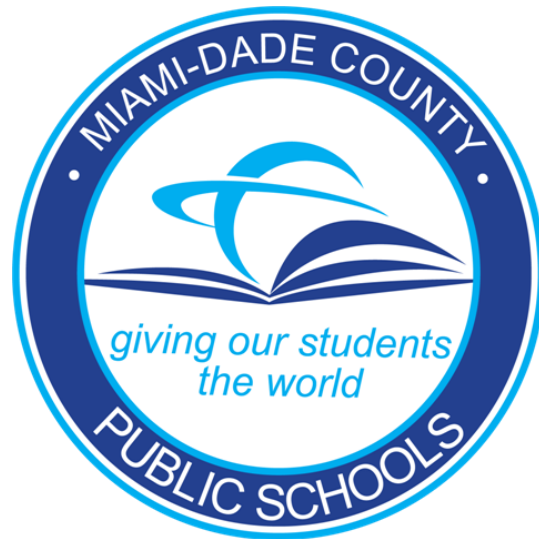


# Miami-Dade County Public Schools

## Instructions for Charter School Applicants

2018 Application Cycle



Charter School Compliance and Support  
1450 Northeast Second Avenue, 8<sup>th</sup> Floor  
Miami, Florida 33132  
305-995-1403

## CHARTER SCHOOL APPLICATION TIMELINE

### MIAMI-DADE COUNTY PUBLIC SCHOOLS [MDCPS] CHARTER SCHOOL APPLICATION TIMELINE

December 15, 2017	New Charter Applicant Orientation - <b>8:30 a.m. - 4:00 p.m.</b> Location: School Board Administration Building, Auditorium 1450 NE Second Avenue, Miami, Florida, 33132
January 8, 2018	Letter of Intent to submit a charter application due by 4:30 p.m.
February 1, 2018	<b>Applications are due to the Sponsor, MDCPS. Choose one:</b>  <u>Electronic Submission:</u> one (1) signed original copy, (1) copy of the complete application uploaded to Charter Tools. MDCPS requires that applicants use <b>Charter-Tools</b> for the electronic application submission.  <u>Hand Delivered:</u> One (1) signed original copy, one (1) paper copy, and one (1) copy on a flash drive of the application.  All required hard copies and flash drives must be delivered no <b>later than 4:30 p.m.</b> on February 1, 2018 to: Charter School Compliance and Support 1450 Northeast 2nd Avenue, 8 <sup>th</sup> Floor Miami, Florida, 33132
February 1 – March 20, 2018*	Application reviews, evaluation and interviews pursuant to School Board Policy 9800, <i>Charter Schools</i> .
March, 2018*	Applications submitted to the MDCPS Board for consideration.
May, 2018*	Charter school contract negotiations begin (an application must be approved by the School Board prior to negotiations).
May- August, 2018*	School Board approval of contracts take place.
August, 2019	Approved Charter schools commence operation consistent with Miami-Dade County Public Schools calendar

\* Timeline could change if there are State Statute revisions during this legislature session. Dates are also subject to change based on volume of applications received. **Please refer to the Charter School Compliance and Support website for any updates or changes to the actual submission process.**

## CHARTER SCHOOL APPLICATION GUIDELINES INSTRUCTIONS

### Letter of Intent (Exhibit A)

Each applicant may submit a letter of intent to the district by **January 12, 2018**. A sample Letter of Intent is included in this package to serve as a guide (see Exhibit A). The letter may be mailed to Charter School Compliance and Support, 1450 NE Second Avenue, 8<sup>th</sup> Floor, Miami, Florida 33132 or submitted electronically to Ms. Dahlia Gonzalez, District Supervisor, Charter School Compliance and Support, at [dmgonzalez@dadeschools.net](mailto:dmgonzalez@dadeschools.net).

### Application Format

A written application shall be submitted adhering to guidelines set forth in the Miami-Dade County Public Schools Charter School Application Format, which is inclusive of the Florida Department of Education (FDOE) Model Form(s) and instructions. It is the applicant's responsibility to verify information on the Florida Department of Education's website in the event of any changes or additional requirements.

