



# **Pasco County Schools**

Providing a world-class education for all students

**Kurt S. Browning, Superintendent of Schools**

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## **Guide to Services and Fees for Pasco County Charter Schools and Contracted Schools**



The Pasco County's *Guide to Services and Fees for Pasco County Charter Schools* outlines the services and resources available to Pasco County charter schools through the District School Board of Pasco County.

**Section A** of the Guide identifies the services and resources available to charter schools as part of the statutorily allowable administrative fee.

**Section B** of the Guide identifies additional services, resources and equipment that may be made available to charter schools on a fee-based schedule. Fees will be no greater than the actual cost to the School District.

**Important:** Charter Schools currently approved to operate in Pasco County should refer to their charter contract for specific details related to each area.

For questions or assistance, please contact:

Jeff Yungmann  
Office for Student Support Programs and Services, Charter Schools  
Pasco County Schools  
7227 Land O' Lakes Blvd.  
Land O' Lakes, FL 34638  
[jyungman@pasco.k12.fl.us](mailto:jyungman@pasco.k12.fl.us)  
(813) 794 – 2408, (352) 524 – 2408, (727) 774 – 2408

**2021 Florida Statute**

**Section 1002.33(20)(a)**

**Administrative Fee**

**Effective July 1, 2021**

**1002.33(20) SERVICES.—**

**(20) SERVICES.—**

<sup>1</sup>(a)1. A sponsor shall provide certain administrative and educational services to charter schools. These services shall include contract management services; full-time equivalent and data reporting services; exceptional student education administration services; services related to eligibility and reporting duties required to ensure that school lunch services under the National School Lunch Program, consistent with the needs of the charter school, are provided by the school district at the request of the charter school, that any funds due to the charter school under the National School Lunch Program be paid to the charter school as soon as the charter school begins serving food under the National School Lunch Program, and that the charter school is paid at the same time and in the same manner under the National School Lunch Program as other public schools serviced by the sponsor or the school district; test administration services, including payment of the costs of state-required or district-required student assessments; processing of teacher certificate data services; and information services, including equal access to student information systems that are used by public schools in the district in which the charter school is located. Student performance data for each student in a charter school, including, but not limited to, FCAT scores, standardized test scores, previous public school student report cards, and student performance measures, shall be provided by the sponsor to a charter school in the same manner provided to other public schools in the district.

2. A sponsor may withhold an administrative fee for the provision of such services which shall be a percentage of the available funds defined in paragraph (17)(b) calculated based on weighted full-time equivalent students. If the charter school serves 75 percent or more exceptional education students as defined in s. 1003.01(3), the percentage shall be calculated based on unweighted full-time equivalent students. The administrative fee shall be calculated as follows:

a. Up to 5 percent for:

(I) Enrollment of up to and including 250 students in a charter school as defined in this section.

(II) Enrollment of up to and including 500 students within a charter school system which meets all of the following:

(A) Includes conversion charter schools and nonconversion charter schools.

(B) Has all of its schools located in the same county.

(C) *has a total enrollment exceeding the total enrollment of at least one school district in the state.*

(D) *Has the same governing board for all of its schools.*

(E) *Does not contract with a for-profit service provider for management of school operations.*

(III) *Enrollment of up to and including 250 students in a virtual charter school.*

*b. Up to 2 percent for enrollment of up to and including 250 students in a high-performing charter school as defined in s. 1002.331.*

3. *A sponsor may not charge charter schools any additional fees or surcharges for administrative and educational services in addition to the maximum percentage of administrative fees withheld pursuant to this paragraph.*

4. *A sponsor shall provide to the department by September 15 of each year the total amount of funding withheld from charter schools pursuant to this subsection for the prior fiscal year. The department must include the information in the report required under sub-sub-subparagraph (5)(b)1.k.(III).*

### **Definitions of language (Sections A and B)**

- **Consultation:** A phone call or virtual meeting for the purposes of gaining information.
- **Representation:** The action of speaking or acting on behalf of the school team or district during a meeting.
- **Facilitation:** The act of facilitating a meeting by keeping the meeting focused and moving forward based on the specific purpose of the meeting.
- **Guidance:** Information provided to ensure charter school have the most current information related to district procedures, state and federal requirements and legal issues.
- **Assistance:** helping a school team or individual with a job or task

