

Duval County Public Schools 4037 Boulevard Center Drive 3 rd Floor Jacksonville, FL 32207 www.duvalschools.org	Sharwonda Peek, Assistant Superintendent, Office of School Choice Gary Bryan, Director Charter Schools Telephone: (904) 390-2039 Fax: (904) 390-2616	Gina Knight, Coordinator knightg@duvalschools.org LaMarius Moultrie Agbaje, Coordinator moultrieagbaje@duvalschools.org Telephone: (904) 390-2039
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Charter School Application: Processes, Procedures, Guidelines, and Timeline

2020 Charter Application Cycle

Revised October 2019



2020 CHARTER SCHOOL APPLICATION GUIDELINES AND INFORMATION

The reviewers will evaluate the content, presentation, and organization of the application based on the criteria set forth by the Florida Department of Education in each subsection of your Charter School Application. The guidelines listed below will assist you as you prepare your charter school application.

SECTION I: OVERVIEW OF DUVAL COUNTY'S PROCESS

❖ **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**

As one of the preliminary steps in the charter school application process, the applicant is requested to submit a Letter of Intent to the District. Your letter should respond in detail to each of the items listed below regarding your proposed charter school. Additionally, your Letter of Intent solidifies your intention to apply for a charter school with the District and allows us to plan accordingly. The Letter of Intent should include the following information:

- Name of the proposed charter school
- Mission of the proposed charter school
- Contact information for founding individual, organization, or group for the proposed charter school
- Contact information for the person who will serve as the liaison with the District during the application process
- Grade levels of the proposed school (Year 1, 2, 3, 4, 5)
- Number of students the proposed school intends to serve (Year 1, 2, 3, 4, 5)
- Target population of the proposed school
- Location of the proposed school (area of the city)
- Unique/innovative features of the proposed school
- Governing Board members for the proposed school and their address and respective affiliation
- Benefit of the proposed school to the District
- Needs assessment that supports the need for the proposed school
- Any other important information about your proposed school that you would like to share with us at this time

The Letter of Intent should be submitted on or before **December 13, 2019**. The Letter of Intent should be submitted to the Charter School Office, Duval County Public Schools electronically to duvalcharter@duvalschools.org

❖ **Charter School Application Submission**

The Charter School Application must be submitted in the format described below. All applications will receive an initial screening conducted by the Technical Review Committee (TRC). Applicants will be provided an opportunity to make non substantive corrections as deemed appropriate by the TRC.

The applicant must submit five (**5**) copies of the entire application in three (3) ring binders and one (**1**) electronic version (searchable) ensuring the electronic version will open for all versions of Word 2007 or lower or PDF all files.

An applicant must use the Model Florida Charter School Application available at (www.duvalschools.org) and include the following:

1. Application Cover Sheet that clearly identifies the applicant, name of proposed school, contact person and other information as indicated and a signature acknowledging that all required information is complete and accurate.
2. Table of Contents consistent with Duval County's adaptation of the Model Florida Charter School Application. The Table of Contents must be divided into 22 sections plus attachments. Page numbers must be at the bottom of each page and numbered consecutively throughout the entire document.
3. Questions and their responses must be numbered in the same manner and order as they appear in Duval County's adaptation of the Model Florida Charter School Application.
4. Four (4) tabs labeled appropriately to divide the four (4) main parts of the application (i.e., Educational Plan; Organizational Plan; Business Plan; Chart of Attachments).
5. The Duval County Budget Workbooks available at www.duvalschools.org .
6. Responses to all required questions. If a section of the application is optional, and the applicant elects to answer the questions in the section, all of the questions must be fully completed in the section.
7. Standard Font (e.g., Arial, Times Roman, Calibri, Courier) and Font size must be 12-point. All pages must be single spaced, one-sided, and no smaller than 1" margins.

❖ **Application Submission**

Deliver the charter school application (5 paper copies and one electronic version) to the Charter School Office on or before **February 3, 2020** by **4:30 p.m.** All documents should be hand delivered or sent by certified mail or through courier service and be received on or before the due date. Upon delivery, all documents will be logged in and a receipt will be issued.

**Charter School Office
Duval County Public Schools
4037 Boulevard Center Drive
Team Center B
3rd Floor
Jacksonville, FL 32207**

❖ **Contact Information:**

Gary Bryan, Charter School Director, bryang@duvalschools.org, Gina Knight, Charter School Coordinator, knightg@duvalschools.org, LaMarius Moultrie Agbaje, Charter School Coordinator, moultrieagbaje@duvalschools.org, or call 390-2039.

