



**Pasco County Schools**

**2019 – 2020 Charter School Master Calendar**

**Note: Assessment calendar dates not included. Please go to the following link:**

<http://www.pasco.k12.fl.us/research/>

*Please note: This calendar is intended to serve as a guide for charter school administrators. Due dates may vary. Additional reporting requirements may be required by FDOE. Notification will be provided.*

*Charter school monthly/quarterly financial reporting deadlines are provided each charter school's contract. You may also contact your Finance Services Department contact for more information (ex: format, checklist, etc.)*

*This calendar is not intended to reflect all holidays and teacher planning days.*

*Please refer to the DSBPC 2019 – 2020 school year calendar for specific dates and additional information.*

[http://www.pasco.k12.fl.us/library/communications/Board\\_approved\\_040319Student\\_Teacher\\_Calendar\\_19-20.pdf](http://www.pasco.k12.fl.us/library/communications/Board_approved_040319Student_Teacher_Calendar_19-20.pdf)

**2019– 2020 School Year**

**DUE DATE**

**DESCRIPTION**

**JULY 2019**

<b>July 1</b>	<b>Independent financial auditor</b> - Submit the name and contact information of your school's independent financial auditor to Jeff Yungmann, Program Coordinator for Charter Schools.
<b>July 1</b>	<b>Charter Schools Capital Outlay Plan due for 2019-20 sy</b> - Online submission through the Charter School Portal to FDOE. Notification of due date will be provided by FDOE and the district's Charter Schools Office. <i>The Sponsor (District) has up until July 3, 2019, to verify that the charter school qualifies and approve this plan.</i>
<b>July 5</b>	<b>Beginning of the Year To-Do-List (Guide to Pre-planning, Planning, and Post Planning Week):</b> The Beginning of the Year To-Do-List (Pre-planning, Planning, and Post Planning) will be shared by the Charter Office with charter school administrators. This checklist contains information about required administrative and teacher trainings as well as other requirements for review.
<b>July 12</b>	<b>Preliminary "Out of Field" Reporting:</b> Based on HB 7029, [F.S.1012.42(2)] Human Resources is requesting a preliminary list of "Out of Field" teachers for the 2019-20 school year. This is to be posted on the school's website by this date prior to 1 <sup>st</sup> semester.
<b>July 17</b>	<b>Mental Health Assistance Allocation Plans Due [Election]</b> - Return form to Jeff Yungmann, Program Coordinator for Charter Schools, ( <a href="mailto:jyungman@pasco.k12.fl.us">jyungman@pasco.k12.fl.us</a> )
<b>July 25</b>	<b>Charter School Quarterly Principal's Meeting (8:30 AM – 11:45 AM)</b> District Office, Building 2, Palm Room.