Pursuant to Board Policy 9800, **Charter Schools**, applicants must submit an application on the most current Model Florida Charter School Application template in addition to any other forms, templates, or appendices required by the sponsor. Please be aware that the Sponsor shall deny any application that does not comply with the statutory requirements and/or Sponsor's instructions for charter school applications or where the applicant has made a material misrepresentation or false statement or concealed an essential or material fact in the application and/or during the application evaluation process.

The new Model Application has included a section on plagiarism that states the following: ***"Individuals and groups seeking the right and responsibility to educate public school children at public expense should be accountable to the highest standards of academic integrity. Plagiarism, including the copying of language from substantive portions any other charter application without proper attribution or authorization, is prohibited."*** Key concepts discussed within the application must be attributed to its source and must be accompanied by legally sufficient evidence of authorization of use. Copying and pasting are not acceptable. It is expected that an applicant will be able to convey in their own words how they intend to educate children. Existing operators or applicants who have previously submitted an application may use their own intellectual property.

The District shall evaluate all timely applications as submitted. During the evaluation process: 1) applications cannot be amended, and 2) unsolicited information will not be accepted or considered.

Final applications must be submitted in the format pursuant to the Sponsor's application packet and must be received by the sponsor no later than 4:30 p.m., February 1, 2018. Applications submitted via electronic mail will not be accepted.

Section 1002.33 (6)(b) F.S, states that ***"before approving or denying any final application, the sponsor shall allow the applicant, upon receipt of the written notification, at least 7 calendar days to make technical or non-substantive corrections and clarifications, including, but not limited to, corrections of grammatical, typographical, and like errors or missing signatures, if such errors are identified by the sponsor as cause to deny the application."***

## Application

There are two types of applications provided through the FDOE website: (1) the Standard Model Florida Charter School Application [IEPC-M1] and (2) the Model Florida Virtual Charter School Application [IEPC-V1]. Note, High Performing replication applicants must use IEPC-M1. Each of the applications contains the following components:

1. Application Process Overview
2. Application Cover Sheet
3. Executive Summary
4. Application [Sections vary depending on the type of model application being used.]
5. Chart of Attachments - Please submit all required attachments
6. Attachment Templates [Statement of Assurances and Board Member Information Form]
7. Addendum- A. Replications, A1. High Performing Replication, B. Education Service Providers
8. Applicant History Worksheet - Addendum A / Schools Currently or Previously Operated by the Applicants [Attachment DD of the application.]
9. Applicant History Worksheet - Addendum B / Schools Currently or Previously Operated by the Governing Board [Attachment DD of the application.]
10. Applicant History Worksheet – Addendum C / Schools Currently or Previously Operated by the Management Company [Attachment DD of the application.]

Items 8, 9 and 10 above must be included in the application packet. Any of these forms where the information being requested is not applicable must be submitted and denoted as “N/A”.

Model applications and evaluation forms can be downloaded from the FDOE website using the following link:

<http://www.fldoe.org/schools/school-choice/charter-schools/charter-school-reference>

All applications must adhere to the state’s “Application Process Overview” which provides clear guidelines in submitting an application.

## District Specific Application Information

In addition to the requirements from the state, the following are specific Miami-Dade County Public Schools requirements:

- Include **Exhibit C** - E-Mail Communication Acknowledgement Form
- Include **Exhibit D** - Receipt Waiver
- Include **Exhibit E** - Governing Board Disclosure Forms (one per founding board member)
- Include **Exhibit F** - Budget at 100% and 50% of Projected Enrollment for each year requested in the initial term

Any appendices accompanying the application must also be included on the CD or flash drive. If an application is being submitted through Charter Tools, it must be submitted in its entirety. All attachments and addendums must be included. Please ensure that all appendices are clearly titled for electronic identification.

Application Requirement Checklist [Exhibit B] has been included to assist applicants in submitting a complete application with all required forms. This checklist will also be used by the District to inform applicants of any missing forms at the time of submission.

### Submittal of Charter Applications

Miami Dade County Public Schools has two options to submit a Charter Application for the 2018 Application Cycle. For both options all documentation must be submitted no later than 4:30 p.m., February 1, 2018. Miami-Dade shall only accept applications completed using the approved Model Florida Charter School Application. Applicants must submit all hard copies of the application according to the guidelines specified on page 3 of the Model Florida Charter School Application and using the specific instructions provided in this document.

#### Option 1

Applications can be hand delivered to the District at the following address: SBAB Building, 1450 NE 2<sup>nd</sup> Avenue, Miami Florida, 33132. If you opt to hand deliver an application, it must be delivered no later than February 1, 2018 by 4:30 p.m. Applications that are incomplete and not delivered by 4:30 p.m. will not be accepted.

Please ensure that you submit:

- One (1) complete paper original of the application package, with original signatures (two-sided and rubber-banded);
- one (1) complete paper copy of the application package (two-sided and rubber-banded);
- one (1) complete electronic copy on a flash drive; and
- all application documents must include appropriate pagination.

#### Option 2

The School Board of Miami Dade County will also accept applications through Charter.Tools which allows for electronic submission of charter applications. Applicants are required to create an account at **Charter-Tools.com** and follow instructions provided. Any submission that does not align to this format will not be accepted. The website will guide applicants (petitioners) on how to create an application and through the submittal process. Charter.Tools will accept online submittal of final applications until 11:59 p.m. EST on February 1, 2018. **In addition to the electronic submission in Charter.Tools, applicants are required to submit one (1) complete paper original of the application package, with original signatures (two-sided and rubber-banded). This original copy must be hand delivered to the SBAB Building at 1450 NE 2<sup>nd</sup> Avenue, Suite 802, Miami, Florida, 33132, no later than 4:30 p.m. on February 1, 2018.** It is important to note that if an applicant does not deliver the original copy by 4:30 p.m., the electronic submission will not be accepted, since timelines to submit a complete packet were not adhered to.

Instructions for applicants to register for an account at the Charter.Tools website:

- Click on Take a Tour (top left corner) if you aren't familiar with Charter-Tools.
- After the tour, click on Sign Up/Sign In (top right corner)
- Select if you already have an account or need to sign up
- Follow the prompts for applying to start a new charter school

- Applicants have the option to approve multiple people to collaborate on the application.
- Charter.Tools offers ongoing technical support, please click on the question mark in the orange circle in the bottom left corner of the screen and you can send their support staff a message.

**Important legislation surrounding charter schools and education in general include; but are not limited; to the following:**

- ✧ Section 1002.33, Florida Statutes (Charter School Legislation)
- ✧ Chapter 218.503 (Financial Matters)
- ✧ Section 1002.45, Florida Statutes (Virtual Education)
- ✧ Section 1012.22(5)(b)(II)(III), Florida Statutes (Salary Schedule/Adjustments)
- ✧ Section 1012.34, Florida Statutes (Performance Evaluations)
- ✧ Rule 6A-0902-6A-09091, F.A.C. (ESOL Requirements)
- ✧ IDEA (ESE Requirements)
- ✧ Section 1013.62, Florida Statutes (Capital Outlay)
- ✧ Section 1008.34, Florida Statutes (Assessment and Accountability)
- ✧ Section 1002.331, Florida Statutes (High Performing)

**Public Disclosure** – All proposals are considered public record pursuant to Chapter 119, Florida Statutes.



## EXHIBITS

**Exhibit A – Sample Letter of Intent**

**Exhibit B – Application Requirements Checklist**

**Exhibit C – E-mail Communication Consent Form**

**Exhibit D – Receipt / Waiver Form**

**Exhibit E – Governing Board Disclosure Form**

**Exhibit F – Budget Forms [50%/ 100%]**

Ms. Tiffanie Pauline, Assistant Superintendent  
Miami-Dade County Public Schools  
Charter School Compliance and Support  
1450 NE Second Avenue, Suite 802  
Miami, Florida 33132

Dear Ms. Pauline:

Please accept this letter of intent to submit a charter school application on or before February 1, 2018 by 4:30 p.m.

