

**MODEL FLORIDA CHARTER TECHNICAL CAREER CENTER
EVALUATION INSTRUMENT**

Rule 6A-6.07861
Form CTCCEVAL1
Effective August 2018

Each section presents criteria for a response that meets the standard, and these criteria should guide the overall rating for the section. The Strengths and Weaknesses sections provide space to identify data and other evidence that supports the rating. The rationale for each rating is important, especially if some of the data or evidence does not fit neatly into the criteria provided.

The following definitions should guide the ratings:

Meets the standard: The response reflects a thorough understanding of key issues and demonstrates a capacity to open and operate a quality center. It addresses the topic with specific and accurate information that shows thorough preparation and presents a clear, realistic picture of how the center will be expected to operate.

Partially meets the standard: The response addresses most of the criteria, but the response lacks meaningful detail and requires important additional information.

Does not meet the standard: The response lacks meaningful detail; demonstrates lack of preparation; or otherwise raises substantial concerns about the applicant’s understanding of the issue in concept and ability to meet the requirement in practice.

Overall Assessment – Complete this section last

Would you recommend approval of this application for a public charter technical career center? Explain your recommendation in the Summary Comments section below.

DENY	APPROVE
<input type="checkbox"/>	<input type="checkbox"/>

Name of person completing assessment: _____ Date: _____

Title: _____

Signature: _____

Required Information

Applicants must include the following items in their application:

- ✓ Cover letter signed by the applicant
- ✓ Name of proposed center
- ✓ Description of and address for the physical facility in which the center will be located
- ✓ Statement that applicant has received training and technical assistance from the Florida Department of Education regarding business plan development, cost and income estimation, financial planning, and good business practices
- ✓ Identity of all relatives employed by the charter technical center who are related to the center owner, president, chairperson of the governing board of directors, superintendent, governing board member, principal, assistant principal, or any other person employed by the center who has equivalent decision-making authority
- ✓ Any other information required by the district school board or state college board of trustees

Narrative Section Assessment

1. Proposed Structure of the Center

Evaluation Criteria:

A response that meets the standard will present:

- The governance structure of the center that clearly assigns decision-making authority.
- An organizational chart.
- A list of proposed board members or a description of board member qualifications and the method of appointment or election.

Meets the Standard	Partially Meets the Standard	Does Not Meet the Standard
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strengths:

Concerns and Additional Questions:

2. Workforce Development Goals of the Center

Evaluation Criteria:

A response that meets the standard will present:

- An educational vision aligned with the workforce competency requirements of local business and industry.
- A set of priorities that is meaningful.
- Measureable desired outcomes.

Meets the Standard	Partially Meets the Standard	Does Not Meet the Standard
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strengths:

Concerns and Additional Questions:

3. Curriculum to be Offered

Evaluation Criteria:

A response that meets the standard will present:

- A clear and coherent framework for teaching and learning.
- A framework that is research based.
- A framework that is consistent with the center's workforce development goals.

Meets the Standard	Partially Meets the Standard	Does Not Meet the Standard
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strengths:

Concerns and Additional Questions:

4. Expected Outcomes and Methods of Assessing the Extent to Which Outcomes are Met

Evaluation Criteria:

A response that meets the standard will present:

- Outcome measures that are consistent with the center's goals.
- Targets that set high standards for students.
- A realistic plan for acquiring and analyzing data.

Meets the Standard	Partially Meets the Standard	Does Not Meet the Standard
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strengths:

Concerns and Additional Questions:

5. Admissions Policy and Criteria for Evaluating the Admission of Students

Evaluation Criteria:

A response that meets the standard will present:

- An open admission policy to all students as space is available.
- Mechanisms to ensure that admissions policies and practices will not discriminate on the basis of an individual’s physical disability, proficiency in English, or on any other basis that would be unlawful if practiced by a public school or a state college (see section 1002.34(8), Florida Statutes.
- A process for evaluating incoming students for placement and support purposes.