## **SECTION A**

### **SERVICES AND RESOURCES AVAILABLE TO CHARTER SCHOOLS UNDER THE ALLOWABLE DISTRICT ADMINISTRATIVE FEE**

#### **CHARTER SCHOOLS OFFICE [Jeff Yungmann, Program Coordinator for Charter Schools, (813) 794-2408]**

The Charter Schools Office serves as a liaison between the school district and the charter schools, providing services, resources and support to Pasco County charter schools, their students and families, and the community at large. Services provided include, but are not limited to, the following:

- Coordinate the support activities of district personnel to ensure statutorily prescribed administrative and educational services are provided to the charter school.
- Monitor and ensure compliance of all charter school contracts.
- Provide contract administrative services, including the preparation of the charter contracts, contract negotiations, and contract amendments. Prepare and disseminate documents.
- Develop district policies, procedures and guidelines related to charter schools.
- Develop charter school procedures and guidelines related to district, state and federal requirements.
- Prepare reports and analyses on the status of charter schools for the Superintendent and School Board.
- Supervise and administer the annual charter school review process, including on-site/virtual visits to ensure compliance with the contract and all applicable federal and state requirements. Upon completion of the review, the Program Coordinator for Charter Schools will prepare the matrices and Summary of Review, to be submitted to the Superintendent and Pasco County School Board.
- Develop and supervise the charter renewals, including preparation of all necessary documentation, assistance to the charter school and its governing board, on-site reviews, contract preparation and negotiations and recommendations to the Superintendent.
- Interface with district staff to problem-solve on issues related to charter schools and their students.
- Disseminate relevant information released by the Florida Department of Education (FDOE).
- Disseminate information and technical guidance related to statutory changes in federal or state law, Florida Administrative law, and policies and procedures.

- Provide training and assistance on the completion of the statutorily required Florida Department of Education Annual Charter School Accountability Report. Conduct the final review of each charter school's accountability report. Submit all reports to the Florida Department of Education.
- Represent charter schools and the School District as a member of the Florida Association of Charter School Authorizers.
- Organize and facilitate charter school principal meetings.
- Collaborate with all functional district departments on behalf of the charter schools.
- Chair the district's new charter school application review process and submit recommendations to the Superintendent.
- Provide assistance with charter school student participation in extracurricular activities at the public school to which the student would be assigned to attend according to the district school board.
- Provide assistance to charter school personnel or refer them to the appropriate department.
- Provide assistance to parents of students attending charter schools.
- Provide assistance in the resolution of conflicts between charter schools and parents.
- Provide assistance with ESE and student services related questions and concerns in coordination with the Office for Student Support Programs and Services.
- Provide assistance and consultation related to charter school safety issues.
- Work with community stakeholders on issues related to charter schools.
- Monitor for charter school compliance with federal/state/state board rule legislative requirements and contractual obligations.

**OFFICE FOR TECHNOLOGY AND INFORMATION SERVICES [John Simon, Director, (813) 794-2416]**

The Office for Technology and Information Services provides the following services and resources to charter schools:

- Full-time equivalent student and data reporting services.
- myStudent -student reporting software and updates.
- All standard data reports including, but not limited to, regularly scheduled reports, FDOE database reports, FTE reporting verification, hard copy FTE reports, and class size reduction reports.
- Access to student information and reporting services, and other related operations, backup and security.
- Hands-on, face-to-face training of myStudent (student information system), including data entry and reporting, for charter school personnel. This is limited to one person in the Data Entry

Operator position each year. **NOTE.** Additional trainings during the fiscal year would be billed to the charter school.

- Provide assistance with class scheduling, teacher scheduling, class size requirements, enrollment/withdrawal.
- One-on-one assistance and support from the Information Services Help Desk.
- Teacher and administrator access to student testing, assessment reports, and my Early Warning System (myEWS).