2020 CHARTER SCHOOL APPLICATION GUIDELINES AND INFORMATION

SECTION 2: APPLICATION PROCESS

1. Letter of Intent

The Letter of Intent is due to the Charter School office no later than **December 13, 2019**. Please submit the letter of intent electronically. The Letter of Intent should address each question listed on page 2. **The Letter of Intent is optional.**

2. Submit Complete Application

Submission must be on or before **February 3, 2020 by 4:30 PM** to:

**Charter School Office
Duval County Public Schools
4037 Boulevard Center Drive
Team Center B
3rd Floor
Jacksonville, FL 32207**

3. Technical Review Committee (TRC) First Review

The Technical Review Committee (TRC) will conduct the first review of all applications received by the deadline. The purpose of this review is to determine if the application has been submitted in the proper format and that there are responses for each section of the application. If a section of the application is optional, and the applicant elects to answer the questions in the section, all of the questions must be fully completed in the section. The TRC will provide written notification to an applicant of any technical or non substantive errors and allow the applicant 7 calendar days to make corrections.

4. Application Review Committee (ARC) Review

Applications that are determined to be in a technically correct format will be reviewed by the Application Review Committee (ARC). The ARC will review and evaluate each application using the Florida Charter School Application Evaluation Instrument.

Part I-Educational Plan

- Section 1 Mission, Guiding Principles and Purpose
- Section 2 Target Population and Student Body
- Section 3 Educational Program Design
- Section 4 Curriculum and Instructional Design
- Section 5 Student Performance
- Section 6 Exceptional Students
- Section 7 English Language Learners
- Section 8 School Culture and Discipline
- Section 9 Supplemental Programming

Part II-Organizational Plan

- Section 10 Governance
- Section 11 Management and Staffing
- Section 12 Human Resources and Employment
- Section 13 Professional Development
- Section 14 Student Recruitment and Enrollment
- Section 15 Parent and Community Involvement

Part III- Business Plan

- Section 16 Facilities
- Section 17 Transportation Service
- Section 18 Food Service

Section 19 School safety and Security
Section 20 Budget
Section 21 Financial Management and Oversight
Section 22 Start-Up Plan

The ARC will evaluate the complete application. The Superintendent will then make a recommendation to the School Board to approve or deny each application.

5. Applicant Interviews

The ARC will conduct interviews for clarification purposes pertinent to the application.

6. Notification to the Applicant of the Superintendent's Recommendation

The Charter School Office will notify each applicant of the recommendation from the Superintendent.

7. School Board Meeting

At the regularly scheduled meeting of the Duval County School Board, the board members will vote on the Superintendent's recommendation to approve or deny each application. Applicants may wish to attend the meeting to witness the vote.

8. Notification to Denied Applicants

Notification to denied applicants stating the specific reason(s) for the denial will be provided by the Charter School office within 10 calendar days after the vote by the Duval County School Board.

2020 CHARTER SCHOOL APPLICATION TIMELINE

SECTION 3: TIMELINE (DATES ARE SUBJECT TO CHANGE)

- October 16, 2019
 - Application and Processes, Procedures, Guidelines, and Timeline available on-line
 - November 1, 2019
 - New Charter Application Orientation
 - December 13, 2019
 - Letter of Intent due to the Charter School Office
 - See delivery directions on pages 2 and 3
- *Entities that do not submit a Letter of Intent may still submit an application on, or before, February 3, 2020.**
- February 3, 2020
 - Application is due. Please follow the manner of delivery in the overview section on page 3 and submit five (5) copies and one electronic version to the Charter School Office by 4:30 p.m.
 - February 4 – February 10, 2020
 - The TRC reviews all applications for technical compliance
 - February 11, 2020
 - The TRC notifies applicants in writing of any technical or non substantive corrections that may be made before the application is submitted to the ARC.
 - February 19, 2020
 - Applicant submits any technical or non substantive corrections back to the Charter School Office. The corrections must be resubmitted in the original format provided to the district, to include in 5 hard copies and 1 electronic version by 4:30 p.m. to the Charter School Office.
 - February 18, 2020
 - The TRC turns over all applications to the ARC.
 - February 19 – March 16, 2020
 - The ARC reviews each application against the Florida Charter School Evaluation Instrument.
 - March 24 - 27, 2020
 - Applicant interviews

TECHNICAL REVIEW COMMITTEE (TRC)		
NAME	TITLE/DEPT/LOCATION	EMAIL
Gary Bryan	Director, Charter Schools	bryang@duvalschools.org
LaMarius Moultrie Agbaje	Coordinator, Charter Schools	moultrieagbaje@duvalschools.org
Gina Knight	Coordinator, Charter Schools	knightg@duvalschools.org
Carolyn Parker	Coordinator, Charter School Finance	parker3@duvalschools.org
John Duffy	Coordinator, Charter School Finance	duffy1@duvalschools.org
Faye Hogg	Coordinator, Charter School Finance	hoggf@duvalschools.org
Vonceila Ray	Coordinator, Charter School Finance	rayv@duvalschools.org
APPLICATION REVIEW COMMITTEE (ARC)		
Reading Department Language Arts Department Math Department Science Department Social Studies Department Data and Assessment Department ESE Department ESOL Department World Languages Department Guidance Department Legal Services Human Resource Department Community and Family Engagement Department Facilities Department Transportation Department Food Services Department Business Services Department		