Meets the Standard	Partially Meets the Standard	Does Not Meet the Standard
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strengths:

Concerns and Additional Questions:

6. Staff Responsibilities and the Proposed Qualifications of the Teaching Staff

Evaluation Criteria:

A response that meets the standard will present:

- A clear delineation of the roles and responsibilities for administering the day-to-day activities of the center.
- A viable and adequate staffing plan aligned with the projected student enrollment.
- Education, experience, and certification requirements for center teaching staff.

Meets the Standard	Partially Meets the Standard	Does Not Meet the Standard
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strengths:

Concerns and Additional Questions:

7. Procedures to Ensure Significant Involvement of Representatives of Business and Industry in the Operation of the Center

Evaluation Criteria:

A response that meets the standard will present:

- Letters from local business and industry representatives indicating how they plan to participate in the governance and operation of the center.
- Representation of local business and industry on the board or an advisory committee.
- A schedule of meetings that involve local business and industry representatives on a regular basis.

Meets the Standard	Partially Meets the Standard	Does Not Meet the Standard
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strengths:

Concerns and Additional Questions:

8. Method for determining whether a student has satisfied the requirements for graduation specified in sections 1002.3105(5), 1003.4281 and 1003.4282, Florida Statutes, and for completion of a postsecondary certificate or degree.

Evaluation Criteria:

A response that meets the standard will present:

- Criteria that comply with sections 1002.3105(5), 1003.4281 and 1003.4282, Florida Statutes.
- Requirements and conditions under which diplomas and certificates will be awarded.
- A description of how students' completion of requirements will be tracked.

Meets the Standard	Partially Meets the Standard	Does Not Meet the Standard
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strengths:

Concerns and Additional Questions:

9. Method for Granting Secondary and Postsecondary Diplomas, Certificates, and Degrees

Evaluation Criteria:

A response that meets the standard will present:

- Procedures through which students will apply for graduation.
- Procedures through which graduation applications will be reviewed.
- How and when diplomas and certificates will be issued.

Meets the Standard	Partially Meets the Standard	Does Not Meet the Standard
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strengths:

Concerns and Additional Questions:

10. Method for Resolving Conflicts Between the Governing Body of the Center and the Sponsor and Between Consortium Members, if Applicable

Evaluation Criteria:

A response that meets the standard will present:

- A clear and unambiguous process through which conflicts would be resolved.
- An authoritative decision-making process when a compromise is not acceptable to all parties.

Meets the Standard	Partially Meets the Standard	Does Not Meet the Standard
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strengths:

Concerns and Additional Questions:

11. Method for Reporting Student Data as Required by Law and Rule

Evaluation Criteria:

A response that meets the standard will present:

- A description of an office with adequate human, hardware, and software resources to collect and manage student data and transmit it to the state.
- The process through which student data will be collected.
- The process through which data quality will be monitored and assured.

Meets the Standard	Partially Meets the Standard	Does Not Meet the Standard
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strengths:

Concerns and Additional Questions:

12. Description of policy, including applicable inter-institutional articulation agreements, regarding high school students dually enrolled in career and technical education programs.

Evaluation Criteria:

A response that meets the standard will present:

- A description of the policy on high school dual enrollment in the institution, in compliance with s. 1007.271, F.S.
- A copy of inter-institutional articulation agreements, in compliance with s. 1007.271, F.S.

Meets the Standard	Partially Meets the Standard	Does Not Meet the Standard
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strengths:

Concerns and Additional Questions:

13. Confirmation that programs offered by the center will be accredited or a timeline and plan for accreditation from candidacy to full accreditation.

Evaluation Criteria:

A response that meets the standard will present:

- An affirmation that the programs offered by the center is currently accredited or will be accredited.
- If not currently accredited, a proposed timeline and plan from candidacy to full accreditation.

Meets the Standard	Partially Meets the Standard	Does Not Meet the Standard
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strengths:

Concerns and Additional Questions: