February 25 March 2, 4 March 10 March 23 April 1	Charter Application Review Team meets to discuss applications and shared document  <i>Reviewers only attend review meetings for assigned applications.</i>  <i>Specific dates and times TBD upon application receipt.</i>	Zoom Call February 25- 8:30-11:30- Excelsior Prep Middle March 2-8:30-11:30- Mater Academy Hills & Middle March 4-8:30-11:30- Navigator Academy Virtual March 10-12:30-3:30- H.C. Acceleration Academy March 23-8:30-11:30- Cato Classical Academy March 23-12:30-3:30-Ivrit-Hebrew Academy March 30-8:30-11:30- Patel Elementary School April 1-8:30-11:30- Victory Charter School Tampa
April 13, 14	Charter Application Interview Team conducts interviews with applicants  <i>Interviewers only attend interviews for assigned applications.</i>  <i>Interviewers will arrive 15 minutes prior and plan to remain 15 minutes after for final discussions.</i>  <i>Specific dates and times TBD upon application receipt.</i>	Zoom Call April 13 8:30-9:30-H.C. Acceleration Academy 9:45-10:45-Ivrit-Hebrew Language Academy 11:00-12:00-Navigator Academy Virtual 1:00-2:00-Excelsior Prep Charter School Middle 2:15-3:15-Victory Charter School Tampa  April 14 9:45-10:45- Cato Classical Academy 11:00-12:00- Dr. Patel Elementary School 2:15-3:15- Mater Academy Hills & Middle
May 5	Review findings and body of evidence provided to Superintendent	
May 21	Board agenda items due to Superintendent's Office	
June 15*	Board members vote to approve/deny applications for 2021	Board Meeting ROSSAC Auditorium
June 25	Charter Office will notify applicants in writing of approval or denial	
June 25	Charter Office will notify the DOE of application status online	

\*Contingent on signed review timeline waiver

Revised: 2/8/21

# Tools for Review

## Model Evaluation Instrument

## Application Review Team Shared Evaluation Tool

### 2. Target Population and Student Body

The Target Population and Student Body section should describe the anticipated target population of the school and explain how the school will be organized by grade structure, class size and total student enrollment over the term of the school's charter.		Meets	Partially Meets	Does Not Meet
<b>Statutory Reference(s):</b> s. 1002.33(10)				
A.	The anticipated population to be served and how that aligns with the school's mission is described. Applicant states if they will give enrollment preference or limit the enrollment process, as allowed by law, to certain populations defined in section F.S. 1002.33(10)(d)&(e), F.S. If the applicant intends to have enrollment preferences they should be described in Section 14.			
Alignment of the targeted student body with the overall mission of the school.				
A clear description of the students the charter school intends to serve including any target populations in accordance with Florida law.				
B.	The geographic area that the applicant intends to serve is stated or a facility has been identified in Section 16.			
C.	Enrollment projections are provided in a table for each year of proposed operation.			
D.	Explanation provided of how the enrollment projections were developed.			
E.	Rationale for the number of students and grade levels served in year one and the basis for the growth plan in subsequent years is explained.			

#### Record outstanding strengths beyond the application criteria required

Provide your feedback within a given space below. *Be sure to include corresponding page numbers.* If similar feedback is already present, there is no need to duplicate information. If no spaces remain, right click your mouse and select *Insert > Insert Rows Below.*


#### Record concerns or weaknesses identified by Partially Meets or Does Not Meet criteria review discovery.

##### What questions do you have for the applicant?

Provide your feedback within a given space below. *Be sure to include corresponding page numbers.* If similar feedback is already present, there is no need to duplicate information. If no spaces remain, right click your mouse and select *Insert > Insert Rows Below.*


#### Florida Charter School Application Evaluation Instrument

Each section presents criteria for a response that meets the standard, and these criteria should guide the overall rating for the section. The Strengths and Weaknesses boxes provide space to identify data and other evidence that supports the rating. The rationale for each rating is important, especially if some of the data or evidence does not fit neatly into the criteria provided.

##### Capacity Interview:

Applicants may have the opportunity to present their plan and demonstrate the team's mission to maintain a high-quality charter school as well as to answer questions about their proposal or evidence from the capacity interview that is used by the sponsor as a basis for denial must be properly documented by means of a recording or transcript.

The following definitions should guide the ratings:

<b>Meets the Standard:</b>	The response reflects a thorough understanding, demonstrates capacity to open and operate; it addresses the topic with specific and accurate details thorough preparation and presents a clear picture of how the school expects to operate.
<b>Partially Meets the Standard:</b>	The response addresses most of the criteria, meaningful detail and require important additions.
<b>Does Not Meet the Standard:</b>	The response lacks meaningful detail, demonstrates preparation, or otherwise raises substantial concerns about the applicant's understanding of the issue in context or the requirement in practice.

Authorizers are encouraged to align their application review process with the Florida F for Quality Authorizing.

#### OVERALL ASSESSMENT – COMPLETE THIS SECTION LAST

Would you recommend approval of this application for a public charter school? Explain your recommendation in the Summary Comments section, below.

DENY	APPROVE
<input type="checkbox"/>	<input type="checkbox"/>

Name of Person Completing Assessment: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

#### I. Educational Plan

The education plan should define what students will achieve, how they will achieve it, and how the school will evaluate performance. It should provide a clear picture of what a student who attends the school will experience in terms of educational climate, structure, assessment and outcomes.

##### 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.)

Meets the Standard	Partially Meets the Standard	Does Not Meet the Standard
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Strengths		Reference
Concerns and Additional Questions		Reference



# Capacity Interview Tips

- ▶ Establish an appropriate length of time for the interview (1- 2 hours)
- ▶ Develop questions aligned with application and require the applicant to utilize the application in their responses.
- ▶ Limit and even halt responses that go beyond the scope of the application and question asked.
- ▶ Respectfully interrupt the applicant and rephrase or reorient them to the question asked if they begin to go off topic .
- ▶ Consider developing general best practice capacity questions for board members and potential school leaders (if identified)
- ▶ **More information in the next presentation!**

Examples?





# Application Approval

- Meets all statutory requirements set forth in the application process
- Strengths should be evident in approval documentation
- Weaknesses may be evident but should be reasonably curable through contract terms and/or Sponsor determined remedy
- Report to DOE on Survey

Examples?





# Application Denial

- ▶ A denial should be clearly tied to requirements found in statute
- ▶ Ensure legal supports the preparation of a denial to produce statutory language that clearly outlines the denial reasons
- ▶ Evidence of rationale for denial should be clear and compelling
- ▶ Prepare denial with a potential appeal defense in mind
- ▶ Provide documentation and the specific reasons for denial, based upon good cause, to the Applicant & DOE within 10 days
- ▶ Report to DOE Survey

Examples?



# Application Withdrawal

- ▶ Begins with relationship and an attitude of acceptance
- ▶ Application review should be solid with clear evidence that the evaluation provided to Superintendent will likely result in a recommendation of denial before the School Board (*or whatever your next step after staff review is*)
- ▶ Capacity interview should guide applicant into an understanding of the clear evidence for denial
- ▶ **Provides opportunity for applicant to avoid denial before the school board and public**
- ▶ **Eliminates preparing denial documentation and potential appeal**
- ▶ Closes with relationship building and high expectations for school operators
- ▶ Report to DOE Survey

Examples?