The focus/theme of the charter school will be:

The projected student enrollment breakdown by year with the appropriate grades and enrollment are as follows (as it may apply to your application):

- Year 1: 2019-2020 - Grade(s) \_\_\_\_ - \_\_\_\_ - up to \_\_\_\_\_ students
- Year 2: 2020-2021 - Grade(s) \_\_\_\_ - \_\_\_\_ - up to \_\_\_\_\_ students
- Year 3: 2021-2022 - Grade(s) \_\_\_\_ - \_\_\_\_ - up to \_\_\_\_\_ students
- Year 4: 2022-2023 - Grade(s) \_\_\_\_ - \_\_\_\_ - up to \_\_\_\_\_ students
- Year 5: 2023-2024 - Grade(s) \_\_\_\_ - \_\_\_\_ - up to \_\_\_\_\_ students

The facility to be used and the location, or current options for a school facility are as follows (if exact address is not available, identify area within Miami-Dade County where the school will be located):

Name of charter school's authorized contact person: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Sincerely, \_\_\_\_\_

(Please sign)



### Application Requirements Checklist

Name of the Non-Profit Organization: \_\_\_\_\_

Name of the Proposed Charter School: \_\_\_\_\_

Note: Only check items if evident, circle or underline any item that does not comply.

**Format:**

- Executive Summary does not exceed 2 pages
- 110 pages for the application
- 12-point font
- Single spaced
- Pages numbered
- All applicable attachments must be included as required in the Model Florida Charter School Application. [A – FF]
- Only 10 additional pages of attachments will be accepted.
- 30 additional pages for applicable Addendums

**Please note that the application package must be completed in its entirety.**

**Assemble your completed application in the following order:**

- Application Cover Sheet
- Executive Summary
- Application [Sections vary depending on the type of model application being used.]
- Addendum A. Replications
- Addendum A1. High Performing Replication
- Addendum B. Education Service Providers
- Attachments - A through FF
- Any additional Attachments [An applicant may only include 10 pages of attachments in addition to those required in the “Chart of Attachment” that are part of the Model Florida Charter School Application.]
- E-Mail Communication Acknowledgement Form [Exhibit C]
- Receipt / Waiver Form [Exhibit D]
- Governing Board Disclosure Forms (one per founding board member) [Exhibit E]
- Budget Forms / 50% and 100% [Exhibit F]

**Received:**

- 1 original copy with original signatures
- 1 copy
- 1 electronic copy [flash drive or CD]

Comments:

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CSS Staff Member’s Name	Signature	Date
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Authorized Applicant’s Name	Signature	Date
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Dear Charter School Applicant:

MDCPS will be using electronic mail (E-mail) to communicate with applicants during the charter application process. This includes, but is not limited to:

- Requests from our office for information;
- Invites to the Application Review Committee Meeting (ARC);
- Communications regarding board item presentation to The School Board of Miami Dade County;
- Distribution of evaluation tools;
- Information regarding the status of the application review; and
- If an application is recommended for denial all notices will be communicated through e-mail.

In order to ensure that we have accurate E-mail information, all applicants must submit this Charter Application Consent Form. The form provides notice of the use of E-mail as the primary source of communication.

Please provide us with the following information:

Name of the individual that will serve as primary contact: \_\_\_\_\_

Title / affiliation with the school : \_\_\_\_\_

Address: \_\_\_\_\_

City, State Zip Code: \_\_\_\_\_

Telephone Number: (     )     - \_\_\_\_\_

E-mail: \_\_\_\_\_

This information must be signed and delivered to our office no later than February 1, 2018. Please feel free to provide this form with your application or it can be scanned and sent electronically to Ms. Marisol Marin, Legal Analyst, Charter School Compliance and Support at [marisolmarin@dadeschools.net](mailto:marisolmarin@dadeschools.net) .

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Relationship to Applicant: \_\_\_\_\_

Thank you in advance for providing us with this important information



Charter School Compliance and Support

**CHARTER SCHOOL 2019-2020 APPLICATION CYCLE**

**RECEIPT/WAIVER**

This receipt serves to confirm that a charter school application has been submitted by:

\_\_\_\_\_  
*(Name of submitting organization/individual)*

on behalf of: \_\_\_\_\_  
*(Name of Charter School)*

to Charter School Compliance and Support, as stipulated by §1002.33 F.S., Charter Schools.

