

**School District
of Clay County**



900
Walnut Street
Green Cove Springs, FL 32043

Telephone: (904) 284-6511
Fax: (904) 529-2170
lbandy@clay.k12.fl.us

Processes, Procedures, and
Guidelines

Charter School Application: Processes, Procedures, Guidelines and Timeline

2011-2012

To Open

2013-2014

Revised November 23, 2011

If there are any changes required by the outcome of the 2011 Legislative Session, an amended application will be provided as soon as possible.

SCHOOL DISTRICT OF CLAY COUNTY

Green Cove Springs, Florida

SCHOOL BOARD

**The Honorable Carol Studdard
Chairman
District 2**

**The Honorable Janice Kerekes
Vice Chairman
District 1**

**The Honorable Frank Farrell
Member District 4**

**The Honorable Lisa Graham
Member District 5**

**The Honorable Charles Van Zant
Member District 3**

**SUPERINTENDENT OF SCHOOLS
Ben Wortham**

Dear Charter Applicant:

The School District of Clay County would like to thank you for your interest in applying for a charter school to open the 2013-2014 school year. Enclosed is a packet of information designed to acquaint you with the District's application processes, guidelines, timeline, and to provide an overview of District standards and expectations. This information should assist you to develop, prepare, and complete a timely charter school application that must be submitted to the Assistant Superintendent for Instruction's office on or before August 1, 2012 by 4:00 p.m.

Listed below, are answers to frequently asked questions to assist applicants when completing the charter school application.

- The facility must meet health, safety, and zoning standards that are established by the Clay County Health Department, and other agencies.
- If a charter school participates in the National School Lunch Program it will be responsible for following all guidelines and regulations as required by the state, USDA and Health Departments.
- The charter school is responsible for transportation of students. The school will receive a transportation subsidy from the state for students who meet the funding eligibility requirements. However, the funding does not cover the full cost of transportation.
- The academic programs of Exceptional Student Education (ESE) and English for Speakers of Other Languages (ESOL) must meet eligibility requirements in order to receive additional allocation beyond basic funding.
- A charter school is a public school sponsored by the School District of Clay County.
- When purchasing equipment and supplies, you may wish to use vendors that supply the District.

According to the timeline, you will be given opportunities to receive assistance when completing the charter school application and will have individual help sessions with staff. It is highly recommended that you avail yourself of these help sessions. A timeline is enclosed for your information. Your application will be reviewed and evaluated by the Charter School Review Committee, which will recommend to the Superintendent approval or denial of your application.

The District has established a preliminary review of three *threshold requirements* in the application that are essential to the application review process. District staff will analyze the three threshold requirements below and provide recommendations to each applicant. Therefore, it is critical that each applicant adhere to the application timeline, format, and the application processes.

These are the three (3) threshold requirements, which must be met:

- **Academic Design (I)**
- **Governance Plan (II)**
- **Business/Budget Services (IV)**

Five copies of a rough draft of the charter school application are due in the Director of Student Services office by June 7, 2012. See manner of delivery below. Upon receipt, the Director of Student Services will schedule an appointment for each applicant to attend an individual help session for each of the threshold requirements.

Please be advised that you have only one help session opportunity for each *threshold requirement*. Therefore, your proposed plan should be as complete as possible in order to obtain maximum benefit for each help session.

At the help session, district staff will have prepared and will provide written recommendations to improve your charter school application. Adherence to the due dates, guidelines, and timeline will ensure optimal staff assistance.

*Deliver all documents in the following manner:
All documents should be hand delivered or sent certified mail. Upon delivery, all documents will be logged-in and a receipt will be issued to you.*

Lyle Bandy
Director of Student Services
The School District of Clay County
23 South Green Street
Room 201
Green Cove Springs, FL 32043

Once the final application is submitted on August 1, 2012 the application must pass all three of the threshold requirements in order for the application to be recommended for approval.

Attachments: Charter School Opening 2013-2014

Spring 2012	Request for Applicant Letter of Intent
Spring 2012	Charter School Application Guidelines
Spring 2012	Charter School Application Timeline
Spring 2012	Charter School Application Review Committee Members

REQUEST FOR LETTER OF INTENT

As one of the preliminary steps to the charter school application process, the applicant submits a letter of intent to the District. Your letter should respond in detail to each of the items listed below regarding your charter school. Your response will enable the Charter School Review Committee to prepare questions, which may assist you when responding to items in the charter school application. Additionally, your letter of intent solidifies your intention to apply for a charter school with the District.

