



Choice/Charter Schools Management Support Department

New Charter School Application Process:

Informational Meeting

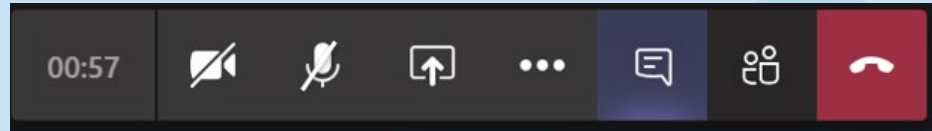
September 21, 2022

10:00 AM

[Click here to join the meeting](#)

Virtual Meeting Norms

- ✓ Mute your microphone or phone
- ✓ Turn off your camera
- ✓ Include your name, proposed school name and your role regarding this application
- ✓ Use technology respectfully
- ✓ Engage Fully
- ✓ Post questions to 'chat box'



Broward County Charter Schools

- ✧ Currently there are **90** charter schools operating in Broward County under the sponsorship of The School Board of Broward County, Florida
 - ✧ Charter schools serve in excess of **48,000** students.
 - ✧ There is an excess of **25,000** available seats in the existing charter schools in Broward County.

Grade Level Breakdown of Broward County Charter Schools

K-3	K-5	K-6	K-8	6-8	6-12	9-12	K-12
1	26	1	28	14	5	16	2



Disclaimer

This meeting is designed to review the changes in formatting and section revisions for the Model Florida Charter School Application that became effective on February 9, 2016, and the process of application submission for The School Board of Broward County, Florida. This process is district specific. Please adhere to each district's independent procedures if submitting applications in more than one district.

At no point during this meeting will the District presenters discuss any content questions or requirements for the application.



Content Requirements

Must haves:

- ✧ Application Cover Sheet
- ✧ Executive Summary (**2 pages maximum**)
- ✧ Narrative (**Page limit /word count requirement**)
- ✧ Applicant History Worksheet
- ✧ Board Member Information Forms
- ✧ Statement of Assurances (**Authorized representative and one for each board member**)
- ✧ Replication Addendum - **If the application is for a replication of an existing charter school**
- ✧ Consultant Addendum - **District request**
- ✧ Review Extension Waiver - **District request**
- ✧ Attachments



Important Legislation

Some of the important legislation surrounding charter schools and education in general include, but are not limited to, the following:

- ✧ Section 1002.33, Florida Statutes (Charter School Legislation)
- ✧ Chapter 218.503 (Financial Matters)
- ✧ Section 1002.45, Florida Statutes (Virtual Education)
- ✧ Section 1012.22(5)(b)(II)(III), Florida Statutes (Salary Schedule/Adjustments)
- ✧ Section 1012.34, Florida Statutes (Performance Evaluations)
- ✧ Rules 6A-0902 through 6A-09091, F.A.C. (ESOL Requirements)
- ✧ IDEA and Rules 6A-6.03011 through 6A-6.0361, F.A.C. (ESE Requirements)
- ✧ Section 1013.62, Florida Statutes (Capital Outlay)
- ✧ Section 1008.34, Florida Statutes (Assessment and Accountability)
- ✧ Section 1002.331, Florida Statutes (High Performing)
- ✧ Section 1006.07 and 1006.12, Florida Statutes (School Safety and Security)



**Know
your
statutes!**

It is strongly encouraged that the applicant be familiar with the statutes that govern charter school operations as well as the policies and procedures for the county in which you are applying.



Key Reminders

Literacy

Review FLDOE Adoption Lists for curriculum choices.
Be clear in your selection of a Reading Plan.
Consider and explain instruction for all levels of students.

ESE

Remember that ESE includes SWD and Gifted.
Review all federal, state and local rules and policies.
Be thorough in your explanation of all programs and services.

ESOL

Review all federal, state, and local rules and policies.
Know the state-approved District ELL Plan for the county.

MTSS

Be thorough in your explanation of frequency, duration, curriculum, and progress monitoring for each tier.

Proofread all work especially if submitting in more than one county.



Deadlines for 2023 submissions:

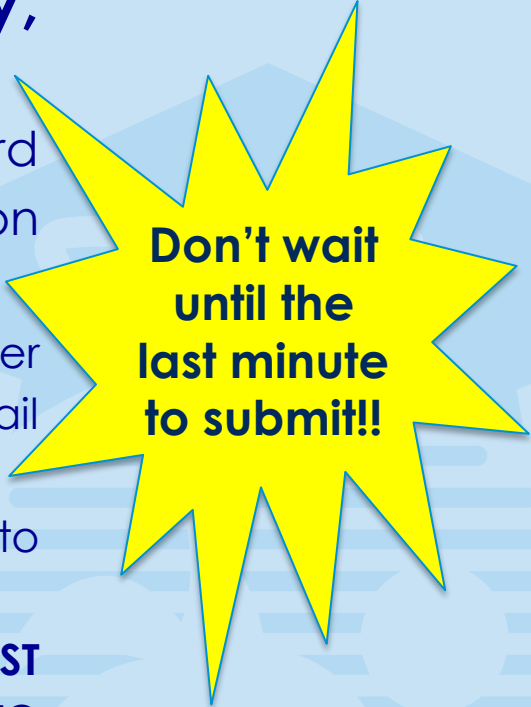
✧ **Application submissions are due Friday, February 1, 2023.**

✧ Application submission refers to **ONE** bound, hard copy application and the electronic application submitted in the Charter.Tools online tool.

