**Pasco County Schools**

**2020 – 2021 Charter School Master Calendar**

**Note: Assessment calendar dates not included. Please go to the following link (under Forms):**

<http://www.pasco.k12.fl.us/charter_schools/page/forms>

*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 in each charter school’s contract. You may also contact your Finance Services Department contact for more information (ex: format, checklist, etc.)*

*This calendar in not intended to reflect all holidays and teacher planning days. Please refer to the DSBPC 2020 - 2021 school year calendar for specific dates and additional information.*

[*http://www.pasco.k12.fl.us/calendar/2020\_2021\_student\_teacher\_calendar*](http://www.pasco.k12.fl.us/calendar/2020_2021_student_teacher_calendar)

**2020 – 2021 School Year**

***DUE DATE DESCRIPTION***

***JUNE 2020***

**June 29 *Charter Schools Capital Outlay Plan due for 2020-21 school year.***  (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.*The Sponsor (District) has up until July 13, 2020 to verify that the charter school qualifies and approve this plan.*

**JULY 2020**

**July 1** ***Independent financial auditor*** - Submit the name and contact information of your school’s independent financial auditor in Charters.Link.

**July 5 *Beginning of the Year To-Do List (Guide to Pre-planning, Planning, and Post Planning Week):*** 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.

**July 13 *Charter Schools Capital Outlay Plan due for 2020-21 school year [District requirement only].***  *The Sponsor (District) has up until July 13, 2020 to verify that the charter school qualifies and approve this plan.*

**July 23 *Charter School Quarterly Principal’s Meeting (9:00 AM – 11:45 AM)*** District Office, Building 2, Palm Room.

**July 25** ***Preliminary “Out of Field” Reporting:*** Based on HB 7029, [F.S.1012.42(2)] Human Resources is requesting a preliminary list of “Out of Field” teachers for the 2020-21 school year. This is posted on school’s website by this date, which is 30 days prior to the start of the 1st semester.

**July 30 *Current Insurance Certificates*** upload in Charters.Link “ACORD” certificates for all insurance coverages.

**AUGUST 2020**

**Month of August *Important Reminder*:** Florida statute 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 in Charters.Link.

**August 3** ***Important Reminder:*** ***Charter School governing board appointed parent liaison.*** In accordance with s. 1002.33(9)(p)2. 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 in Charters.Link.

**August 12** ***2020-21******Administrative and Instructional Evaluation Plans:*** Charter Schools will submit their administrative and instructional evaluation plans in Charters.Link for approval by the Sponsor.

**August 12 *2020-21 SY Charter School Governing Board Members*** form is due in Charters.LInk. under Organization, Governing Board, Board Members

**August 12 *2020-21 SY Charter School Governing Board Meeting Schedule*** is due in Charters.Link, under, Organization, Governing Board.

**August 17-21** ***Teacher Planning Week***

**August 17** ***Program*** ***Cost Report*** ***for FY 2020*** is due to the Finance Department. Please submit in Charters.link. If there are questions, please contact Kristen Kawa, Financial Accounting Analyst, Office for Finance Services ([kkawa@pasco.k12.fl.us](mailto:kkawa@pasco.k12.fl.us) ) (813-794- 2424).

**August 17** ***Federal funds allocations:*** The Sponsor will submit projected annual allocation of federal funds to charter schools.

**August 17** ***Unaudited Financial Report*** ***for FY 2020*** is due to the Finance Department. Please submit in Charters.link. If there are questions, please contact Kristen Kawa, Financial Accounting Analyst, Office for Finance Services ([kkawa@pasco.k12.fl.us](mailto:kkawa@pasco.k12.fl.us) ) (813-794- 2424).

**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 24** ***Crisis Response Plans:*** Charter Schools submit Crisis Response Plans in Charters.LInk. Charter schools post “flip-chart” information in each classroom or use the **CrisisGo** app in accordance with safety procedures.

**August 24 *First Day of School for Students***

**August 24 *1st Day Count:*** Submit your school student count (number of students in attendance the day of the count) for the first 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 in Charters.Link (***form will be provided in Charters.link***).

**August 27** ***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@paco.k12.fl.us)) Planning Department, before 3 p.m.

**August 28 *Charter School Personnel Data Reporting* *(A mandatory FDOE requirement)*** Charter schools will update and correct personnel records in MUNIS with their 2020-21 Charter School Personnel information. Please correct by August 28, 2020.

**August 31** ***Annual Charter School Budget:*** Charter schools will submit their board approved 2020-21 budget to Charters.Link (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 31** ***Audited Financial Audit Report*** for FY 2020 is due to the Finance Department. Please submit in Charters.Link.

**August 31** ***2020-21 SY Academic Goals and Objectives Goals*** are due to be submitted in Charters.Link.

**August 31 *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.” *[2018-19 Reading Plan Guidance, pg. 2, Just Read Florida]* 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.