- What is the full name and address of the individual, organization, or group proposing the charter school?
- As a founder, describe your educational background.
- As a founder, describe your experience in implementing academic programs.
- As a founder, describe your experience operating a business, educational institution, managing funds, and supervising staff.
- Who is the contact person(s) for the school - name, address, telephone, fax number, and email address?
- Attach a resume for each board member.
- Describe the educational background and work experience of the governing board members.
- Attach a resume for all school administrators including educational, and school operating experiences.
- What is the proposed name of the school?
- Where is the proposed location of the school?
- What year will the proposed school open?
- Describe the charter school's
 - Vision
 - Mission
 - Purpose
- Describe the unique/innovative educational program and curriculum of the proposed charter school.
- Describe how your school will complement the District.
- Describe the target student population.
 - Number of students to be served with a breakdown for the first five years i.e.
 - Year 1 100 students
 - Year 2 120 students
 - Grade configuration with a breakdown for the first five years i.e.
 - Year 1 K-3
 - Year 2 K-4

Your letter of intent is due in the Charter School Office on or before June 1, 2012 at 4:00 p.m. *Adhere to the manner of delivery described on page 4.*

If you need further assistance, you may contact Lyle Bandy by e-mail lbandy@mail.clay.k12.fl.us or call 904-284-6511.

2013-2014 CHARTER SCHOOL APPLICATION GUIDELINES

The reviewers will evaluate the content, presentation and organization of the application based on the standards set forth in each of the sections, (2-10) of your Charter School Application and Governing Board Information Kit. The guidelines listed below will assist you as you prepare your charter school application.

It is important that applicants fully address each question in the application. Even if a question appears redundant, answer the question again within the section. Do not refer the reviewer to another section in the application where the answer may be found.

Orientation

On April 16, 2012, district staff will meet with potential applicants to address questions and discuss in their entirety the application requirements and processes - application rough draft, three threshold requirements, general operations, the application timeline, and the stand-alone documents.

Three Threshold Requirements

If an application fails one of the threshold requirements listed below, the application will not be recommended for approval and the applicant can re-apply next application cycle.

- *Academic Design*
- *Budget/Business Services*
- *Governance*

General Operations Help Session

This information is pertinent and required to complete your application.

- Marketing and Recruiting Plan
- Student Admission, Registration, Enrollment and Dismissal
- Finance Services
- Legal Services
- Evidence of Support
- Testing Services
- Human Resource Services
- Student Information Management Systems
- Custodial Services
- Unitary Status
- Food Service

Stand-Alone Documents

Listed below are stand-alone documents that must be customized to govern your school. Merely stating that you will adopt the District's plan is unacceptable.

- Academic Baseline with Academic Achievement with Measurable Outcomes
- Student Progression Plan (Attachment #5)
- Technology Plan (Attachment #6)
- Limited English Proficiency (LEP) Plan (Attachment #7)
- Dropout Prevention Plan (Attachment #8)
- Instructional Assessment Profile Form (Attachment #9)
- Policies and Procedures Manual (Attachment #10)
- Budget Worksheets to include 3-year budget and 3-month working capital budget
- Safety Preparedness Plan (Attachment #11)
- Student Code of Conduct (Attachment #12)
- Transportation Plan (Attachment #13)
- Safe Driver Plan (Attachment #14)
- Safe Rider Plan (Attachment #15)
- Food Service Agreement (Attachment #16)
- Curriculum Alignment Plan and Professional Development Plan
- Articles of Incorporation/Bylaws
- Not-for-Profit 501 (c) (3) Status

Delivery of Documents

Deliver all documents to:

Lyle Bandy
Director Student Services
The School District of Clay County
23 South Green Street
Room 201
Green Cove Springs, FL 32043

All documents should be hand delivered or sent certified mail. Upon delivery, all documents will be logged in and a receipt will be issued to you.

- **Timeline**

The timeline is a schedule of the application processes designed to allow adequate time for the applicant and district staff to prepare and receive information in a timely manner. For that reason, it is imperative that charter school applicants adhere to the timeline.

- **Letter of Intent**

The letter of intent informs the District that you intend to open a charter school and is an important part of the application process. It should provide pertinent information regarding the operations, opening, governance, and educational program of the proposed charter school. The letter of intent is due in the charter school office no later than 4:00 PM on June 1, 2012. Please see the manner of delivery on page 5 of this document.

- **Applicant Initial Interview**

Charter School Review Committee members will interview each applicant in order to get acquainted with the school's mission, vision, innovative curriculum, and goals for the student population identified.

- **Rough Draft**

Five copies of a rough draft of the charter school application are due in the Charter School Office on or before June 11, 2012. The Director of Student Services will distribute the drafts to appropriate district staff. When developing the application, keep in mind that as a proposed educational entity, grammar, spelling and content should represent the "excellence" of your school. See manner of delivery on page 7.

- **Appointments**

Staff has set aside time to work with you. If you are unable to keep your appointment or, if you are going to be late, please call the Charter School Office immediately (904-284-6511). If time and schedules permits, the Director of Student Services will attempt to reschedule your appointment.

- **General Operations Help Session**

Staff will assist each applicant with general operations according to the application timeline. General operations consist of the following areas: food, human resources, finance, testing, custodial, legal services, registration and dismissal, transportation, marketing and recruiting plans, unitary status, and evidence of support, student admission, and information management systems (IMS).

- **Individual Help Session (Academic Design, Governance Plan, Facility/Location)**

These critical threshold requirements may determine approval or denial of an application. Individual help sessions will occur within the window period according to the application timeline when you deliver five copies of a complete rough draft of your charter school application to the Charter School Office on June 11, 2012.

The Director of Student Services will schedule an appointment with district staff for individual help sessions.