**INDIVIDUAL SUBMITTING APPLICATION:**

\_\_\_\_\_  
Name Title/Affiliation

\_\_\_\_\_  
Telephone number(s) E-mail

**RECEIVED BY:**

\_\_\_\_\_  
CSS Staff Member's Name Signature/Date

**WAIVER**

ACCORDING TO SECTION 1002.33, F.S., A DISTRICT SCHOOL BOARD MUST APPROVE OR DENY AN APPLICATION NO LATER THAN 60 CALENDAR DAYS AFTER THE APPLICATION IS RECEIVED. SINCE SCHOOL BOARD MEETINGS ARE SCHEDULED FAR IN ADVANCE OF THE APPLICATION DEADLINE, AND TO ALLOW THE MAXIMUM AMOUNT OF TIME POSSIBLE FOR A THOROUGH REVIEW, APPLICATIONS SUBMITTED TO THE SCHOOL BOARD FOR CONSIDERATION WILL BE PRESENTED AT THE MAY, 2018 SCHOOL BOARD MEETING, THEREBY EXTENDING THE REVIEW PERIOD TO OVER 60 DAYS.

I/We acknowledge receipt of and agree with the aforementioned stipulations.

\_\_\_\_\_  
CSS Staff Member's Name Signature Date

\_\_\_\_\_  
Authorized Applicant's Name or Authorized Agent Signature Date

**CHARTER SCHOOL GOVERNING BOARD DISCLOSURE FORM**

**Miami-Dade County Public Schools  
Charter School Compliance Support**

Thank you for your interest in serving as a charter school governing board member.

The governing boards of these schools play a vital role in their future. By being appointed to serve on a charter school board, your role will be to set policy, maintain the school’s vision, and ensure that the school complies with its charter and applicable law.

**NAME OF THE CHARTER SCHOOL:** \_\_\_\_\_

**NAME OF THE GOVERNING BOARD MEMBER:** \_\_\_\_\_

**NAME OF OTHER BOARDS TO WHICH THE GOVERNING BOARD MEMBER HAS MEMBERSHIP:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**THIS FORM MUST BE COMPLETED BY  
EVERY GOVERNING BOARD MEMBER  
EVERY 3 YEARS**



Charter School Compliance and Support  
1450 N.E. Second Avenue, Suite 802  
Miami, Florida 33132  
Ph: 305-995-1403

Name of Charter School: \_\_\_\_\_

Title/Prefix:  Mrs.  Mr.  Ms.  Miss  Dr.  Other \_\_\_\_\_

Name: \_\_\_\_\_  
First Middle Last

Home Address: \_\_\_\_\_  
Street Number  
\_\_\_\_\_  
City State Zip Code

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Fax Number: \_\_\_\_\_ Cellular Number: \_\_\_\_\_

Email Address: \_\_\_\_\_  
\_\_\_\_\_

Member's Employment: \_\_\_\_\_  
Employer Name Title/Position

Employer Address: \_\_\_\_\_  
Street Number  
\_\_\_\_\_  
City State Zip Code

Spouse's Name: \_\_\_\_\_  
First Middle Last

Spouse's Employment: \_\_\_\_\_  
Employer Name Title/Position

Employer Address: \_\_\_\_\_  
Street Number  
\_\_\_\_\_  
City State Zip Code

Will your child(ren) attend this charter school? If no, why not?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will you be able to attend regularly scheduled board meetings? Yes \_\_\_\_ No \_\_\_\_  
.....

Please check your highest education level:

- High School/GED                       Associate's Degree                       Master's Degree
- Trade/Business School               BA or BS Degree                       MD, DO, JD, Ph.D., etc.

