

II. GOVERNANCE & MANAGEMENT

1) PROFILE OF THE FOUNDING BOARD AND/OR INITIAL INCORPORATORS:

- A. Describe the organizing group of initial incorporators that is working together to apply for a charter, including the names of the organizers, their backgrounds and experiences, and references for each.**

Section 228.056(7), Florida Statutes, allows public entities to organize and operate charter schools. In the instant application, the District Board of Trustees of the Okaloosa-Walton Community College is the founding board and the governing board for the OWCC Charter High School². The Board consists of eight (8) members appointed by the governor from Okaloosa and Walton counties. Five members reside in Okaloosa County and three members reside in Walton County. Board members serve staggered four-year terms and are eligible for reappointment by the governor. Because of the staggered terms, continuity should be insured. Additionally, the college president serves on a four-year contract, further providing continuity in the charter school's mission and service.

A list of the current OWCC District Board of Trustees is as follows:

Larry Y. Anchors, Chair	Walton County
William Thornton, Vice-chair	Okaloosa County
Elizabeth S. Campbell, Trustee	Walton County
Connie S. Hall, Trustee	Okaloosa County
Joseph W. Henderson, Trustee	Okaloosa County
Lamar S. Rainer, III, Trustee	Okaloosa County
J.E. Smith, Trustee	Okaloosa County
Vacant Position to be filled by Governor Bush	Walton County
James R. Richburg, President, OWCC And Corporate Secretary to the Board	

Information on each trustee is found in ATTACHMENT B. Any additional information required by the Sponsor such as references,

² Section 240.315, Florida Statutes, authorizes community colleges of this state and recognizes them as corporations. Furthermore, section 240.317, Florida Statutes, provides that community colleges are political subdivisions of the state.

financial disclosure forms, and fingerprints will be available, upon request, prior to the execution of the charter school contract.

The gubernatorial appointment process requires an extensive application review, reference letters, background investigation, and review process by the Governor's Office, the Florida Senate, and the Florida Secretary of State's Office. Each trustee application is reviewed by the Florida Senate for confirmation of the appointment during its spring legislative session.

Pursuant to section 228.056(12)(g), Florida Statutes, members of the governing board of the charter school will be fingerprinted in a manner similar to that provided under 231.02. All appropriate officers, directors, and employees of the charter school who have authority to receive and expend FTE funds shall be bonded as provided by law.

B. Discuss any business arrangements or partnerships with existing schools, educational programs, businesses, or non-profit organizations.

The OWCC Charter High School will develop a full partnership with OWCC. The two entities will share faculty, facilities, and services. The charter school student will have access to programs and services brought to the OWCC campus.

We anticipate that the OWCC Charter High School will also arrange partnerships with businesses as well as partnerships with local public schools for educational programs.

2) SCHOOL GOVERNANCE

A. Describe the governance structure of the school, including the status of the charter school as a public or private employer as required in subsection (7) of the statutes.

Pursuant to Section 228.056(7), Florida Statutes, the Charter School will be organized as a public employer. As a public employer, the Charter School employees may participate in the Florida Retirement System. As a public employer the Charter School may also contract for services with an individual or group of individuals who are organized as a partnership or a cooperative. Individuals or groups of individuals who contract services to the Charter School are not public employees. All employees of the

Charter School will enjoy the benefits and responsibilities as provided by Florida law, OWCC Board Policies, and State Board of Community College Rules.

The governing board of the OWCC Charter High School is accountable for the academic, financial, and operational policies of the school. The governing board will approve all budgets, set policy, establish procedures, approve selection of the director, and ensure the financial and administrative management of the school. Further, the governing board, through the college president, will ensure that the school's performance standards are met or exceeded, that ongoing assessments are accomplished, that financial reports are made and controls are in place, that state and district requirements are met, and that annual progress and accountability reports are made to the sponsor and other entities as required by law. The governing board, however, is not involved in the daily administration of the program. The day-to-day operation of the school will be overseen by a school director (as described in section B, below).

B. Describe the administrative management structure of the school.

A director, who reports directly to the vice president for instruction, who in turn reports to the college president, will administer the OWCC Charter High School. The OWCC Charter High School Director will be in a position equivalent to a division director at the college such as the division director for sciences, business, communications, or fine and performing arts. The position is considered to be a major administrative appointment with significant duties and responsibilities. The director will be a qualified individual with experience in budgeting, planning, implementing, and evaluating programs for high school students. The director will be responsible for recommending employment, supervising, and evaluating all school staff. The job description for the OWCC Charter High School Director and the organization structure is contained in ATTACHMENT C. The director will be selected in the spring to complete the planning and organization for the August 2000 school beginning.