*Charter schools must utilize their proportionate share of the research-based reading allocation in accordance with Sections 1002.33(7)(a)2.a., and 1008.25(3)(a), F.S. All intensive reading interventions specified by the charter must be delivered by a teacher who is certified or endorsed in reading. [F.A.C. 6A-6.053, K-12 Comprehensive Evidence-Based Reading Plan]*

**SEPTEMBER 2020**

**Month of September *Board Approval of Out-of-Field Teachers***

PRIOR to Survey 2/October 2020 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 Not Highly Qualified Teachers***

PRIOR to Survey 2/October 2020 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 Charters.Link, **no later than October 5, 2020**.

(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 4** ***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.

**September 15 *Administrative Fee Withheld:*** F.S. 1002.33(20)(a)4. requires sponsors to provide to FDOE the total amount of funding withheld from Charter schools in administrative fees.[No action by charter schools]

**September 17 *Charter School Quarterly Principal’s Meeting*** (**9:00 a.m.-11:45 a.m.**) District Office, Building 2, Palm Room.

**September 21** ***ESOL Programmatic Assessment:*** This is the 20th day of school (F.A.C. 6A-6.0902), for those students who registered (i.e. Home Language Survey) on the 1st day of school, to administer the Programmatic Assessment (IPT) for determination of ESOL eligibility.

**OCTOBER 2020**

**October 1 *Florida Safe Schools Assessment Tool [F.S. 1006.1493, SB 7026] (FSSAT)*** completed by Charter Schools and submitted in the system. Charter school will upload the Florida Safe Schools Assessment Certification Acknowledgement form, previously presented to the charter school’s governing board, in charters.link

**October 2 *Charter School Personnel Data Reporting* *(A mandatory FDOE requirement)*** Charter school administrators will update MUNIS employee information and salary information prior to Survey 2. Please check MUNIS for updates or corrections and initiate changes prior to Survey 2 week October 5-9, 2020.

**October 2 *T/IEP Accessibility Logs:*** Charter schools submit Accessibility Logs to Kathy Zielinski, SSPS Department/District ([kzielins@pasco.k12.fl.us](mailto:kzielins@pasco.k12.fl.us))

**October 5 *Out-of-Field and/or Not Highly Qualified Teachers* –** Provide notification and documentation (board meeting minutes, copies of parent letters, school notifications) in Charters.Link of all “Out of Field” and/or not Highly Qualified teachers including the area (ex: subject area certification, ESOL, ESE, etc.)

**October 5-9** ***FTE* *Survey 2*** ***Week (including Transportation)***

**October 12-16 *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/Not Highly Qualified Teachers*** is due in Charters.Link

**October 15 *Charter School Task Force meeting (District Office 1:30 p.m.-4:00 p.m.)*** District Office, Building 2, Palm Room.

**October 26 *New Charter School Applicant Orientation-2021 application cycle (1:30 pm- 3:30 pm),*** District Office, Building 2, Palm Room.

**October 26 *School Improvement Plan (School 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 26 *2020-2021 Administrative and Instructional Evaluation reporting to District*,** Charter schools report their 2019-2020 Administrative and Instructional Evaluations to the District on the templates provided. These are submitted in Charters.Link. District reported this under Survey 2, FDOE suspended evaluations for 19-20. No final ratings to send due to pandemic.

**NOVEMBER 2020**

**\*November 1 *New Course Adoption Deadline #1 (To add a course to the Pasco County***

***Course Code Directory for 2021-22)*** New course request documents will be submitted to Samantha DelValle, [sdevalle@pasco.k12.fl.us](mailto:sdevalle@pasco.k12.fl.us)

**November 12 *Charter School Quarterly Principal’s Meeting*** (9:00 a.m.-11:45 a.m.), District Office, Building 2, Palm Room.

**November 6 *Annual SESIR Verification:*** Charter Schools complete this FDOE report via a provided survey link. (Office for Student Support Programs and Services)

Review the provided 2019-2020 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>. (new link will be provided)

**November 18** ***Charter Renewal Process Begins***. This is only for charter schools with a contract that will expire on June 30, 2021.

**November 25** ***Preliminary “Out of Field” Reporting:*** Based on HB 7029, [F.S.1012.42(2)] Human Resources is requesting a preliminary list of “Out of Field” teachers for the 2020-21 school year. This is posted on school’s website by this date, which is 30 days prior to the start of the 2nd semester.

**November 30** ***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 will be provided)**

**HST Monitoring Tool (new link will be provided)**

**DECEMBER 2020**

**\*December 6 *New Course Adoption Deadline #2 (To add a course to the Pasco County***

***Course Code Directory for 2021-22)*** New course request documents will be

submitted to Samantha DelValle, [sdevalle@pasco.k12.fl.us](mailto:sdevalle@pasco.k12.fl.us)

**December 14** ***Charter School Calendars for 2021-22.*** 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 upload this to Charters.link .

**December 18**  **Deadline to submit request for amendments to the charter contract for the 2021-22 school**

**year.** Submit requests to Jeff Yungmann, [jyungman@pasco.k12.fl.us](mailto:jyungman@pasco.k12.fl.us) Program Coordinator for

Charter Schools.