- **Individual Help Session (Business Services/Budget Services)**

The budget help session will occur after the Academic Design, Governance Plan, and Facility/Location help sessions in order for you to receive maximum benefit from the budget help session. Academic Design and Facility/Location will affect the budget. For that reason, the budget may require some revisions based on recommendations provided by district staff during the previous help sessions.

Time has been allotted for applicants to revise the budget and submit it to the Charter School Office as scheduled in the application timeline. Written recommendations will be provided to improve the budget section of your application during the individual help session. District staff, which consists of the academic team and facility/location representative, may recommend that you review and revise the budget. This is a critical threshold requirement of the application and it alone may result in an application not being recommended for approval.

- **Charter School Application Final Submission**

The first impression is a lasting impression. Please ensure that your application is representative of your proposed school and submit it accordingly:

1. Number the pages consecutively.
2. Submit the charter school application in the same format as in the District's charter school application.
3. The Table of Contents should be consistent with the District's charter school application.
4. Use tabs to divide topics and subtopics.
5. Submit ten copies of the charter school application in three ring binders.
6. Submit an electronic version (CD Rom) of your charter school application

- **Final Application: Adhere to the manner of delivery on page 7.**

Deliver the final charter school application (10 paper copies and one CD) to the Director of Student Services Office on or before August 1, 2012, by 4:00 p.m.

- **Final Applicant Interview**

Charter School Review Committee members will interview all applicants who submit a completed application by August 1, 2012. Interviews will be conducted after the application has been reviewed to permit the committee members to verify and clarify responses with the applicant.

2011-2012 CHARTER SCHOOL APPLICATION TIMELINE

2013-2014 OPENING

- March 12, 2012
 - Public announcement of the 2011-2012 application cycle
- April 30, 2012
 - Applicant and Governing Board Orientation
- June 1, 2012
 - Letter of intent due to the Director of Student Services
 - See delivery directions on page 5
 - If a letter of intent is not submitted by the due date, the District will assume that you are not planning to apply for a charter school and staff may not be available to provide assistance.
- June 7, 2012
 - Applicant submits five copies of a complete rough draft of the Charter School Application to the Charter School Office by 4:00 p.m.
 - Adhere to the manner of delivery on page 7.
 - Individual help sessions will be scheduled at this time
- July 16-19, 2012
 - Optional applicant Interviews with Charter School Review Committee
- June 28, 2012
 - Applicant submits budget (draft) to the Charter School Office by 4:00 p.m.
 - See delivery instructions on page 7.
 - Business Services/Budget Services individual help session will be scheduled at this time.
- July 9 – July 12, 2012
 - Individual help session
 - Business/Budget Services

- August 1, 2012
 - Adhere to the manner of delivery and submit ten (10) copies and one CD-ROM of the 2013-2014 charter school application to the Assistant Superintendent for Instruction's Office by 4:00 p.m.
 - Applicant submits signed waiver of 60 day notice to allow the board to temporarily postpone a vote to approve or deny applicant until the first district school board meeting in October.
- August 27-31, 2012
 - Final applicant interviews with the Charter School Review Committee
- September 11, 2012
 - Superintendent is notified of the Committee's recommendation
- September 14, 2012
 - Applicant notified of the Committee's recommendation to the Superintendent
- October 18, 2012
 - Board Meeting Agenda: Charter School Application

CHARTER SCHOOLS APPLICATION REVIEW COMMITTEE

	NAME	TITLE/DEPT 900 Walnut Street, Green Cove Springs, FL 32043	PHONE NUMBER
1.	Bandy, Lyle	Director, Student Services	904-529-2616
2.	Connell, James	Assistant Superintendent, Support Services Division	904-284-6517
3.	Copeland, Dr. George	Assistant Superintendent, Business Affairs	904-284-6571
4.	Findley, Sonya	Director, Finance	904-529-2608
5.	Glover, Susan	Director, School Food Service	904-284-6521
6.	Hendrick, Carl	Chief Information Officer, Information Services	904-284-6507
7.	Henry, Michael	Director, Instructional Personnel	904-529-4916
8.	Hemdon, Dr. Suzanne	Supervisor, Reading/Language Arts	904-529-4892
9.	Jones, Alisa	Supervisor, Instructional Support Service	904-529-2612
10.	Komegay, Diane	Assistant Superintendent, Instructional Division	904-284-6547
11.	Kosek, Shannah	Supervisor, School Improvement/Professional Development and Assessment	904-284-6578
12.	Lewis Dewitt	Supervisor, Title I	904-529-4927
13.	McCabe, Toni	Assistant Superintendent, Human Resources	904529-4908
14.	Robbins, Patti	Administrative Support Assistant	904-284-6576
15.	Roth, Terry	Director, Exceptional Student Education	904-529-4977
16.	Merrill, John	Director, Maintenance & Operations	904-529-4939
17.	Swanson, Larry	Director, Code Enforcement Department	904-529-4955
18.	Waremburg, Robert	Director, Transportation	904-284-6594
19.	Wethington, Donna	Supervisor, Student Services	904-529-4995
20.	Wingate, Michael	Director, Secondary Education	904-529-2613