

District Exclusive Authority Application Review Rubric

Reviewer Instructions:

This review rubric is to be used by individuals of the review team, appointed by the Commissioner of Education, while reviewing applications for exclusive authority to authorize charter schools. Each individual will be assigned elements and/or factors to review according to their area of expertise. They will each use the rubric while evaluating the assigned area or areas of the application. Each member of the committee will record rationale for his or her findings on each factor reviewed in the column labeled "Reviewer Comments".

The reviewers' findings and written comments will be compiled and constitute the review team's consolidated findings. These shall be reported to the State Board of Education for consideration.

Each factor shall be reviewed based on the evidence provided by the district and charter schools. All documentation identified by the district and charter schools as applicable to each factor in the tables of contents, should be carefully reviewed before a finding is determined.

District Exclusive Authority Application Review Rubric

FACTORS	INDICATORS		REVIEWERS' COMMENTS
		MEETS	
ELEMENT A	COMPLIANCE WITH SECTION 1002.33 <i>The district school system complies with all provisions of Section 1002.33, Florida Statutes, in authorizing charter schools as part of the state's program of public education.</i>		
A.1	The district has developed and adheres to clear school board approved policies and procedures related to charter school application, review, and appeals that are consistent with current statutory requirements.		
A.2	The district's charter school policies and procedures are readily available and widely communicated.		
A.3	The district meets all statutory timelines and guidelines with regard to: reporting the names of charter school entities, their proposed locations and projected Full Time Equivalent (FTE) for all charter applicants to the Department of Education (DOE); approval and denial of applications; and written notification of approvals and denials to applicants and DOE.		
A.4	No incident of unlawful reprisal occurred.		
A.5	The district has developed and adheres to clear, school board approved policies and procedures for charter contract negotiation, renewal, and termination.		
A.6	The district meets all statutory timelines and guidelines with regard to the charter contract approval process.		

FACTORS	INDICATORS		REVIEWERS' COMMENTS	
		MEETS		DOES NOT MEET
A.7	The district contracting process includes allowances for revisions and meets statutory timelines.			
A.8	The district ensures that the charter contract contains a process for resolving conflicts between the sponsor and the governing board of the charter school.			
A.9	The district contracting process has not required DOE mediation services or Administrative Hearings, found in favor of the applicant.			
A.10	The district respects the autonomy of charter schools by not applying school board policies to daily charter school operations, unless a mutual agreement has been reached.			
A.11	The district does not impose unreasonable rules or regulations in the contract that violate the intent of allowing charter schools greater flexibility to meet educational goals.			
A.12	The district regularly monitors and reviews the progress of all charter schools toward goals established in their charters.			
A.13	The district provides student academic performance data to the charter schools for each of their students coming from the district school system.			
A.14	The district ensures that students in charter schools participate in the statewide assessment.			

FACTORS	INDICATORS		REVIEWERS' COMMENTS
		MEETS DOES NOT MEET	
A.15	The district accurately monitors the revenues and expenditures including periodic reviews of internal controls, financial statements, and annual audits.		
A.16	The district frequently monitors compliance requirements, including those legally mandated and those that are essential to fulfilling their public oversight responsibilities.		
A.17	The district provides FTE and data reporting services and provides the same onsite access to data systems to charters as used by other public schools including hardware, software, and connectivity.		
A.18	The district provides the opportunity for the charter schools to participate in the district's free and reduced lunch program.		
A.19	The district provides Exceptional Student Education (ESE) administrative services as needed, including convening Individual Education Plan (IEP) Team Meetings when students have a change of placement (enrollment into a charter school).		
A.20	The district provides the opportunity for charter school students to participate in district interscholastic extracurricular activities as defined in law.		
A.21	The district provides test administration services, including payment of costs for state-required or district-required tests specified in the contract.		

FACTORS	INDICATORS		REVIEWERS' COMMENTS	
		MEETS		DOES NOT MEET
A.22	The district provides teacher certification data processing and monitoring of background screening of charter school employees.			
A.23	The district provides financial payments and reimbursement of eligible funds in a timely manner.			
ELEMENT B	ACCOUNTING PRACTICES AND OVERHEAD COSTS <i>The district school system complies with requirements for full and accurate accounting practices and charges for central administrative overhead costs.</i>			
B.1	The district provides all statutorily specified administrative and educational services in an equitable and timely manner.			
B.2	The district does not charge additional fees (beyond the maximum of 5% allowed by statute) for statutorily specified administrative and educational services.			
B.3	The annual audits of the district do not include negative findings related to charter school operations or minor negative findings that were corrected in a timely manner.			
B.4	District always provides payment of Florida Education Finance Program (FEFP) funds within ten (10) days as required by law.			