Please check each area of expertise you would contribute to the board:

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Community Service           | <input type="checkbox"/> Education                     | <input type="checkbox"/> Finance          |
| <input type="checkbox"/> Fund Raising                | <input type="checkbox"/> Law                           | <input type="checkbox"/> Management       |
| <input type="checkbox"/> Marketing                   | <input type="checkbox"/> Personnel                     | <input type="checkbox"/> Public Relations |
| <input type="checkbox"/> Parent Involvement Programs | <input type="checkbox"/> Other (please specify): _____ |   |

**OPTIONAL:** If you would like any additional information considered, such as governmental, employment or volunteer experience, honors or awards, please attach a resume or include on a separate sheet of paper.

**Relationship**

**Instructions** - If you answer "yes" to any of the following questions, please provide an explanation on a separate sheet of paper. Please label explanations with the number of the corresponding question.

**Note:** Florida Statutes Section 1002.33(7)(a)(18) Requires full disclosure of the identity of all relatives employed by the charter school who are related to the charter school owner, president, chairperson of the governing board of directors, superintendent, governing board member, principal, assistant principal, or any other person employed by the charter school who has equivalent decision-making authority. For the purpose of this paragraph, the term "relative" means father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister.

- |  |                              |                             |
|--|------------------------------|-----------------------------|
| 1. Do or will you, or any of your relatives, as defined in Florida Statutes Section 1002.33(7)(a)(18), have any contractual agreements with the charter school?  | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 2. Do or will you, or any of your relatives, as defined in Florida Statutes Section 1002.33(7)(a)(18), have any ownership interest in any educational service provider/management company or any other company contracting with the charter school?                          | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 3. Did or will you, or any of your relatives, as defined in Florida Statutes Section 1002.33(7)(a)(18), lease or sell property to the charter school?  | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 4. Did or will you, or any of your relatives, as defined in Florida Statutes Section 1002.33(7)(a)(18), sell any supplies, materials, equipment or other personal property to the charter school?  | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 5. Have you, or any of your relatives, as defined in Florida Statutes Section 1002.33(7)(a)(18), guaranteed any loans for the charter school or loaned it any money?   | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 6. Are or will you, or any of your relatives, as defined in Florida Statutes Section 1002.33(7)(a)(18), be employed by the charter school, its educational service provider or other contractors?  | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 7. Did you, or any of your relatives, as defined in Florida Statutes Section 1002.33(7)(a)(18), provide any start-up funds to the charter school?  | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 8. Do you, or any of your relatives, or any companies in which you, or any of your relatives, have an ownership interest, have any contractual agreements or business relationships with the School Board of Miami-Dade County or any of its employees?                      | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 9. Did or do you, or any of your relatives, as defined in Florida Statutes Section 1002.33(7)(a)(18), have ownership interest, directly or indirectly, in any corporation, partnership, association, or other legal entity which would answer 'yes' to any of questions 1-8? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 10. Does any other board, group or corporation believe it has a right to control or have input on votes you will cast as a member of the charter school board?   | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 11. Do you currently serve as a member of the board, including advisory boards, of any public school district or charter school other than the board for which you have been nominated?  | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 12. Do you currently serve as a public official? If you are being re-nominated to the same   | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

charter school board, and do not serve as a public official in any other capacity, please select "No" as your response.

- 13. Are you, your spouse, or any of your children employed by Miami-Dade County Public Schools? Yes  No
- 10. To the best of your knowledge, are there situations not described above which may give the appearance of a conflict of interest between you and the charter school, or which would make it difficult for you to discharge your duties or exercise your judgment independently on behalf of the charter school? Yes  No

**Instructions** - If you answer "yes" to any of the following questions, please provide an explanation on a separate sheet of paper.

• Citations

Have you ever been cited for a breach of ethics for unprofessional conduct, or been named in a complaint to a court, administrative agency, professional association, disciplinary committee, or other professional group? Yes  No

• Agency Proceedings/Civil Litigation

Are you presently, or have you ever been involved in administrative agency proceedings or civil litigation during the past five years? Yes  No

**Criminal Background History**

Charter school board members are public officials appointed by the Charter School as part of their charter which is approved by the School Board of Miami-Dade County, Florida. The School Board of Miami-Dade County, Florida requires the Charter Schools Operations Office to complete a criminal records check for each nominee.