**OFFICE FOR FINANCE SERVICES [Michelle Williams, Interim Director of Finance Services, (813) 794-2268]**

The Office for Finance Services provides the following services and resources to charter schools:

- Annually prepare the charter school's estimated revenue, including capital outlay funds, based upon FTE projections.
- Calculate and process all financial payments to the charter school, including FEFP, capital outlay funds, and any categorical funds such as School Recognition and Teacher Classroom Supply Programs.
- Process monthly payments and distribution of FTE funds, capital outlay funds, and federal funding.
- Bill monthly for the services provided in Part B of this document.
- Monitor the charter schools' appropriate use of federal and state funds.
- Review charter school monthly financial reports submitted according to FDOE format.
- Conduct a thorough review of all charter school annual independent financial audits.
- Include all required charter school financial reporting in the district's required financial reporting to the Florida Department of Education.
- Process the required paperwork, documentation and reports related to all federal funds distributed to the charter school.
- Distribute and administer federal grant funds, in coordination with appropriate district departments, to charter schools including the Federal Charter School Program Grant. (The district will charge the allowable indirect fee.)
- Monitor the use of grant funds and submit mandatory reports to the Florida Department of Education. (The district will charge the allowable indirect fee.)

**INTERNAL AUDIT [Mary Tillman, Director of Internal Audits, (813) 794-2280]**

- Conduct annual on-site reviews of charter school financial operations, policies and procedures to ensure compliance. (INCLUDES REVIEW OF *INTERNAL AUDIT*)

## **STUDENT SUPPORT PROGRAMS AND SERVICES [Melissa Musselwhite, Director, (813) 794-2165]**

The District School Board of Pasco County is the Local Educational Agency (LEA) for charter schools and as such has responsibility for oversight of exceptional student education programs.

In accordance with Senate Bill 1108, the DSBPC offers the district's charter schools the option of choosing Individual with Disabilities Education Act (IDEA) grant funds or services aligned with IDEA areas.

### **All charter schools will receive the following supports and services, as the items listed below are either the responsibility of the DSBPC as the LEA or are not aligned with IDEA areas:**

- Annual review of the school's ESE files to ensure compliance.
- Assistance in the preparation for state or federal ESE audits.
- Initial evaluation for ESE eligibility determinations
- Section 504 eligibility procedures and consultation.
- Section 504 Planmaker/PEER access.
- English Language Learner (ELL) procedures, compliance, and consultation.
- Management of the expulsion process.
- Consultation for appropriate student educational services and placement.
- Consultation with the Supervisor of Student Health Services or designee.
- Coordination of mandatory on-site health screenings:
  - Hearing screening for students in grades K, 1 and 6.
  - Vision screenings for students in grades K, 1, 3 and 6.
  - Growth and Development screening (height and weight) for students in grades 1,3 and 6.
  - Scoliosis screening for students in grade 6.
- School nurse review of student health information when provided by charter school personnel to manage student health records.
- Provide consultation related to mandated Child Abuse Reporting procedures.
- Provide consultation related to statutory requirements of attendance and Truancy Intervention Program (TIP) referral process.
- Access to coursework leading to ESOL endorsement.



- Access to federally funded ESOL professional development and training opportunities, including compliance workshops.
- Opportunities for mandated teacher training for teachers assigned to the instruction of limited English proficient students.
- LEP related student surveys and test materials.
- Administrative orientation to ESOL student, teacher, parent, and program compliance requirements.
- ESOL guides, brochures, manuals and forms.
- Title III Supplementary English resources and professional development.
- 504 Coordinator access to the Portal for Exceptional Education Resources (PEER)
- Consultation related to district procedures, state and federal requirements and legal issues related to SESIR, Student Code of Conduct, Discipline.
- Management of the expulsion process provided by the Program Coordinator for Expulsion/District Alternative Placement.
- Assistance with reporting of student dropout calculation rates and correction of dropout reporting errors when provided and requested by charter school personnel.

**Non billable services for charter schools that elect to use their IDEA funding to receive IDEA services:**

**Compliance related activities**

- Assignment of a Compliance Resource Teacher.
- Assistance with the Office of Civil Rights complaints.

The School shall bear all costs associated with the investigation or incurred by the Sponsor in connection with complaints to the Office of Civil Rights or the Equal Employment Opportunity Commission.

- Assistance for Hospital/Homebound services, including district representation at ESE staffing, development of the Individual Education Plan (IEP), and recommendations for appropriate instructional personnel or programs to meet the needs of the student.
- Representation at manifestation determination meeting for ESE students.
- Access to IEP management system for ESE access including software, installation, training, and updates.
- Regular review of student IEPs to ensure compliance.
- School nurse review of data related to requests for Hospital/Homebound services.

- Updates on state and federal requirements.