✧ Hard Copy is due by 5:00 PM to the Choice/Charter Schools Management/Support Department. Please mail to 600 SE Third Avenue, Ft. Lauderdale, FL 33301

✧ Electronic submission is due by 11:59 PM EST into Charter.Tools.

✧ **THE APPLICATION THAT IS SUBMITTED IN HARD COPY MUST BE IDENTICAL TO THE APPLICATION SUBMITTED INTO CHARTER.TOOLS. THE ONLINE APPLICATION IS THE OFFICIAL COPY THAT THE SPONSOR WILL BE REVIEWING AND ANY DEVIATIONS FROM THE ELECTRONIC SUBMISSION WILL NOT BE CONSIDERED.**

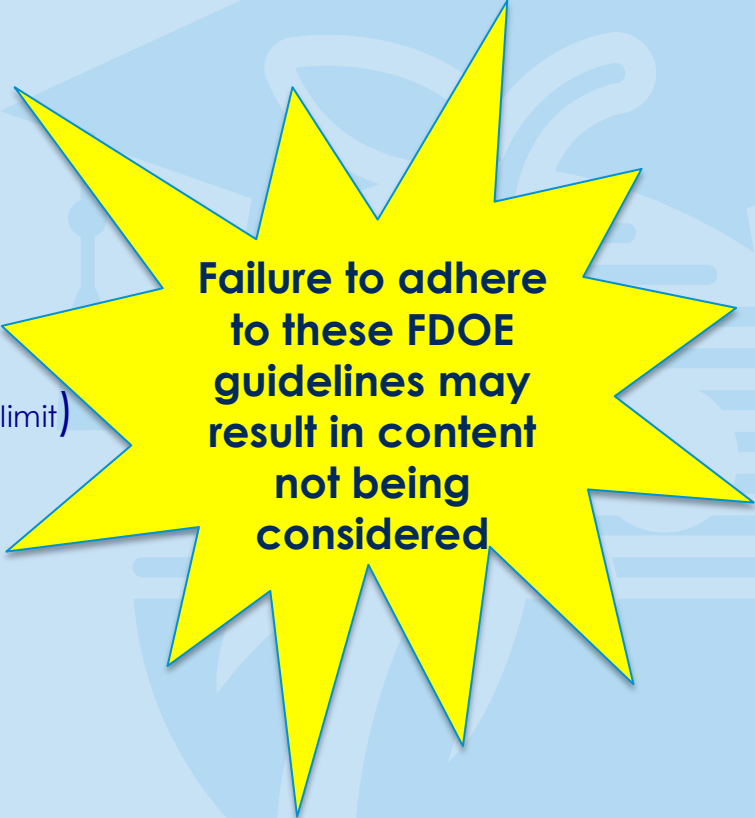


**Don't wait
until the
last minute
to submit!!**



Formatting Guidelines for Hard Copy Narrative

- ✧ 110-page maximum for a standard or virtual application
- ✧ 140-page maximum for replications or ESPs
- ✧ 12-point font
- ✧ 1 inch margins for hard copy document
- ✧ One-sided
- ✧ Single-spaced
- ✧ Include a table of contents (not included in page limit)



**Failure to adhere
to these FDOE
guidelines may
result in content
not being
considered**



Attachments

- ✧ Found on Page 28 for a **STANDARD** Model Florida Charter School Application
- ✧ Found on Page 25 for a Model Florida **VIRTUAL** Charter School Application
- ✧ Found on Page 17 for a **HIGH PERFORMING REPLICATION** Charter School Application
- ✧ Not included as part of the 110-page limit
- ✧ Follow the list that is provided in the application and include all that are applicable to the proposed schools and its grade levels.
- ✧ Attachments must be included within the section where they are referenced.
- ✧ 10 additional pages of attachments may be added to the end of the attachments**

**These 10 pages may or may not equate to 10 attachments.



Application Process Timeline

- ✧ Letter of Intent for February 1, 2023, submissions is due by **December 1, 2022**. (Letter template is available at browardschools.com)
- ✧ Hard copy final application submission is due on **February 1, 2023, by 5:00 PM**.
- ✧ Charter.Tools accepts the electronic final applications from **8:30 AM until 11:59 PM EST, on February 1, 2023**.
- ✧ The Sponsor has up to ninety (90) days to review and submit a recommendation to the Superintendent of Broward County, Florida for approval or denial of an application.