<b>July 30</b>	<b>Current Insurance Certificates</b> are due to Jeff Yungmann, Program Coordinator for Charter Schools. Submit "ACCORD" certificates for all insurance coverage.
<b><u>AUGUST 2019</u></b>	
<b>Month of August</b>	<b>Important Reminder:</b> Florida statute 1002.33(12)(f) requires that the charter school must provide written notification to parents identifying the teachers and administrators and their credentials. This should be completed no later than the end of August. Verification should be submitted to Jeff Yungmann, Program Coordinator for Charter Schools.
<b>August 1</b>	<b>Important Reminder: Charter School governing board appointed parent liaison.</b> In accordance with s. 1002.33(7)(d)1, F.S., charter schools are required to provide parents with the name and contact information of the parent liaison in writing and post in a prominently location on the school's website. Verification should be submitted to Jeff Yungmann, Program Coordinator for Charter Schools.
<b>August 5</b>	<b>2019-20 Administrative and Instructional Evaluation Plans:</b> Charter Schools will submit their administrative and instructional evaluation plans to Jeff Yungmann, <a href="mailto:jyungman@pasco.k12.fl.us">jyungman@pasco.k12.fl.us</a> Program Coordinator for Charter Schools for approval by the Sponsor. Each charter school principal must provide a board-approved attestation that the approved teacher evaluation system will be utilized for the respective school year. If the charter school adopts the <b>Florida Consortium of Public Charter School's</b> evaluation plan, then the charter school must submit the <b>Governing Board Approval Signature Form 2019-20</b> .
<b>August 5-9</b>	<b>Teacher Planning Week</b>
<b>August 9</b>	<b>Crisis Response Plans:</b> Charter Schools submit Crisis Response Plans to Jeff Yungmann, <a href="mailto:jyungman@pasco.k12.fl.us">jyungman@pasco.k12.fl.us</a> Program Coordinator for Charter Schools. Charter schools post "flip-chart" information in each classroom according to safety procedures.
<b>August 12</b>	<b>First Day of School for Students</b>
<b>August 12</b>	<b>1st Day Count:</b> Submit your school student count (number of students in attendance the day of the count) for the first day of school to Chris Williams, ( <a href="mailto:cwilliams@pasco.k12.fl.us">cwilliams@pasco.k12.fl.us</a> ) Planning Department, before 3 p.m.
<b>August 12</b>	<b>2019-20 SY Charter School Governing Board Members</b> form is due to Jeff Yungmann, <a href="mailto:jyungman@pasco.k12.fl.us">jyungman@pasco.k12.fl.us</a> Program Coordinator of Charter Schools. (Template will be provided)
<b>August 12</b>	<b>2019-20 SY Charter School Governing Board Meeting Schedule</b> is due to Jeff Yungmann, <a href="mailto:jyungman@pasco.k12.fl.us">jyungman@pasco.k12.fl.us</a> Program Coordinator of Charter Schools. (Template will be provided)
<b>August 15</b>	<b>Program Cost Report for FY 2018</b> is due to the Finance Department. Please submit to Michelle Mills, <a href="mailto:mmills@pasco.k12.fl.us">mmills@pasco.k12.fl.us</a> Senior Finance Manager, Office for Financial Services ( <a href="mailto:jclass@pasco.k12.fl.us">jclass@pasco.k12.fl.us</a> ) (813-794- 2184)
<b>August 15</b>	<b>Federal funds allocations:</b> The Sponsor will submit projected annual allocation of federal funds to charter schools.
<b>August 15</b>	<b>Unaudited Financial Report for FY 2019</b> is due to the Finance Department. Please submit to Michelle Mills, <a href="mailto:mmills@pasco.k12.fl.us">mmills@pasco.k12.fl.us</a> , Senior Finance Manager, Office for Financial Services (813-794- 2184)



- August 16**                                 **5-Day Count:** Submit your school student count (number of students in attendance the day of the count) for the 5th day of school to Chris Williams, ([cwilliams@pasco.k12.fl.us](mailto:cwilliams@pasco.k12.fl.us)) Planning Department, before 3 p.m.
- August 19**                                 **All Charter School Paperwork** is to be kept on file at the school with all current employee information coded in MUNIS by the site based MUNIS data entry personnel.
- August 23**                                 **10-day Count:** Submit your school student count (number of students in attendance the day of the count) for the 10th day of school to Chris Williams, ([cwilliams@pasco.k12.fl.us](mailto:cwilliams@pasco.k12.fl.us)) Planning Department, before 3 p.m.
- \*August 26**                                 **Charter School Tracking (5-Year Work Plan):** Charter Schools will submit their five-year work plan facility information to Jeff Yungmann, Program Coordinator for Charter Schools (**form will be provided**).
- August 28**                                 **Charter School Personnel Data Reporting (A mandatory FDOE requirement)** Charter schools will update and correct personnel records in MUNIS with their 2019-20 Charter School Personnel information. Please correct by August 28, 2019.
- August 30**                                 **Annual Charter School Budget:** Charter schools will submit their board approved 2019-20 budget to Ashley Larramore, Finance Services, ([alarramo@pasco.k12.fl.us](mailto:alarramo@pasco.k12.fl.us)) (Due date is identified in charter contract.)
- Any amendments to the adopted budget shall be approved by the Governing Board at a scheduled meeting thereof and a copy provided to the District within 10 business days of the meeting at which the budget was amended.
- August 30**                                 **Audited Financial Audit Report** for FY 2019 is due to the Finance Department. Please submit to Michelle Mills, [mmills@pasco.k12.fl.us](mailto:mmills@pasco.k12.fl.us) , Senior Finance Manager, Office for Financial Services (813-794- 2184)
- August 30**                                 **2019-20 SY Academic Goals and Objectives Goals** are due to Jeff Yungmann, Program Coordinator for Charter Schools (Sample template will be provided). Sections 1002.33(5)(f) and 1002.33(8).
- August 30**                                 **School Reading Plan:** The charter school reading plan is part of the charter application and agreement, and it is approved at the time the school is chartered.” [2019-20 Reading Plan Guidance, pg. 2] If the school desires to amend its reading plan at some point before a renewal period, a charter amendment would be required to be approved by the School Board.