**Instructions** - Complete this section by placing your **initials** in the space beside option 1, 2 and/or 3. If you initial option 1 or 2, please provide on a separate sheet of paper what the charges were and which courts were involved.

- 1. \_\_\_\_\_ I have been convicted, pled guilty or nolo contendere (no contest) to one or more *initial* crimes.
- 2. \_\_\_\_\_ I am currently charged with one or more crimes. *initial*
- 3. \_\_\_\_\_ I have **not** been convicted, pled guilty or nolo contendere (no contest) to any crimes. *initial*

I understand that:

- Miami-Dade County Public Schools must request or cause a criminal records check to be performed on me from local, state, and/or federal law enforcement agencies;
- Until that report is received and reviewed by Miami-Dade County Public Schools, my nomination for appointment will not be processed;
- If the report received from the local, state, or federal law enforcement agencies is not the same as my representation(s) above or attached hereto respecting either the absence of any conviction(s) or any crimes of which I have been convicted, my nomination for appointment is voided at the sole discretion of the School Board of Miami-Dade County, Florida or its designee.

## Disclosure Verification and Affirmation of Fulfillment of Board Requirements

I recognize that all information submitted with this disclosure form or gathered by Miami-Dade County Public Schools as a result of this disclosure becomes a matter of public record, subject by law to disclosure upon request to members of the general public. I will hold Miami-Dade County Public Schools, its School Board, staff, employees or authorized agents harmless from liability for the disclosure of any information it reasonably believes is true based upon my representations or resulting from this process.

I understand that if I am appointed, I will be required to comply with all governing board requirements as stipulated in Florida Statutes Section 1002.33 and as stipulated in the charter school contract. Governing board requirements include, but are not limited to:

1. annually adopting and maintaining an operating budget and submitting it to Sponsor by designated timeline (F.S. Section 1002.33(9)(h));
2. exercising continuing oversight over the charter school's operations (F.S. Section 1002.33(9)(i));
3. ensuring that the charter school has retained the services of a certified public accountant or auditor for the annual financial audit, pursuant to F.S. Section 1002.345(2) (F.S. Section 1002.33(9)(j)(1));
4. reviewing and approving the audit report, including audit findings and recommendations for the financial recovery plan, if any; (F.S. Section 1002.33(9)(j)(2));
5. performing the duties in F.S. Section 1002.345, including monitoring a financial recovery plan, if any, in order to ensure compliance (F.S. Section 1002.33(9)(j)(3)(b));
6. participating in governance training approved by the Florida Department of Education which must include government in the sunshine, conflicts of interest, ethics, and financial responsibility (F.S. Section 1002.33(9)(j)(4)) and SBE Rule 6A-6.0784;
7. reporting the progress of the charter school annually to its sponsor (F.S. Section 1002.33(9)(k));
8. appointing a representative to facilitate parental involvement, provide access to information, assist parents and others and resolve disputes (F.S. Section 1002.33(7)(d)(1));
9. appearing before the sponsor or the sponsor's staff at least once a year to present information concerning each contract component having noted deficiencies if the charter school receives a school grade of "D" or "F" under s. 1008.34(2) (F.S. Section 1002.33(9)(n));
10. submitting to the sponsor for approval a school improvement plan to raise student achievement and to implement the plan (Contractual Requirement);
11. ensuring that students with disabilities and students served in English for Speakers of Other Languages programs have an equal opportunity of being selected for enrollment (F.S. Section 1002.33(10)(f));
12. ensuring that the qualifications of teachers employed at the charter school are disclosed to parents (F.S. Section 1002.33(10)(f));
13. ensuring that the charter school maintains a web site that enables the public to obtain information about the school; the school's academic performance; the names of the governing board members; the programs at the school; any management companies, service providers or educational management corporations associated with the school; the school's annual budget and its independent fiscal audit; the school's grade and, on a quarterly basis, the minutes of the governing board meetings (F.S. Section 1002.33(9)(p));