**JANUARY 2021**

**\*January 14 *New Charter Schools Orientation (scheduled to open 2021-2022) 9:00 a.m.-***

***2:00 p.m., Location TBD***

**January 21 *Quarterly Charter School Principals Meeting*** *(District Office 9:00 AM. – 11:45 PM),* District Office, Building 2, Palm Room.

**January 22 *For New Charter Schools (opening 2021-22) 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 28 *Charter School Task Force meeting (****District Office 1:30 PM – 4:00 PM),*Building 8, 1st Floor South Conference Room.

**FEBRUARY 2021**

**February 1**  ***New Charter Applicants Only:*** Individuals and organizations submitting a new charter application to the District School Board of Pasco County under the 2021 cycle: Applications are due no later than 4:30 pm. [New charter school applications only]

**\*February 3 *New Course Adoption Deadline #3 (To add a course to the Pasco County***

***Course Code Directory for 2021-22)*** The Pasco County New Course Adoption form for 2021-2022 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 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 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 8-12** ***FTE* *Survey 3 Week*** *(including Transportation)*

**February 15-19 *FTE Survey 3 (ESE) Compliance audit conducted by District***

**February 26 *Projected Enrollments due to Program Coordinator for Charter Schools***

Charter schools must submit their projected student enrollment for the upcoming school year submitted in Charters.Link no later than February 26, 2021. *(A template will be provided in Charters.link.) (High Performing Schools are Due March 1, 2021).*

**MARCH 2021**

**March 1 *High Performing Charter School Enrollment for 2021-22 school year***

High performing charter schools will submit enrollment projections for the 2021-22 school year in Charters.Link. *(A template will be provided in Charters.link.)*

**\*March 1 *2021-22 Title II, Part A Intent to Participate Forms due:*** Charter Schools submit Title II, Part A Intent to Participate Forms in Charters.Link.

**\*March 1 *2021-22 Title IV, Part A Intent to Participate Forms due:*** Charter Schools submit Title IVI, Part A Intent to Participate Forms in Charters.Link.

**March 29 2021-22 Annual Property Inventory:** Charter school submit their 2020-21 Annual Property Inventory report submit in Charters.Link.

**\*March 29 *Deadline for the District to approve Charter Schools Accountability Reports.*** *Due date is determined by FDOE.*

**\*March 29 *2021-2022 Title II, Part A Needs Assessment Form due:*** Charter Schools submit Title II, Part A Intent to Participate Forms in Charters.Link.

**\*March 29 *2021-2022 Title IV, Part A Needs Assessment Form due:*** Charter Schools submit Title IV, Part A Intent to Participate Forms in Charters.Link.

**APRIL 2021**

**\*April 22 *2021-22 IDEA, Part B Intent to Participate Forms due:*** Charter Schools submit IDEA, Part B Intent to Participate Forms in Charters.Link.

**April 29 *Charter School Quarterly Principal’s Meeting*** (9:00 a.m. – 11:45 a.m.), District Office, Building 2, Magnolia Room.

**MAY 2021**

**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 January or February and will be included in this review.***

**May 6 *Charter School Task Force Meeting*** *(1:30 p.m. – 4:00 p.m.),* District Office, Building 2, Palm Room.

**May 10 *2021-22 IDEA, Part B Reimbursement Plans due:*** Charter Schools electing to submit a reimbursement allocation plan for IDEA, Part B funds submit their plan to the Program Coordinator for Charter Schools (***form will be provided***).

\***May 14 *Student Wellness Policy-Self Assessment Survey:*** Charter Schools submit Student Wellness Policy-Self Assessment Survey through the link provided by Food and Nutrition Services.

**\*Mid-May *Extended School Year (ESY) Third Grade Retention/Summer Reading Camp*** information and guide will be distributed by the Charter to the 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 to Jeff Yungmann, Program Coordinator for Charter Schools. (including requests for transportation).

**\*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, Program Coordinator for Charter Schools,* [*jyungman@pasco.k12.fl.us*](file:///Users/jyungman/Desktop/jyungman@pasco.k12.fl.us) *(including requests for transportation). [Spreadsheet will be provided]*

**May 26 *Last Day of School for Students***

**JUNE 2021**

**\*June 7-11 *Survey 4 Charter School Staff Demographics due.*** (Charter schools enter demographics, salary data, and benefits in MUNIS)

**\*June 11 *2021-2022 Mental Health Assistance Allocation (MHAA) Intent to Participate Form due:*** Charter Schools submit Mental Health Assistance Allocation Intent to Participate Forms in Charters.Link.

**June 17** ***Curriculum Digital Products*:** Charter Schools submit their 2021-22 Curriculum Digital Products questionnaire in Charters.link

**\*June 30 *2021-2022 Mental Health Assistance Allocation (MHAA) Plan due: For those*** Charter Schools that elected to “opt-out” of the District’s MHAA plan, please submit the charter school’s Mental Health Assistance Allocation Plan in Charters.Link.

**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 requirement 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.