Application Submission Process

- ❖ Applicants register for an account at Charter.Tools
 - *Click on Take a Tour (top left corner) if you aren't familiar with Charter-Tools.
 - *After the tour, click on Create an Account or Sign in if you already have account
 - *Follow the prompts for applying to start a new charter school
 - *Applicants have the option to approve multiple people to collaborate on the application.
- ❖ Applicants (Petitioners) create application.
- ❖ Applicants must also submit one bound, hard copy application according to the guidelines specified on pages 3 and 4 of the Model Florida Charter School Application or the Model Florida **VIRTUAL** Charter School Application to the Choice/Charter Schools Management Support Department by **5:00 PM on February 1, 2023.**



Creating a Charter.Tools Account

 [Take a Tour](#) [FAQ](#)

email or login id

password

[Sign In](#)

Charter.Tools

Empowering Charter Schools and Authorizers

[Create an Account](#)

[Login to Account](#)



Charter Application

Easy-to-use tool intended for charter school applicants to create compelling applications submitted electronically to their respective authorizer.



Application Evaluation

Allows authorizers to accept charter applications electronically and effectively collaborate to review and evaluate the quality of submitted applications.



Compliance Management

Streamlines the process of ensuring operating schools are adhering to charter statutes in a sustainable manner in order to provide high-quality educational choices to their communities.



Timely Reporting

Charter schools use this tool to effectively remain in compliance with all required benchmarks and quickly react and remedy any operational deficiencies.



Personnel Tracking

Easily access and manage relevant information pertaining to charter school personnel and board members as well as authorizer staff members.



Academic Programs

Authorizers can review and assess the quality of academic programs that are being offered by the charter school. Charter school can review the report and provide an action plan to address any concerns.



State Data

Access integrated state provided data on annual school performance.



Performance Analytics

Design intelligent school performance assessment on a group of related quantitative measures. As data is fed into the model, the system will automatically generate assessment ratings for each monitored measure.



Polling

Solicit and analyze meaningful feedback from parents, teachers and administrators.



Creating a Charter.Tools Account

Step 1: choose the option to start a new charter application

Home Take a Tour FAQ

Create a new Charter.Tools user account

⚠ Before you create a new user account → [click here](#)

Which of the following best describes the reason you need to register?

I am applying to start a new charter school (Applicant) ▾

With an Applicant account, you can:

- Create multiple charter school applications
- Provide detailed information and content for each application
- Attach supporting documents to each application
- Electronically sign and submit your applications for review

Enter your email address

Next >



Creating a Charter.Tools Account

Step 2: click the green button to start a new application or the blue button to join an existing application



The screenshot shows the Charter.Tools user interface. At the top, there is a navigation bar with the Charter.Tools logo and a user profile for "John Doe" with a plus icon. Below the navigation bar, the page is titled "My Charter Applications". There are two main options: "Click to start your first application" with a green "Start New Application" button, and "Click to join an existing application" with a blue "Join Existing Application" button.



FDOE Documents – Application Types

Standard Application	Virtual Application	High Performing Replication
Standard Model Charter School Application Evaluation Instrument (Word)	Virtual Charter School Application (Word)	Model Florida Charter School Application High-Performing Charter School System Replication (Word)**
Standard Model Charter School Application Evaluation Instrument (Word)	Virtual Charter School Application Evaluation Instrument (Word)	Model Florida Charter School Application High-Performing Charter School System Replication Evaluation Instrument (Word)

**A high-performing charter school system seeking to replicate one of its high-performing charter schools



Contact Information

For questions and other general information, please feel free to contact the Choice/Charter Schools Management Support Department at 754-321-2135.

Donté F. Collins, Director

Donte.Collins@browardschools.com

Rhonda Stephanik, Coordinator

Rhonda.Stephanik@browardschools.com

For technical support in Charter.Tools, click on the question mark in the orange circle at the bottom left corner of the screen and send their support staff a message.



Choice/Charter Schools Management Support Department
600 SE Third Avenue, 12th floor
Fort Lauderdale, FL 33301

New Charter School Application Process: Informational Meeting

The School Board of Broward County, Florida

Laurie Rich Levinson, Chair
Patricia Good, Vice Chair

Lori Alahdeff
Daniel Foganholi
Debra Hixon
Donna Korn
Sarah Leonardi
Ann Murray
Nora Rupert

Dr. Vickie Cartwright, Superintendent of Schools

The School Board of Broward County, Florida, prohibits any policy or procedure which results in discrimination on the basis of age, color, disability, gender identity, gender expression, national origin, marital status, race, religion, sex or sexual orientation. Individuals who wish to file a discrimination and/or harassment complain may call the Director, Equal Educational Opportunities/ADA Compliance Department at 754-321-2150 or Teletype Machine (TTY) 754-321-2158

