



THE SCHOOL BOARD OF SARASOTA COUNTY, FLORIDA

RESEARCH, ASSESSMENT & EVALUATION, SCHOOL IMPROVEMENT, AND SCHOOL CHOICE

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CHARTER SCHOOL APPLICATION TIMELINE AND PROCEDURES FOR 2011-2012

(Charter Schools Opening for the 2012-2013 School Year)

Dates may be adjusted dependent upon number of applications received by the district

Revised August 31, 2011 (Shown in Red)

April 1, 2011

News Release

Public advertising notice to potential Charter Applicants that the School Board of Sarasota County will accept completed Charter School Applications if they are submitted and time stamped in the Office of School Choice/Charter Schools **by 4:30 pm Monday August 1, 2011**. The news release also informs applicants of the availability of an orientation session and district technical assistance.

April 14, 2011 1:00-4:30 PM Rooms A and B Brown Awning Building

Orientation and Training Session for ALL potential Charter School applicants.

This session is a highly-recommended district meeting for applicants. Training will include content from School Board staff representing all of the areas of specialization required for charter operation. Applicants will be introduced to resources available to give technical support in the application process. **In addition, all applicants MUST attend a Florida Department of Education new applicant training session prior to submitting an application to the district.**

June 1, 2011

Letter of Intent

A letter of intent to file an application should be sent to the Office of School Choice/Charter Schools by June 1, 2011. The intent should include the name, mission, contact person, grade levels and location of the proposed school.

April 14 to August 1, 2011

Application preparation

Applicants will prepare Charter applications and will be expected to schedule any technical assistance meetings, by appointment, during the regular business day,

with appropriate SCSB staff and the Supervisor of Charter Schools. The Supervisor will assist and monitor the application process.

August 1, 2011

Application deadline

Applicants will submit Charter Applications in their final form to the Office of School Choice/Charter Schools **no later than 4:30pm Monday August 1st**. The application will be time stamped and must be accompanied by a “Security Background Disclosure” for the founder and each founding board member. The applicant must submit an electronic version of the application in addition to an original copy and 15 “hard” copies for review. To be reviewed, the application must be complete and meet all application submission requirements. No additions to the application will be allowed.

August 1 to September 30, 2011 (or as needed to complete process) Revised August 2 to October 7, 2011

Charter Review Committee Analysis of Applications

The Charter Review Committee will meet at least every Thursday from 3:00 to 4:30 PM as needed to review and assess each application. In this process, the Charter Review Committee will conduct a review of each written application, prescreening for the obvious requirements stated in statute. The review will also include all information gathered at the presentation, and the applicant’s record of performance if the applicant has other schools. Using the “**Florida Charter School application Evaluation Instrument**”, members of the Charter Review Committee will make observations, suggestions and comments regarding the extent to which the applicant has met required criteria. The applicant may receive a request for clarifying information or documents as part of a final capacity interview that will be scheduled prior to School Board action on the application.

August 16, 2011 Time TBA Session Cancelled

Application Presentation before a full session of the Charter Review Board and Sarasota county School Board

~~The Charter School applicant and representatives from the charter founding board will present their Charter School application to the Charter Review Committee in a formal session on August 16, 2011. The formal application presentation should be done in person as the Charter Review Committee will take notes and ask questions of the application. The meeting will be recorded and retained to document the applicant’s presentation and responses to questions asked by the Charter Review Committee. It is expected that the Board members of the proposed school be prepared to answer any questions that the committee may have.~~

September 20, 2011 Time TBA School Board Chambers, Brown Awning
School Board Workshop and Capacity Interviews

A final interview will be conducted with the applicant to clarify any outstanding questions or issues. The interview will be approximately 45 minutes in length. Applicant board members **MUST** be in attendance.

Note: Separate sessions are scheduled for the Board Workshop and Clarification Interviews, on October 18 and October 27, respectively.

September 20, 2011

Charter Review Committee Completes Initial Review

The Charter Review Committee will provide a written summary of findings and feedback to the applicants no later than September 20, 2011. Applicants will be provided with directions for submitting revisions/agenda at that time.

September 27, 2011 4:30 PM

Last Day for Applicants to Submit Revisions

The Charter Review Committee will consider amendments to the charter school application that are received in the Office of School Choice/Charter Schools **no later than 4:30 PM on September 27, 2011.**

October 18, 2011 10:00 AM – 12:00 PM

School Board Workshop to Review Charter School Applications

The District Superintendent and School Board, in a workshop session, will hear presentations on each new Charter Application by the Charter School applicant. The School Board members will review the applications and the Charter Review Committee's concerns and recommendations, ask questions of the Charter School representatives and provide feedback. Additional information may be requested from the applicant as a result of the workshop but the application cannot be modified. **Applicants MUST bring a majority of the founding board members to this workshop.**

October 27, 2011 2:30 PM – 5:30 PM

Clarification Interviews with Applicants

The Charter Review Committee will conduct one final interview with the applicant's board members to clarify any outstanding questions. The interviews will be 45 minutes in length. Applicants with two applications will be allotted 75 minutes. **Board members MUST be in attendance at this interview.**

~~October 7, 2011~~ **Revised to November 4, 2011**

Charter Review Committee packet sent to School Board members

School Board members will receive a completed packet of materials consisting of the original application of the charter school, all CRC summary materials and applicant responses to questions/concerns.

~~October 18, 2011 3:00 PM~~ **Revised to November 15, 2011 3:00 PM**

Sarasota County School Board Action on Charter School Applications

The School Board of Sarasota County will consider all charter school applications as part of the regular agenda. Applicants, including Charter School founding board members, are encouraged to attend this meeting.

Note: In the event that the number of charter school applicants exceeds the ability of the Charter Review Committee to give appropriate time for review, this schedule may be adjusted.