### **Coordination and consultation**

- Access to SSPS manuals, forms and other related materials.
- Assistance with the development of Individual Education Plans (IEPs).
- Assignment, when available, of a social worker, school psychologist, and school nurse.
- Consultation and recommendations in the resolution of parent concerns, complaints and conflicts, as required by law.
- Guidance related to district procedures, state and federal requirements and legal issues.
- On-site visits to the charter schools to provide assistance and consultation to the charter school's ESE coordinator and other charter school staff.

### **Evaluations**

- Child Find services aligned to eligibility areas, which may include: academic, adaptive, behavioral, communication, psychological, social/developmental histories, and/or sensory assessments. If the student is found eligible, services are provided under the administrative fee.

### **Trainings**

- Access to ESE and Student Services professional development opportunities and training. Trainings will be limited to those which are available through the district and which are funded through state or federal grants.

NOTE: Training provided by district ESE staff at the request of the charter school may incur a fee. Requests will be considered based on available resources.

### **OFFICE FOR LEADING AND LEARNING [Lea Mitchell, Director, (813) 794-2256]**

The Office for Leading and Learning provides the following services and resources to charter schools:

- Access to federal and state funded trainings and workshops provided by the District School Board of Pasco County.
- Access to the DSPBC's curriculum maps.
- Access to training, materials and preparation in the Next Generation Sunshine State Standards and Florida Standards. *(Subject to change, based on available federal and state funding.)*
- Access to coursework leading to a reading endorsement and/or gifted endorsement for charter school teachers when the school elects to participate in the DSPBC's Plan.
  - For Reading Endorsement, Charters would need to participate in K-12 Reading Plan.
  - For Gifted Endorsement, Charters would need to participate in Title II and Title IV.

- On-going assistance in the state-mandated elementary and secondary Progress Monitoring Plan process.
- Annual Progress Monitoring Plan process guidelines for elementary and secondary.
- Forms and materials for the implementation of the Progress Monitoring Plan process.
- Periodic on-site review to ensure compliance with the statutorily required Progress Monitoring Plan process.
- Student access to district-wide competitions.
- Access to the District's Learning Management System, CANVAS, through individual logons. [www.pasco.k12.fl.us/staffdev/canvas/](http://www.pasco.k12.fl.us/staffdev/canvas/)
- Consultation for the use of on-line resources.
- Student participation in the Pasco Students Speak Public Speaking Event
- Participation in the textbook adoption process.
- Annual invitation to participate in the district's K-12 Comprehensive Reading Plan.
- Assistance with curriculum questions.
- For Third grade charter school students not scoring proficient on the Florida Standards Assessment for English Language Arts, charter schools will have access to materials and resources created/used for the District's Summer Reading Camp and will implement Summer Reading Camp at their own sites.
- Information and updates on the development of 3<sup>rd</sup> grade good cause portfolios.
- Review all good cause portfolios for 3<sup>rd</sup> grade charter school students and promotion determinations.
- Access to federal and state funded trainings and workshops provided by the District School Board of Pasco County. (*Stipends may be provided, depending upon the funding source. Consult with the district's component coordinator for information.*)
- On-line registration for district training and workshops through MyPGS.
- Upon request, district staff will review professional development opportunities provided by the charter school to determine if they meet the expectations for in-service points under the Florida Department of Education professional development criteria.
  - Approved professional development activities will be entered in myPGS by OLL and managed by school-based administrators or designee in regards to attendance and completion of the activity.

**OFFICE FOR CAREER AND TECHNICAL EDUCATION [Lori Romano, Ph.D., Director, (813) 794-2204]**

The Office for Career and Technical Education provides the following services and resources to charter schools:

- Access to District website for Career and Technical Education  
[http://academies.pasco.k12.fl.us/?page\\_id=488](http://academies.pasco.k12.fl.us/?page_id=488)
- Access to the CAPE industry certification reporting database.
- Reporting CAPE industry certifications and the disbursement of earned CAPE FTE.

**OFFICE FOR ACCOUNTABILITY, RESEARCH AND MEASUREMENT [Dr. Peggy Jones, Director, (813) 794-2338]**

The Office for Accountability, Research and Measurement provides the following services and resources to charter schools:

- Florida Standards Assessment test administrative services, including annual training and the distribution and collection of all Florida Standards Assessment testing materials.
- Next Generation Sunshine State Standards (NGSSS) Assessment test administrative services, including annual training and the distribution and collection of all NGSSS Assessment testing materials
- State End-of Course exam administrative services, including training and the distribution and collection of testing materials.
- Training, assistance and all testing materials for all other state mandated tests, including the Florida Standards Alternate Assessment, The Access for ELLs Assessment, and all Kindergarten screeners and testing.
- Access to various testing platforms and associated training or information.
- Access to additional student data, as available. Value Added Model (VAM) would be made available at the charter school administrator's request.
- Access to student achievement data from neighboring and "like" schools for the purpose of analysis of the charter school's progress.
- Annual workshops, training and one-on-one assistance for the development of the annual School Success Plan and Differentiated Accountability Plan, if required of the charter school.
- Training and monitoring for Accountability Reporting Web Applications.
- Respond to charter school questions.

**OFFICE FOR HUMAN RESOURCES AND EDUCATOR QUALITY [Kim Carroll, Director, (813) 794-2355]**

The District School Board of Pasco County provides staff from the Office of Human Resources and Educator Quality dedicated to supporting and assisting charter schools. Additionally, each charter school is assigned a certification specialist. The Office for Human Resources and Educator Quality provides the following services and resources to charter schools:

- Assigned staff will coordinate with the charter schools to collect all personnel data required by the Florida Department of Education. Personnel data will be entered into MUNIS by charter school personnel for reporting to FDOE five times per year. The District will provide training on Munis data entry procedures.
- Unofficial determination of eligibility for Florida certification of new instructional personnel, as requested.
- Processing of information for teacher temporary and professional certification.
- Notification of certification status of instructional personnel, Florida Teacher Certification Exams requirements, and certification renewals.
- Notification of the status of all in-field and out-of-field instructional personnel.
- Annual teacher certification audit to ensure compliance with Florida statute.
- Identify new teachers who must complete the Professional Educator Competency (PEC) program.
- Fingerprinting/background screening through the DSBPC. *(The initial fingerprinting cost must be incurred by the employee. Subsequent submissions and retention costs are billed to the charter school.)*
- Verbal and written notification regarding any charter school employee, governing board member, substitute, or contractor when an offense is revealed through the fingerprinting/background screening process or any arrest which occurs during the individual's association with the charter school.
- Processing of all teachers on leave from the District School Board of Pasco County to teach at the charter school, and ensure compliance with all necessary paperwork and reporting requirements.

**FOOD AND NUTRITION SERVICES [Stephanie Spicknall, Director, (813) 794-2739, Sylvia Leeb, Senior Program Manager, (813) 794-2435]**

Food and Nutrition Services provides the following services and resources to charter schools:

- Completion and submission of all paperwork for the National School Breakfast and Lunch Programs (SBP, NSLP) and After School Meal Programs for those charter schools receiving meals under DSBPC sponsorship.
- Site visits to monitor the charter schools' food services operation to ensure compliance with federal and state guidelines, including National School Lunch and School Breakfast Programs, After School Meal Program, HACCP food safety, Wellness Policy, Fundraising and Healthy School Teams.

- Technical assistance and training related to compliance with federal and state guidelines.
- Development and monitoring of the Food Services contract between the DSPBC and the charter school.

**TRANSPORTATION SERVICES [Tad Kledzik, Director, (813) 774-0425]**

Transportation Services provides the following services and resources to charter school:

- Verify ridership during Survey 2 and 3 for Transportation FTE.
- Review bus driver applications and motor vehicle reports.
- Bus drivers will be tracked in the database to ensure state compliance.
- Assist in the development of routes and safe pick-up/drop-out points, when requested.
- Conduct on-site school visits to ensure compliance.
- Develop and distribute annual transportation services contracts.
- Provide technical assistance related to transportation issues.

**COMMUNICATIONS AND GOVERNMENT RELATIONS DEPARTMENT [Stephen Hegarty, Public Information Officer, (813) 794-2717]**

The Communications and Government Relations Department will provide the following services to charter schools:

- Set up user accounts in the district's automated calling system and provide training materials to users. (Charter schools will be charged the same per-student fee as the district pays per student.)
- Provide crisis communications support, if requested.

**VOLUNTEER PROGRAMS OFFICE [Stephen Hegarty, Public Information Officer, Communications and Government Relations Department (813) 794-2717] or [Libby Rossman or Tara Nixon, Volunteer Programs, (813) 794-2207]**

The Volunteer Programs Office will process and approve all volunteer applications submitted through the Raptor system for charter schools that employ the Raptor system. The system will also be used for visitor and volunteer check-in and volunteer hour tracking. A background check will be conducted through the Comprehensive Case Information System and the National Sexual Offender/Predator database. School Board policy requires volunteers to submit a new application each school year beginning on July 1st. Once approved the application is good until June 30<sup>th</sup> of the following year. The volunteer database is purged on June 30<sup>th</sup> and the volunteer registration process starts new. All volunteers must submit an online volunteer application at [www.pascoschools.org](http://www.pascoschools.org). Due to the volume of applications received and the number of staff members responsible for approving volunteer applications, the process may take several weeks. Volunteers whose background check is not clear will be referred to the administrator of the charter school for further review. If the background check is clear, the individual will be placed on the approved volunteer list that is housed in Reptor. The volunteer coordinator at each charter school should contact the Volunteer Programs Office if they need volunteers approved for school field trips or other activities. The Volunteer Programs Office will not conduct background checks for charter school visitors,

or guests for individual performances or programs. This service is only for individuals who are actively volunteering in classrooms or offices and whose volunteer hours can be proven. Charter schools should use an automated system such as "RAPTOR", which the district schools use, to screen visitors through the Florida Sexual Offender Database.

### **COURIER SERVICE [Jeff Yungmann, Program Coordinator for Charter Schools, (813) 794-2408]**

Courier service to charter schools will rotate on the same schedule as traditional public schools. Courier service will be provided to one (1) school location only. Requests for additional drop-off points cannot be accommodated, unless approved under the schools Master School ID as an additional educational facility location.

### **EMPLOYEE RELATIONS [Kathy Scalise, Director, (813) 794-2322]**

- Provide direct guidance or consultation to school-based charter school administration on situations related to the following: FL Education Practices Commission, Employee Complaint Process, Equity, Ethics, Office of Civil Rights complaints, Discrimination complaints, Drug and Alcohol Testing, or other legal proceedings that involve educators/employees and are required by federal or state law.

The School shall bear all costs associated with the investigation or incurred by the Sponsor in connection with complaints to the Office of Civil Rights or the Equal Employment Opportunity Commission.

- Charter schools may be part of the District's ongoing random drug testing program for Safe School Officers [F.S. 1006.12(2)(a)]. However, this would be at a fee-based option to charter schools when the employee is selected for the random testing. The cost would be \$22 drug testing + \$5 alcohol testing=\$27 if the employee was pulled for testing.

### **PURCHASING SERVICES [Jim Class, Director, (813) 794-2221]**

Purchasing Services provides charter schools access to the District's awarded vendors and provides charter schools with the opportunity to purchase items at the same discounted rate the District receives.

### **WAREHOUSE DISTRIBUTION [Distributions Services Coordinator, (813) 794-2422]**

The District's Warehouse provides charter schools with the following services:

- Access to paper, paper goods and supplies at the same discounted rates as other district schools.

### **CONSERVATION AND RECYCLING OPERATIONS [Chris Williamson, Recycling Coordinator, (813) 794-2380 or [CRO@pasco.k12.fl.us](mailto:CRO@pasco.k12.fl.us)]**

- Can assist and guide in the creation or enhancement of Charter Schools Recycling programs and waste reduction efforts.

### **SAFETY AND SECURITY [Chief Michael Baumaister, Director, (813) 794-2606]**

- School Safety Specialist (Chief of Safety and Security) - offer guidance and oversight for all school safety and security personnel, policies, and procedures in Charter Schools.
- Annually review policies and procedures provided to the Charter School Program Coordinator for compliance with state law and rules, as provided by Section 1006.07(6)(a)1., FSS