Three additional staff members will be selected in the spring to complete the planning and organization for the August 2000 school beginning.

A coordinator, an educational advisor, and a staff assistant (see ATTACHMENT C for job descriptions) will assist the director. The

four positions will provide direct service support to the 100 students at a ratio of 1 to 25 students.

- C. Describe how the board of directors will be chosen and what steps will be taken to maintain continuity between the founding organizer's vision and that of the permanently established board of directors.**

Because the Okaloosa-Walton Community College District Board of Trustees is the governing board of the OWCC Charter High School, all appointments are governed by Section 240.313(3), Florida Statutes. Pursuant to section 240.313(3), Florida Statutes, "[t]rustees shall be appointed by the governor."

- D. Describe the roles and responsibilities of the governing board, including the relationship of the governing board to teachers and administrators.**

The governing board of the OWCC Charter High School shall have control and jurisdiction over the affairs and property of the school. Paid teachers and the director of the proposed OWCC Charter High School shall work under the supervision of the vice president for instruction, who in turn reports to the college president. (See also Attachment C)

- E. Discuss the proposed method for resolving conflicts between the governing board of the charter school and the sponsor.**

In the unlikely event of conflicts between the OWCC Charter High School and the Okaloosa County School Board, resolution will be sought through the Okaloosa School District and the OWCC representatives to the Okaloosa-Walton Community College and Okaloosa and Walton County School District Articulation Committee sitting as a resolutions committee. If these representatives are unable to reach a resolution, the college president and the superintendent of schools will meet and try to reach a solution. If they are unable to resolve the differences, the matter will be taken to the Okaloosa School Board and the OWCC District Board of Trustees for resolution. Either Board will have the authority to request binding mediation to resolve the conflict.

If the parties to the contract are unable to resolve a dispute, then pursuant to section 228.056(4)(f), Florida Statutes, the Florida Department of Education shall provide mediation services. If the Commissioner of Education determines that the dispute cannot be

settled through mediation, the dispute may be appealed to an administrative law judge appointed by the Division of Administrative Hearings. All final orders from the Division of Administrative Hearings are subject to review in the First District Court of Appeal pursuant to Section 120.68, Florida Statutes.

F. Discuss the nature of parental involvement in decision-making matters.

Parental involvement is essential to student success and therefore essential the OWCC Charter High School. Indeed, the original purpose statement, educational principles, rationale, and educational program for the Charter School were reviewed and discussed in open forums by local parents and potential students prior to submission with the application. In the future, as part of the program evaluation process, an annual effectiveness and satisfaction survey will be given to all Charter School parents. The results of the survey will be used to guide future improvements in the programs and services of the school. Furthermore, the OWCC Charter High School web site (www.owcharterhigh.org) offers e-mail access through which students and parents can convey ideas, concerns, or comments to the Charter School staff at any time. The e-mail address is monitored daily and an initial response will normally be provided to the sender within one business day.

The Charter School experience incorporates three levels of ongoing parental decision-making: 1) whether or not to participate in the Charter school; 2) determining the design and content of the student's program of study; and 3) whether to continue participation in the Charter School.

As an aid to the first level decisions, OWCC and the charter school staff members will conduct "get-acquainted" information sessions for interested students and parents, more detailed orientation sessions for charter school applicants and extensive orientation meetings for parents of students entering the charter school. In addition, much of the information necessary for first level decision-making is presented on the OWCC Charter High School web site.

The second level offers a significant recurring opportunity for parental input. Parents will work directly with the Charter School staff to determine the student's program of study, extra-curricular and co-curricular activities, and class schedule. The parent(s), student and the educational advisor will all be expected to sign the student's semester schedules, educational plan and program of

study. Changes to those agreements will require the same approvals. Periodic academic progress reports, including both midterm advisory and final course grades, will be provided to the parents. The educational advisor and counselor, who serve as the first point of contact for parental questions and comments, will be available for parent and parent-student conferences and will schedule such on a regular basis. In addition, Charter School staff will be available for parental conferences on an as-needed basis.

The third level of parental input and decision-making involves continued participation in the Charter School. In an effort to ensure that the participation decision is an informed one, parents will be able to review the student's entire academic history and educational development record with the educational advisor or counselor, as well as discuss the courses and activities that will be available to the student in subsequent years of enrollment. Finally, the Charter School will share the aggregate results of the annual effectiveness survey and all other accountability reports with the charter school parents.