14. adopting policies establishing standards of ethical conduct for instructional personnel and school administrators (F.S. Section 1002.33(12)(g)(3)). The policies must require all instructional personnel and school administrators, as defined in F.S. Section 1012.01, to complete training on the standards; establish the duty of instructional personnel and school administrators to report, and procedures for reporting, alleged misconduct by other instructional personnel and school administrators which affects the health, safety, or welfare of a student; and include an explanation of the liability protections provided under F. S. Sections 39.203 and 768.095.
15. complying with Florida Code of Ethics for Public Officers and Employees and Sponsor's ethics rules (Contractual Requirement); (FAC Chapter 6B-1.001, Code of Ethics of the Education Profession in Florida, and Chapter 6B-1.006, Principles of Professional Conduct for the Education Profession in Florida);
16. defining and refining policies regarding educational philosophy, and overseeing assessment and accountability procedures to assure that the school's student performance standards are met or exceeded (Contractual Requirement);
17. ensuring that before employing instructional personnel or school administrators in any position that requires direct contact with students, the charter school conducts employment history checks of each of the personnel's or administrators' previous employers, screen the instructional personnel or school administrators through use of the educator screening tools described in s. 1001.10(5), and document the findings (F.S. Section 1002.33(12)(g)(4));
18. not appointing, employing, promoting, or advancing or advocating advancement in or to a position in the charter school of someone who is a relative (F.S. Section 1002.33(24)(b));
19. being subject to Florida Statutes Sections 112.313(2), (3), (7), and (12) and 112.3143(3) relating to standards of conduct for public officers and voting conflicts (F.S. Section 1002.33(26));
20. complying with and following the provisions of the school's corporate by-laws (Contractual Requirements);
21. being accountable to the school's students, parents/guardians, and the community at large, through a continuous cycle of planning, evaluating, and reporting (Contractual Requirements);
22. ensuring that all members of the governing board undergo background screening as provided in F. S. Section 1012.32 (F.S. Section 1002.33(12)(g)(1)) within 30 days of appointment (Contractual Requirement) acting as the school's fiscal agent and being involved from the inception in administrative functions, pursuant to such rules and policies as are developed by the governing board (Contractual Requirement);
23. not being an employee of the school while a member of the governing body (F.S. Section 1002.33(26)(c));
24. not receiving compensation, directly or indirectly, from the school's operations, including but not limited to grant funds (Contractual Requirement);
25. holding at least two public meetings per school year in the school district. The meetings must be noticed, open and accessible to the public pursuant to F.S. Section 286.011 (the Sunshine Law) (F. S. Section 1002.33(7)(d)(2)); schools in their first year of operation, or that have been designated with a school grade of "D" or "F" shall meet at least monthly. Governing board for schools that do not meet the above criteria shall meet no less than 4 times per year (Contractual Requirement);
26. ensuring that notices of all governing board meetings are posted at the School, at the location of the meeting, and at the M-DCPS Citizen Information Center at least five (5) days prior to the meeting (Contractual Requirement);
27. not permitting employees of the management company, if any, nor members of the management company's employees' families, as defined in School Board Policy 1130,3130 and 4130 Assignment – Members of the Same Family, to be members of the School's governing board or serve as officers of the Corporation (F.S. Section 1002.33(26)(c));
28. striving affirmatively to provide equal opportunity in employment (Contractual Requirement); and

29. complying with the requirements of Section 1002.33 (24), Florida Statutes regarding the prohibition of the appointment or employment to a position in a charter school if such appointment or employment has been advocated by personnel who exercise control or authority over the charter school and who is a relative of the individual or if such appointment or employment is made by the governing board of which a relative of the individual is a member.

I understand that it is my obligation to notify the Charter School and Charter School Compliance and Support for Miami-Dade County Public Schools should any information provided change. I also affirm awareness of all governing board requirements as stipulated above, in Florida Statutes, Miami-Dade County Public School Policies and as stipulated in the charter school contract and promise to fulfill them.

My signature below certifies that all information provided in this disclosure is true and complete, realizing that any misrepresentation could result in disqualification from membership in the Charter School Governing Board.

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Signature

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Date

Budget Template

Exhibit F