- Identify and correct instances of noncompliance at a Charter School with a requirement of DOE Rule 6A1.0018
- Act as the liaison of communication between the DOE and OSS regarding any Safe School Issues and reporting of these issues.
- Monitor and provide guidance to ensure that at least one Safe School Officer (SSO is defined as a SRO, Safe School Officer, School Guardian or a School Security Guard) is assigned to each Charter School, as provided in Section 1006.12, FSS. A SSO must be present, at a minimum, during the school day when the school facility is open for instruction as defined by you school calendar. This to include an adequate back up plan by the Charter if an SSO is absent.
- Ensure that policies are in place for when an SSO must be assigned to a school facility for extracurricular activities and for school-sponsored events or adopt the district's policy. In establishing a policy, they must consider factors such as the number of persons present, the ratio or staff members to students and other safety measures available.
- Assist in ensuring that Charter's Schools are compliant with Alyssa's Alert, meeting all the requirements of Section 1006.07(4)(c), FSS.
- Offer guidance in maintaining accurate information in the Fortify FL application and ensure that the Charter Schools are promoting Fortify FI as required in Section 943.082 (4) (b), FSS
- Offer guidance and direction to ensure Charter Schools complete their FSSAT with the required campus tour by the required due date to the state and the due date set by the Chief of Safety and Emergency Operations.
- Provide a yearly memo outlining the Emergency Drills to include the required Fire drills and Active Threat Plan drills to completed by the Charter Schools and ensure that the drills are tracked.
- Provide guidance and review of the required policies in place by Charter Schools with Safe School Officers in the timely reporting of incidents to include Discipline, Dismissal or Discharge of a Firearm involving a SSO as outlined in DOE Administrative Rule 6A.
- Review all records provided in regards to the number and type of SSO assigned to each Charter School and ensure compliance with Alyssa's Law as provided to the Charter Schools Program Coordinator.

**OTHER SERVICES [Jeff Yungmann, Program Coordinator for Charter Schools, (813) 794-2408]**

- All Pasco County charter schools are identified on the DSBPC website, with a link to each school's website. <http://www.pasco.k12.fl.us/schools#charter>



## **SECTION B**

### **DISTRICT FEE-BASED SERVICES AND EQUIPMENT AVAILABLE TO CHARTER SCHOOLS**

All services and equipment provided to charter schools on a fee-based schedule will be no greater than the actual cost to the School District. If training materials are required, the charter school will be charged the cost of the materials.

### **OFFICE FOR TECHNOLOGY AND INFORMATION SERVICES [John Simon, Director, (813) 794-2416]**

- Charter Schools may request the use of software products purchased by the district. If the requested software is eligible for purchase by the Charter School, under the District license, it will be quoted to the Charter School at the then current District price.

### **COMMUNICATIONS AND GOVERNMENT RELATIONS DEPARTMENT [Stephen Hegarty, Public Information Officer, (813) 794-2717]**

- School Messenger: \$1.18/student per year, invoiced monthly over 10 months.

Charter schools will be provided the opportunity to annually elect to receive these fee-based services for the fiscal year. However, the billing cannot be discontinued during the 10 month period.

### **STUDENT SUPPORT PROGRAMS AND SERVICES [Melissa Musselwhite, Director, (813) 794-2165]**

#### **All charter schools have access to the following fee-based services:**

All services and equipment provided to the charter schools on a fee-based schedule will be no greater than the actual cost to the School District which may include salary/wages, fringe benefits, and a flat miscellaneous fee for on-site visits. If training materials are required, the charter school will be charged the cost of materials.

#### **504's**

- Participation of district representative in IEP/504 Meetings
- Representation at manifestation determination meeting for Section 504 students, as available.
- Assistance with development of Section 504 Plans.
- Facilitation of a Section 504 Meeting, as available.

#### **Compliance**

- Participation of district representation in IEP/504 Meetings

## **Discipline**

- Consultation related to discipline issues and suspensions, unless there is a real or perceived threat. However, general guidance will still be provided by SSPS with respect to the Discipline Matrix and District Alternative Placement/Expulsion process.

## **Related Services (OT/PT/SLP/VI/DHH)**

- Provide support to the IEP/504 team in determining appropriate interventions for an Individual Education Plan or 504 Plan.
- Consultation with Charter school staff and/or administration with the development of academic or intervention within the Multi-tiered systems of support.
- Related Service Provider attendance at School Based Intervention Team meetings.
- Related Service Provider attendance at In School Staffing that do not result in consent for evaluation under Child Find.
- Conducting evaluations for the purpose other than Child Find (Functional Vision Learning Media Assessments, Assistive Technology, and Equipment Trials)
- Provide access to specialized equipment, where such equipment (OT/PT equipment, audiometer, audiologist equipment, vision equipment) was purchased using federal funds (ex: IDEA, Part B), when the charter school elects to receive a proportionate share in lieu of services provided by the District. Access is subject to inventory status and availability. In those situations where a charter school has elected its proportionate share, such equipment would be provided on a pro-rata cost. Charter Schools that have elected to receive services provided by the District under these federal funds will receive access this access to equipment at no cost.
- Consultation with parents and linkage to community resources.
- Assistance with staff, administration and parents in completion of a Safety Plan for students with health, mobility, dysphasia, sensory, and/or communication concerns.
- Provide child/teacher specific training related to student learning or technology needs
- Preparation of required ESE documentation and IEPs (summarizing data collected on goals, Medicaid funding reports, logs, etc.)
- Professional development and training activities provided to charter school staff at the charter school.
- Preparation of materials (Brailled materials)