**SEPTEMBER 2019**

- Month of September**                                 **Board Approval of Out-of-Field Teachers**  
PRIOR to Survey 2/October 2019 FTE week, the charter school governing board must approve, in a public board meeting, all out-of-field teachers. Teachers must be identified by name and subject and identified in the board minutes.
- Month of September**                                 **Parental Notification of Out-of-Field and/or non “state certified” (ESSA)**  
PRIOR to Survey 2/October 2019 FTE week, the school must provide notification to parents if their child’s teacher is teaching out-of-field, including ESOL, or the teacher(s) is not deemed highly qualified. It is the responsibility of the charter school governing board to approve the out-of-field teachers and this must be reflected in the board minutes. The school must submit a list of the board-approved teachers, copies of parent letters, and board minutes documenting approval of out-of-field teachers to Jeff Yungmann, Program Coordinator for Charter Schools no later than October 2, 2019.



(Each charter school must meet the requirement of notifying all parents of students who are taught by an out-of-field teacher. Schools will sign a statement of assurances that this requirement has been fulfilled timely. Schools must keep copies on file of letter sent and board meeting minutes where teachers were approved to teach out-of-field.)

- September 9** **ESOL Programmatic Assessment:** This is the 20<sup>th</sup> day of school (F.A.C. 6A-6.0902), for those students who registered (i.e. Home Language Survey) on the 1<sup>st</sup> day of school, to administer the Programmatic Assessment (IPT) for determination of ESOL eligibility.
- \*September 13** **T/IEP Accessibility Plans:** Charter schools submit Accessibility Plans to Kathy Zielinski, SSPS Department/District ([kzielins@pasco.k12.fl.us](mailto:kzielins@pasco.k12.fl.us))
- September 15** **Administrative Fee Withheld:** HB 7055 [Amending F.S. 1002.33] requires sponsors to provide to FDOE the total amount of funding withheld from Charter schools in administrative fees. [No action by charter schools]
- September 26** **Charter School Quarterly Principal's Meeting** (9:00 a.m.-11:45 a.m. District Office, Building 2, Palm Room).
- \*September 27** **Annual SESIR Verification:** Charter Schools complete this FDOE report via a provided survey link. (Office for Student Support Programs and Services)

Review the provided 2018-2019 Crime and Violence Report and Taunting & Teasing Report, which includes bullying and harassment data for your school, then respond to the following questionnaire at <https://www.surveymonkey.com/r/3ZJCD7D> (a new link will be provided when received)

**OCTOBER 2019**

- October 1** **Florida Safe Schools Assessment Tool (FSSAT) [SB7026 and SB 7030]** completed by charter schools and returned to Jeff Yungmann, Program Coordinator for Charter Schools, ([jyungman@pasco.k12.fl.us](mailto:jyungman@pasco.k12.fl.us))
- October 2** **Charter School Personnel Data Reporting (A mandatory FDOE requirement)** Charter school administrators will update MUNIS employee information prior to Survey 2. Please check MUNIS for updates or corrections and initiate changes prior to Survey 2 week October 7-11, 2019.
- October 3** **Out-of-Field and/or non "state certified" (ESSA) teachers** – Provide notification and documentation (board meeting minutes, copies of parent letters dated at the top, school notifications) to Jeff Yungmann, [jyungman@pasco.k12.fl.us](mailto:jyungman@pasco.k12.fl.us) Program Coordinator for Charter Schools of all "Out of Field" and/or non state certified" teachers including the area (ex: subject area certification, ESOL, ESE, etc.) Letters must be dated prior to Survey 2 week. [Sample letter will be provided]
- October 9** **Charter School Personnel Data Reporting to FDOE (A mandatory FDOE requirement)** Survey 2 personnel data collection for charter school employees is due to Jeff Yungmann, [jyungman@pasco.k12.fl.us](mailto:jyungman@pasco.k12.fl.us) Program Coordinator for Charter Schools. The Charter School Personnel database will be e-mailed to school administrators for edits and corrections.
- October 7-11** **FTE Survey 2 Week (including Transportation)**



