

## **NOTICE OF PROPOSED RULEMAKING**

**RULE NO: RULE TITLE:**

6A-6.0785: Charter School Applicant Training Standards

**PURPOSE AND EFFECT:** The proposed rule will codify Department standards for charter school applicant training and establish a procedure for charter school sponsors to demonstrate their training standards meet or exceed the Department of Education's standards.

**SUMMARY:** The proposed rule will codify Department standards for charter school applicant training and establish a procedure for charter school sponsors to demonstrate their training standards meet or exceed the Department's standards.

**SUMMARY OF STATEMENT OF ESTIMATED REGULATORY COSTS:** Districts opting to provide training may incur minimal costs relating to the notification of such training opportunities. Any person who wishes to provide information regarding a statement of estimated regulatory costs, or provide a proposal for a lower cost regulatory alternative must do so in writing within 21 days of this notice.

**SPECIFIC AUTHORITY:** 1002.33 FS.

**LAW IMPLEMENTED:** 1002.33 FS.

**A HEARING WILL BE HELD AT THE DATE, TIME AND PLACE SHOWN BELOW:**

**TIME AND DATE:**

**PLACE:**

**THE PERSON TO BE CONTACTED REGARDING THE PROPOSED RULE IS:** Adam Miller, Director of Charter Schools, Office of Independent Education and Parental Choice, 325 West Gaines Street, Suite 522, Tallahassee, Florida 32399-0400.

**THE FULL TEXT OF THE PROPOSED RULE IS:**

## **6A-6.0785 Charter School Applicant Training Standards**

Training will be provided to charter school applicants in accordance with section 1002.33(6)(g), Florida Statutes.

(1)(a) Standards for charter school applicant training are specified in Form IEPC-TS, Charter School Applicant Training Standards Certification Form 2009, hereinafter, Training Standards Certification Form, which is hereby incorporated by reference to become a part of this rule upon the effective date of this rule.

(b) The Training Standards Certification Form establishes the standards for charter school applicant training. The standards were developed by the Department pursuant to section 1002.33(6)(g), Florida Statutes, and address the following topics: charter school laws and rules, the application process, charter school sponsor duties and services, developing business plans, projecting enrollment, estimating costs and income, accurate financial planning and good business practices, the Financial and Program Cost Accounting and Reporting for Florida Schools, charter school audit requirements, and the types and amounts of state and federal financial assistance a charter school may be eligible to receive.

(c) Copies of the Training Standards Certification Form may be obtained from the Office of Independent Education and Parental Choice, Department of Education, 325 West Gaines Street, Tallahassee, Florida 32399.

(2) A sponsor intending to require charter school applicants to participate in training provided by the sponsor in lieu of the Department's training pursuant to s. 1002.33(6)(g)2., F.S., must annually certify that the sponsor's training standards meet or exceed the standards developed by the Department through the following process:

(a) The sponsor shall complete, sign, and submit a Training Standards Certification Form prior to

offering training to charter school applicants and no later than May 1 of each year. The form shall be submitted to The Office of Independent Education and Parental Choice, the Florida Department of Education, 325 West Gaines Street, Tallahassee, Florida 32399.

(b) Upon receipt of the Training Standards Certification Form, the Department will within 10 business days notify the sponsor if the form is complete and satisfactorily demonstrates that the sponsor's standards meet or exceed the standards developed by the Department. If the form is not complete, or if additional information is required, the Department will notify the sponsor in writing.

(c) Upon receipt of notification that the Training Standards Certification Form has been accepted by the Department the sponsor shall:

1. Send written or electronic notification about the training requirement to the prospective charter school applicants known to the sponsor;

2. Post a notice about the required training in a prominent place on the sponsor's internet Web site; and

3. Verbally inform each charter school applicant of the training requirement at the time intent to submit an application is made known to the sponsor.

(3) A sponsor that does not intend to require charter school applicants to participate in training provided by the sponsor in lieu of the Department's training shall provide notification of the applicant training requirement established by s. 1002.33(6)(g)2., F.S., by sending written or electronic notification to the prospective charter school applicants known to the sponsor. The notification shall include the Department's charter school Web site.

(4) Applicant training must be offered annually by July 31 and scheduled in a manner that provides all applicants a reasonable opportunity to participate.

(5) Upon completion of the training, the provider shall present a certificate of participation to the applicant and maintain a record of the training date and the name and title of each attendee.

(6) The sponsor may not require charter school applicants to attend sponsor training in lieu of the Department's training prior to the effective date of this rule.

*Specific Authority 1002.33(26) FS. Law Implemented 1002.33(6)(g) FS. History – New\_\_\_\_\_.*

NAME OF PERSON ORIGINATING PROPOSED RULE: Michael Kooi, Executive Director,  
Office of Independent Education and Parental Choice

NAME OF AGENCY HEAD WHO APPROVED THE PROPOSED RULE: Dr. Eric J. Smith,  
Commissioner of Education

DATE PROPOSED RULE APPROVED BY AGENCY HEAD: January 27, 2010.

DATE NOTICE OF PROPOSED RULE DEVELOPMENT PUBLISHED IN FAW: July 10,  
2009



# Charter School Applicant Training Standards Certification Form Form IEPC-TS

**Instructions: Sponsor must complete, sign, and submit this form prior to requiring charter school applicants to attend the sponsor's training.**

The Department of Education has developed the following standards for charter school applicant training.

- Applicant training shall specifically address:
  - The definition of a charter school
  - The Florida Statutes and State Board Rules governing charter schools
  - The guiding principles and purposes of a charter school
  - The charter school application process including the application submission deadline and timelines for approval or denial of a charter
  - Identification of the model charter application and evaluation instrument developed by the Department
  - Techniques for writing goals and objectives for student achievement
  - Sponsor, charter school, and governing board responsibilities
  - Sponsor duties and services available to the charter school
  
- Applicant training shall discuss developing business plans and, at a minimum, describe the purpose and content of the following business plan elements: marketing plan, management plan, operations plan, facility plan, and financial plan.
  
- Applicant training shall provide instruction in accurate financial planning that describes:
  - How charter schools are funded
  - Methods for projecting student enrollment
  - Florida Educational Finance Program funding and how to use the Revenue Estimating Worksheet
  - Estimating costs and expenditures related to classroom instruction, instructional support services, governing board support services, school administration, facilities acquisition, fiscal services, plant operations, pupil transportation, and food services
  
- Applicant training shall provide instruction in good business practice that includes:
  - A description of the government accounting model, internal controls, and separation of duties
  - Identification of the Financial and Program Cost Accounting and Reporting for Florida Schools manual (Redbook) and where it can be found
  - A summary of charter school audit requirements
  
- Applicant training shall identify the types and amounts of state and federal financial assistance a charter school may be eligible to receive which shall include, at a minimum, a summary of the following:
  - The allocation of Title 1 and IDEA funding and services
  - Eligibility and requirements for capital outlay funds
  - Summary of the Federal Charter Schools Program Grant and eligibility requirements

I hereby certify that the training standards of \_\_\_\_\_ (sponsor) meet or exceed the standards developed by the Department of Education listed above. Furthermore, I certify that the sponsor's training will be administered in accordance with s. 1002.33(6)(g), F.S., and Rule 6A-6.0785, F.A.C.

\_\_\_\_\_  
Charter School District Contact Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
District Superintendent Signature

\_\_\_\_\_  
Date