G. Discuss how the charter school will comply with Florida Statutes relating to public records and public meetings.

The OWCC Charter High School will fully comply with Chapter 119, Florida Statutes, in regard to public disclosure of all school records, not including those personally identifiable cumulative records defined in Section 230.25, Florida Statutes, and State Board Rule 6A-6.1995. Likewise, according to Section 286.011, Florida Statutes, meetings of the governing board shall be open to the public. Reasonable notice of the time, place, and agenda of meetings will be available to all members of the school community. Minutes of the OWCC Charter High School governing board meetings will be kept and

made available for public inspection upon reasonable advance notice from any person.

3) LENGTH OF CONTRACT

A. State the length of the initial charter, up to 5 years.

Pursuant to section 228.056(11)(a)(11), Florida Statutes, the initial term of the proposed charter school shall be for five (5) years.

Thereafter, the charter may be renewed as provided in section 228.056 (9)(b), Florida Statutes, or any amended or subsequent similar law applicable to charter schools. The charter may be modified during its initial term or any renewal term, upon approval by both boards, and such modifications shall be in writing and executed by both boards.

The five-year contract will not be terminated by the Okaloosa County School Board except for:

- Failure to meet the requirements for student performance standards or failure to make significant progress toward achieving the standards as stated in the charter
- Failure to meet generally accepted standards of fiscal management
- Violation of law
- Other good cause

B. Present a timetable for implementing the charter, which addresses the implementation of each element thereof and the date by which the charter shall be awarded in order to meet this timetable. (See the following page.)

TIMELINE FOR IMPLEMENTING CHARTER SCHOOL

DATE	ACTION	RESPONSIBILITY
July 20, 1999	OWCC Board of Trustees approve charter application process	Dr. Richburg
July 29 & August 3, 1999	Public meeting with interested parents	Dr. Richburg
August 1, 1999	OWCC Charter Committee report Preliminary work on Charter components due	Charter Comm.
August 2-27, 1999	Refine charter components	Charter Comm.
November 1999	OWCC Board of Trustees approve application	Dr. Richburg
November 15, 1999	Submit charter proposal to Okaloosa County School District	Dr. Richburg
November 15- January 15, 2000	Respond to Okaloosa County	Dr. Richburg
December 1, 1999	Submit binding FTE estimate to I	Jeff School District Schembera
January 10, 2000	School Board's request for additional information and/or changes in proposal for Charter contract	Charla Cotton
January 15, 2000	Okaloosa County School Board awards charter.	
January 11, 2000 Bryan	Marketing/Recruitment	Sylvia
January 11 to 31	Employ direct support staff For Charter School Begin admissions process	Dr. Richburg
January 16	Appoint admissions committee	Dr. Richburg
February 1-28, 2000	Primary Application Period	Director, Staff
March 1, 2000	Primary Admissions Period Facilities preparation (CHATS Lab)	Director, Staff
March 1-31, 2000 April 1 Director, Staff	Second Application Period Second Admissions Period (if needed)	Director, Staff
July 15-to Opening	Parents, staff, and students Participate in orientation sessions	Director, Staff
August 23, 2000 staff	Opening day of school	Faculty,

4) EVIDENCE OF SUPPORT

- A. Try to convey as clearly and concretely as possible the scope of community backing for the proposed charter school and its founding board. Document this community support among teachers, parents, students, community members and institutional leaders and others, through the use of letters of support, surveys, or other tangible means.**

In the initial stages of investigating the feasibility of offering a charter school to high school students in Okaloosa County many parents, students, community members, and business leaders were surveyed. The results were overwhelmingly supportive of the concept and encouraging enough to propel the design of a dual enrollment charter school. We have reason to believe that there is a need for such a school and a desire for additional choices for high school students in Okaloosa County.

In addition to informal surveys and meetings with current OWCC students, two formal meetings with community leaders, parents of public and home schooled students, and current dual enrollment and potential students were held to explain the concept of the charter school and to solicit responses to the charter proposal. Over seventy people from all areas of Okaloosa County attended. The remarkable enthusiasm with which the concept has been greeted by a cross-section of the community serves as strong evidence of the charter schools' local advocacy and backing.

Of equal importance is the Okaloosa County School Board's recognition that a dual enrollment charter high school is needed in the district. Just recently the School Board announced a preliminary partnership with Troy State University to create a charter high school serving students in the dual enrollment program. This announcement serves to support and validate the need for the proposed OWCC Charter High School.

Letters of support as evidence of community backing for the proposed school, responses to written surveys, and copies of newspaper and magazine articles are found in ATTACHMENT D.