- October 14-18 **FTE Survey 2 (ESE) Compliance audit conducted by District**
- October 14 **Documentation of charter school board approval of out-of-field teachers and Documentation of Parental Notification of Out-of-Field/ non “state-certified” Teachers** is due to Jeff Yungmann, Program Coordinator for Charter Schools. Governing board approval must be conducted prior to Survey 2 week.
- October 17 **Charter School Task Force meeting (District Office 1:30 p.m.-4:00 p.m.) Building 2, Palm Room**
- October 24 **New Charter School Applicant Orientation-2020 application cycle (1:30 pm-3:30 pm, Building 2, Palm Room)**
- \*October 25 **School Improvement Plan (Student Success Plan)** due to DSPBC’s Office for Assessment, Research and Measurement. Charter schools must report this through the FDOE CIMS system. (Only for Charter schools required to submit a School Improvement Plan under 6A-1.099827. These charter school administrators would be notified.)
- October 25 **2019-20 Administrative and Instructional Evaluation reporting to District** Charter schools report their 2018-19 Administrative and Instructional Evaluations to the District on the templates provided. These are submitted Jeff Yungmann, [jyungman@pasco.k12.fl.us](mailto:jyungman@pasco.k12.fl.us) Program Coordinator for Charter Schools.
- October 29-31 **Florida Charter School Conference (Orlando, Florida)**

**NOVEMBER 2019**

- \*November 1 **New Course Adoption Deadline #1 (To add a course to the Pasco County Course Code Directory for 2020-21)** The Pasco County New Course Adoption form for 2020-21 should be submitted through the following site: <http://www.pasco.k12.fl.us/forms/view.php?id=152650>
- \*November 15 **Best and Brightest Scholarship-** Submit teacher and principal reporting documents to Jeff Yungmann, Program Coordinator for Charter Schools ([jyungman@pasco.k12.fl.us](mailto:jyungman@pasco.k12.fl.us))
- November 21 **Charter Renewal Process Begins.** This is only for charter schools with a contract that will expire on June 30, 2020.
- November 21 **Charter School Principal’s Meeting** (9:00 a.m.-11:45 a.m. District Office, Building 2, Palm Room)
- \*November 22 **Healthy School Team and Healthy School Team Monitoring Tool Self-Assessment Deadline:** For those charter schools who contract with the District for Food and Nutrition Services (FNS), charter schools must report their Healthy School Team and complete their Healthy School Team Monitoring Tool Self-Assessment online.  
  
Both of these can be submitted directly on our Student Wellness Website  
  
**Healthy School Team Report [new link may be provided]**  
<http://pascostudentwellness.pasco.k12.fl.us/index.php/healthy-school-team-resources/>



**HST Monitoring Tool [new link may be provided]**

<http://pascostudentwellness.pasco.k12.fl.us/index.php/healthy-school-team-monitoring-tool-2/>

**November 25**

**Out of Field reporting:** Based on HB 7029, [F.S.1012.49(2)] Human Resources is requesting a preliminary list of “Out of Field” teachers for the 2019-20 school year. This is to be posted on school’s website prior to this date and prior to 2<sup>nd</sup> semester. Submit teacher and principal reporting documents to Jeff Yungmann, Program Coordinator for Charter Schools ([jyungman@pasco.k12.fl.us](mailto:jyungman@pasco.k12.fl.us)).

**DECEMBER 2019**

**\*December 6**

**New Course Adoption Deadline #2 (To add a course to the Pasco County Course Code Directory for 2020-21)** The Pasco County New Course Adoption form for 2020-21 should be submitted through the following site:  
<http://www.pasco.k12.fl.us/forms/view.php?id=152650>

**December 20**

**Deadline to submit request for amendments to the charter contract for the 2020-21 school year.** Submit requests to Jeff Yungmann, [jyungman@pasco.k12.fl.us](mailto:jyungman@pasco.k12.fl.us) Program Coordinator for Charter Schools.