FACTORS	INDICATORS			REVIEWERS' COMMENTS
		MEETS	DOES NOT MEET	
ELEMENT C	PURCHASING SERVICES <i>The district school system complies with requirements to allow charter schools, at their discretion, to purchase services at the actual cost to the district.</i>			
C.1	District invoices and charges to charter schools for administrative services; do not include items that should have been provided, as a part of the maximum 5% administrative fee.			
C.2	The district allows charter schools to purchase contract-negotiated goods and services at a rate no greater than the district's' cost.			
C.3	The district's explanation of the process used to calculate actual costs of contract-negotiated services is reasonable and supported by documentation.			
C.4	The district allows charter schools to purchase other negotiated services, including transportation, at the district's cost.			
ELEMENT D	ABSENCE OF MORATORIUM ON CHARTER SCHOOLS <i>The district school system has not imposed a moratorium on the number of charter schools sponsored by the district and has not established district-wide charter school enrollment limits.</i>			
D.1	The district has not imposed a board moratorium regarding the number of charter schools and has not established district-wide enrollment limits (formal or informal).			
ELEMENT E	STATE BOARD OF EDUCATION ORDERS RELATED TO CHARTER SCHOOLS <i>The district school system has complied with valid orders of the State Board of Education related to charter schools.</i>			
E.1	The district fully complies with valid orders of the State Board of Education.			

FACTORS	INDICATORS		REVIEWERS' COMMENTS
		MEETS DOES NOT MEET	
ELEMENT F	ASSISTANCE IN MEETING CHARTER SCHOOL FACILITIES NEEDS <i>The district school system has provided assistance to charter schools in meeting their facilities needs by including those needs in local bond issues or otherwise providing available land and facilities that are comparable to those provided to other public school students in the same grade levels.</i>		
F.1	The district provides charter school capital outlay to charter schools within ten (10) days of the district's receipt of funds.		
F.2	The district has, in order to meet facility needs and ensure facilities comparable to other public schools, elected to do one or more of the following: 1) provide available land or facilities; 2) share the 2-mill tax levy; or 3) include district-owned facilities occupied by charter schools in local bond issues.		
F.3	The district does not charge a charter school rent or lease fees for any district-owned facilities.		
ELEMENT G	FEDERAL AND STATE GRANT FUNDS <i>The district school system distributes a pro rata share of federal and state grant funds received by the school district to charter schools.</i>		
G.1	A pro rata share of federal grant funds or services Title I Parts A. (Economically Disadvantaged), C. (Migrant Education), and D. (Delinquent Students) has been provided to all charter school students as appropriate.		
G.2	A pro rata share of federal grant funds or services Title II Parts A. (Professional Development) and D. (Enhancement of Education through Technology) has been provided to all charter school students as appropriate.		

FACTORS	INDICATORS		REVIEWERS' COMMENTS
		MEETS DOES NOT MEET	
G.3	A pro rata share of federal grant funds or services Title 3 A. (English Language Learners) has been provided to all charter school students as appropriate.		
G.4	A pro rata share of federal grant funds or services Title IV A. (2) (Safe and Drug Free Schools), Title V A. (Innovative Reading), Title VI A. (Rural Education), and other appropriate grants has been provided to all charter school students as appropriate.		
G.5	A pro rata share of federal grant funds or services Part B of Individuals with Disabilities Education Act (IDEA) has been provided to all charter school students as appropriate.		
G.6	A pro rata share of all state grant funds or services (i.e., Just Read, Florida! and other appropriate grants) has been provided to all charter school students as appropriate.		
G.7	The district always provides all federal funding for which each charter school is eligible, to include Title I funds, no later than five months after the charter school opens or after a subsequent expansion of enrollment.		
G.8	The district processes paperwork required to access special state and federal funding for which charter schools are eligible in a timely and efficient manner.		

FACTORS	INDICATORS		REVIEWERS' COMMENTS
		MEETS	
G.9	The district always issues payments of state and federal funds to charter schools within ten (10) working days after the district receives the funds.		
ELEMENT H	STAFF AND RESOURCES <i>The district school system has provided adequate staff and resources to serve charter schools authorized by the district school board at a cost that does not exceed the actual cost of the district school board.</i>		
H.1	The district provides adequate district-level staff and other resources necessary to fully perform all district sponsoring requirements and responsibilities.		
ELEMENT I	INDIVIDUAL CHARTER SCHOOL ENROLLMENT		
I.1	The district has not established policies nor practices imposing individual charter school enrollment limits unless mutually agreed in the charter contract.		
ELEMENT J	PROVISION OF CHOICE		
J.1	The district provides an adequate number of educational choice programs to serve students exercising their rights to transfer pursuant to the "No Child Left Behind Act of 2001," Pub. L. No.107-110, and has a history of charter school approval that encourages chartering.		
J.2	The district consistently provides timely information regarding school choice options, including charter school options, to parents and students in the district.		
J.3	The district policies and practices encourage chartering.		

FACTORS	INDICATORS		REVIEWERS' COMMENTS
		MEETS	
ELEMENT K Optional	NO APPROVABLE APPLICATIONS RECEIVED		
K.1	The district demonstrates that no approvable application has been received.		