



THE SCHOOL DISTRICT OF
PALM BEACH COUNTY, FLORIDA
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CERTIFIED MAIL RETURN RECEIPT REQUESTED AND U.S. MAIL

MONTH/DATE/YEAR

JOHN DOE
CHARTER SCHOOL NAME\ORGANIZATION
ADDRESS
ADDRESS

RE: CHARTER SCHOOL/APPLICANT NAME

Dear Mr. Doe:

Thank you for submitting an application to open a charter school in Palm Beach County. Please be reminded that all applications must meet the requirements as set out in Florida Statutes section 1002.33. The written application for **“INSERT CHARTER SCHOOL NAME”** was evaluated using the Florida Charter School Application Evaluation Instrument. This instrument included twenty-one (21) sections which are evaluated by district reviewers who have expertise in the subject matter of the sections they reviewed. The sections were rated either “meets the standard,” “partially meet the standard,” or “does not meet the standard.” As you are aware, after the District’s reviewers evaluated the application, representatives from your organization/school were invited to and did attend an applicant interview during which an opportunity was provided to address any sections containing deficiencies NOTED BY THE District’s reviewers. The reviewers re-evaluated those sections containing deficiencies after considering your clarification and submitted findings to the Department of Charter Schools.

The Superintendent of Schools makes recommendations to the School Board to grant charter status only to applicants that demonstrate quality in all components of the application process. An application cannot have significant weaknesses and still be considered to have met the standard for approval. On **“INSERT MONTH/DATE/YEAR”** correspondence was provided to you indicating that after the applicant interview and subsequent re-evaluation, there were **“INSERT AMOUNT”** sections of the application that still were rated either “partially meets the standards” or “did not meet the standards” and that a recommendation for denial of the application would be placed on the **“INSERT MONTH/DATE/YEAR”** School Board meeting agenda. You were provided the opportunity to either withdraw the application and resubmit it next year or allow the School Board to consider the matter at its public meeting. Instructions for those members of the public wishing to address the School Board on the matter were provided in that correspondence. You indicate that you wished for the School Board to consider the matter at its regularly scheduled public meeting. Accordingly, the School Board heard the matter on

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“INSERT MOTNTH/DATE/YEAR” and approved the Superintendent’s recommendation to deny the application.

Please accept this correspondence and any accompanying/attached documentation, which is hereby incorporated by this reference, as notice pursuant to Florida Statutes section 1002.33(6)(b)(3) of the specific reasons based on good cause supporting denial of the charter application.

Those reasons are as follows:

1. **SECTION 4 CURRICULUM (SECONDARY)**

The standard for approval is set forth in the charter application evaluation instrument and Florida Statutes Section 1002.33. This section was rated “partially meet the standard, because several items were missing. There is no mention on how they will work specifically with the Level 1 and Level 2 students in their school or how they would treat their low performing level 2 students. Nothing is mentioned on whether those students would receive extended instruction time to improve their reading deficit or what constitutes the ratio of teachers to students. There is generic discussion about providing supplemental and intensive instructional programs for reading students, but no indication of exactly what would be used or how.

2. **SECTION 6 EXCEPTIONAL STUDENT EDUCATION (ESE)**

The standard for approval is set forth in the charter application evaluation instrument and Florida Statutes section 1002.33. Specifically the information contained within the application should present, amongst other things, “a commitment to serving the full range of needs of exceptional student,” and “sound plans for educating exceptional students that reflect the full range of programs and services required to provide all students with a high quality education.” This section was rated “partially meets the standard” because it didn’t include enough specific information as to the school’s effectiveness in serving ESE students, as only generic language was used. Also the applicant stated that DAR, an assessment tool, would be utilized, which is not in use in Palm Beach County.

3. **SECTION 12 EDUCATION SERVICE PROVIDER**

The standard for approval is set forth in the charter application evaluation instrument and Florida Statutes 1002.33. A response that meets the standard will present “a persuasive explanation of the reasons for contracting with an education service provider, a persuasive explanation that the proposed relationship with the ESP will further the school’s mission and program, and a clear description of the services to be provided by the ESP, amongst other things. This section was rated “did not meet the standard,” because the response did not include any information regarding an ESP although the applicant stated that an ESP would be utilized. The applicant merely states that “upon charter approval, the school will begin the process of interviewing and evaluating qualified service providers.” The application specifically request ESP information *prior to* application approval for evaluation. The applicant failed to provide such information.

4. **SECTION 16 FACILITIES**

The standard for approval is set forth in the charter application evaluation instrument and in Florida Statutes Section 1002.33. Specific evaluation criteria include “a realistic plan for securing a facility that is appropriate and adequate for the school’s program and targeted population”. This section was rated “partially meets the standard” because the response did not provide a list of facility spaces and note the estimate size of each space. Such information was deemed necessary as the applicant proposed a school with student’s populations ranging from 150 to over 1300 students.

5. **SECTION 19 BUDGET**

The standard for approval is set forth in the charter application evaluation instrument and in Florida Statutes Section 1002.33. Specifically the information contained within the application should present “budgetary projections which are consistent with all parts of the application, including the school’s mission, educational program, staffing plan and facility,” and “a realistic assessment of the projected sources of revenue and expenses that ensure the financial viability of the school.”

This section was rated “partially meets the standards” because there was a lack of revenue worksheets and detailed narrative which impaired a complete review of the application to ensure the charter school includes budgetary projections consistent with all parts of the application. The budget projections for GNA, Curriculum Development and R&D cannot be confirmed with parts of the application. The charter school did not provide a copy or draft of a management agreement for review so that fiscal responsibility could be evaluated properly. Additionally, no cash flows were presented, no FTE revenue worksheets were presented, the budget was not presented according to “Red Book,” and there was not enough detail to understand the budget projections contained within the application.

The School District of Palm Beach County encourages you to review the deficiencies noted by the reviewers and if you desire, resubmit your application for the 2011/2012 school year after resolving the deficiencies.

In the alternative, you may file an appeal of the denial by following the procedure within Florida Statutes section 1002.33(6)(c) which states: “an applicant may appeal any denial of the application or failure to act on an application to the State Board of Education no later than 30 calendar days after receipt of the sponsor’s decision or failure to act and shall notify the sponsor of its appeal.”

The Department of Charter Schools will be hosting its annual workshop for those organizations wishing to open a charter school within Palm Beach county in May 2010. You may contact the Department of Charter Schools for further information. Enclosed with this correspondence are copies of the application evaluation instrument with reviewer’s comments, a transcript of the applicant interview from “Month/Date/Year”, and relevant portions of the application submitted to the School Board. Please contact the Department of Charter Schools for any additional information.

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Sincerely,
Dr. Monroe Banaim M.D., Board Chair

Enclosures

C: Florida Department of Education

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