**December 20**

**Charter School Calendars for 2020-21.** Charter schools who have provisions in their current charter contract or amended contract to submit an alternate School Calendar than the District’s calendar will send this to Jeff Yungmann, [jyungman@pasco.k12.fl.us](mailto:jyungman@pasco.k12.fl.us) Program Coordinator for Charter School.

**JANUARY 2020**

**\*January 16**

**New Charter Schools Orientation (scheduled to open 2020-2021) 9:00 a.m.- 2:00 p.m., (TBD)**

**January 16**

**Quarterly Charter School Principals Meeting** (District Office 9:00 a.m. – 11:45 a.m.) Building 2, Palm Room.

**\*January 23**

**For New Charter Schools (opening 2020-21) only:** The New Charter School Pre-Opening Checklist will be provided in a separately scheduled meeting. Site visits will be scheduled for the first week in August.

**January 30**

**Charter School Task Force meeting** (District Office 1:30 p.m. – 4:00p.m.) Building 8, South, Title I Conference Room

**FEBRUARY 2020**

**February 3**

**New Charter Applicants Only:** Individuals and organizations submitting a new charter application to the District School Board of Pasco County under the 2020 cycle: Applications are due no later than 4:30 pm. [New charter school applications only]. The statutory deadline of February 1<sup>st</sup> falls on a Saturday and is extended to the next business day (February 3<sup>rd</sup>).

**\*February 3**

**New Course Adoption Deadline #3 (To add a course to the Pasco County Course Code Directory for 2020-21)** The Pasco County New Course Adoption form for 2020-21 should be submitted through the following site:  
<http://www.pasco.k12.fl.us/forms/view.php?id=152650>



- \*February 4** **Charter School Personnel Data Reporting to FDOE (A mandatory FDOE requirement)** Survey 3 personnel data collection for charter school employees is reported to FDOE. All Charter School Personnel database (MUNIS) information must be updated prior to this date.
  
- February 3-7** **FTE Survey 3 Week (including Transportation)**
  
- \*February 7** **FDOE Annual Charter School Accountability Reports due from charter schools** – The FDOE Annual Charter School Accountability Report template is released in late October. Due date is determined by FDOE.
  
- February 10-14** **FTE Survey 3 (ESE) Compliance audit conducted by District**
  
- February 28** **Projected Enrollments due to Program Coordinator for Charter Schools**  
 Charter schools must submit their projected student enrollment for the upcoming school year to Jeff Yungmann, [jyungman@pasco.k12.fl.us](mailto:jyungman@pasco.k12.fl.us) Program Coordinator for Charter Schools no later than February 28, 2020. (A template will be provided.)  
  
 High Performing Schools are due by March 1, 2021 under F.S. 1002.331(2)].  
  
*A high-performing charter school shall notify its sponsor in writing by March 1 if it intends to increase enrollment or expand grade levels the following school year. The written notice shall specify the amount of the enrollment increase and the grade levels that will be added, as applicable. [F.S. 1002.331(2)]*

**MARCH 2020**

- March 1** **High Performing Charter School Enrollment for 2020-21 school year**  
 High performing charter schools will submit enrollment projections for the 2020-21 school year to Jeff Yungmann, [jyungman@pasco.k12.fl.us](mailto:jyungman@pasco.k12.fl.us) Program Coordinator for Charter Schools. (A template will be provided.)
  
- March 2** **2020-21 Title II, Part A Intent to Participate Forms due:** Charter Schools submit 2020-21 Title II, Part A Intent to Participate Forms to Jeff Yungmann, Program Coordinator of Charter Schools.
  
- \*March 30** **Deadline for the District to approve Charter Schools Accountability Reports**
  
- March 30** **2020-21 Title II, Part A Needs Assessment Forms due:** Charter Schools submit Title II, Part A Needs Assessment Forms to Jeff Yungmann, [jyungman@pasco.k12.fl.us](mailto:jyungman@pasco.k12.fl.us) Program Coordinator of Charter Schools.
  
- March 31** **2019-20 Annual Property Inventory:** Charter school submit their 2019-20 Annual Property Inventory report to Jeff Yungmann, [jyungman@pasco.k12.fl.us](mailto:jyungman@pasco.k12.fl.us) Program Coordinator for Charter Schools.

**APRIL 2020**

- April 16** **Charter School Task Force meeting (District Office 1:30 p.m. – 4:00p.m.)**  
 Building 2, Palm Room.

## 2019 – 2020 SY CHARTER SCHOOL MASTER CALENDAR

- \*April 22**                           **2019-20 IDEA, Part B Intent to Participate Forms due:** Charter Schools submit IDEA, Part B Intent to Participate Forms to Jeff Yungmann, [jyungman@pasco.k12.fl.us](mailto:jyungman@pasco.k12.fl.us) Program Coordinator of Charter Schools.
- April 23**                           **Charter School Principal’s Meeting** (9:00 a.m. – 11:45 a.m. Location **(TBD)**)
- April 30**                           **Best Practices in Inclusion Education (BPIE) New** Charter schools submit their Best Practice in Inclusion Education to Melissa Musselwhite, [mmusselw@pasco.k12.fl.us](mailto:mmusselw@pasco.k12.fl.us) . This requirement is for all charter schools and is due every 3 years as announced. This is submitted every 3 years (2018-19 last submission).
- MAY 2020**
- May – June**                      **Annual Charter School On-site Reviews** (This will be scheduled)  
*Note: Compliance audits for ESE, Food Services, and Transportation (when applicable) will take place in February to be included in this review.*
- May**                                 **Extended School Year (ESY) Third Grade Summer Reading Camp Participation.** Notification will be submitted to the Charter Schools Office.
- \*May 4**                            **Student Wellness Policy-Self Assessment Survey:** Charter Schools submit their Student Wellness Policy-Self Assessment Survey through the link provided by Food and Nutrition Services.
- May 11**                            **2020-21 IDEA, Part B Reimbursement Plans due:** Charter Schools electing to submit a reimbursement allocation plan for IDEA, Part B funds submit their plan to Jeff Yungmann, [jyungman@pasco.k12.fl.us](mailto:jyungman@pasco.k12.fl.us) Program Coordinator of Charter Schools. (*form will be provided*).
- Mid-May**                         **Extended School Year (ESY) Third Grade Retention/Summer Reading Camp** information and guide will be distributed by the Charter Office to charter schools.
- Mid-May**                         **Extended School Year (ESY) Elementary School-** Charter Schools code their Third Grade Summer Reading Camp information in myStudent and submit the spreadsheet and reporting documents (i.e. Family letter, Transportation letter) to Jeff Yungmann, [jyungman@pasco.k12.fl.us](mailto:jyungman@pasco.k12.fl.us) Program Coordinator for Charter Schools (including requests for transportation). [Spreadsheet will be provided]
- Mid-May**                         **Extended School Year (ESY) Middle School (MS)** information and guide will be distributed by the Charter Office to the charter schools.
- Mid-May**                         **Extended School Year (ESY) Middle School (MS)-** Charter Schools code their ESY MS information into myStudent and submit the spreadsheet and reporting documents to Jeff Yungmann, [jyungman@pasco.k12.fl.us](mailto:jyungman@pasco.k12.fl.us) Program Coordinator for Charter Schools. (including requests for transportation). [Spreadsheet will be provided]
- May 27**                            **Last Day of School for Students**
- JUNE 2020**
- \* June 8-12**                      **Survey 4 Charter School Staff Demographics due-** (Charter schools enter demographics, salary data, and benefits in MUNIS)



## 2019 – 2020 SY CHARTER SCHOOL MASTER CALENDAR



**June 17** **Curriculum Digital Products-** Charter Schools submit their 2020-21 Curriculum Digital Products questionnaire to Jeff Yungmann, Program Coordinator for Charter Schools (*forms provided*)

**June 30** **End of fiscal year**

***\*Requires confirmation.***

**Important:** Charter school administrators should review their current charter contract and amendments to determine specific compliance reporting requirements and deadlines. These may differ from some of the dates and times listed above. Additional compliance reporting deadlines may be provided by the Charter Office to charter school administrators as received from FDOE or the Sponsor. This may be as a result of new legislative or state board rule requirements.