## **Behavior Analysts:**

- Provide guidance to school-based FBA/BIP teams on creating Functional Behavioral Assessment and interventions for Behavior Intervention Plans
- Tier 3 services for students
- Consultation and support at Behavior Intervention meetings

- Graphing and analyzing data
- Professional development and training activities provided to charter school staff at the charter school.
- Assisting team with the IEP meeting and social emotional goals related to the FBA/BIP
- Data collection
- Conduct observations for the purposes of developing appropriate interventions and supports

### **Resolution Support**

- Facilitation of manifestation determination meetings for ESE students.
- Meetings with school staff in preparation for a manifestation determination meeting (such as reviewing documentation and data)
- Facilitation of resolution meetings.
- Meeting with school staff in preparation for resolution meetings (such as reviewing documentation and data)
- District staff will be invited to participate in IEP/504 meetings when the Sponsor determines the presence of the staff is appropriate.

### **Assistive Technology**

- Assistive Technology devices/materials for lease.
- Child-specific/teacher training related to student learning or technology needs.
- Conducting evaluations for purposes other than Child Find (Functional Vision, Learning Media Assessment, Assistive Technology, Equipment Trials).
- Consultation services.
- District staff will be invited to participate in Individual Education Plan (IEP) meetings when the Sponsor determines the presence of its staff is appropriate.
- Preparation of materials (Assistive technology, Braille or other low vision, etc.).
- Preparation of required ESE documentation and IEPs (summarizing data collected on goals, Medicaid funding reports, logs, etc.).
- Professional development and training activities provided to charter school staff at the charter school. (Requires approval of the District Supervisor).
- Providing direct services to a student in accordance with the student's IEP.

- Providing specialized equipment on loan from the DSBPC.
- Student observation.

### **Hospital/Homebound Services**

- District Representation (HHB Case Facilitator, HHB Compliance Resource Teacher, HHB Supervisor) at Hospital/Homebound (HHB) ESE Staffing (in-person, via phone call or via virtual platform)
- Assistance from District Representative (HHB Case Facilitator, HHB Compliance Resource Teacher, HHB Supervisor) in the development of the HHB Individual Education Plan (IEP) (in-person, via phone call or via virtual platform)
- Recommendations from the HHB Case Facilitator, HHB Compliance Resource Teacher or HHB Supervisor for appropriate instructional personnel or programs to meet the needs of the HHB student  
(in-person, via phone call or via virtual platform)
- Assistance of the HHB Case Facilitator, HHB Compliance Resource Teacher or HHB Supervisor in a problem solving meeting related to Hospital/Homebound (in-person, via phone call or via virtual platform)

### **Student Services Division**

#### **School Psychologist:**

- Charter schools will be assigned a designated school psychologist.

**Note:** *ESE administrative services covered by the administrative fee, pursuant to section 1002.33(20), Florida Statutes, includes professional development related to IEP development; access to any electronic IEP system or forms; initial evaluation for ESE placement; and other supports and services as agreed to by the School and the District.*

- District staff will be invited to participate in Individual Education Plan (IEP) meetings and represent the LEA. The school district retains the right to determine whether or not to send a representative to such meetings based on appropriateness of the request and staff availability. If no district staff will attend the IEP meeting, the school district will designate which individual at the School will serve as LEA representative and district staff will provide such individual with training to serve as LEA representative.
- Provide initial consultative services.
- Supporting schools with 504 reevaluation meetings if additional guidance is needed from the School Psychologists.
- DSBPC training and professional development made available through state and federal grants.
- Provide direct guidance to school-based FBA/BIP teams on creating Functional Behavioral Assessment and interventions for Behavior Intervention Plans (only if being developed for the purposes other than Child Find).
- Consultation with Charter school staff and/or administration with the development of academic or behavioral interventions within the Multitiered systems of support

- School Psychologist attendance at School Based Intervention Team meetings.
- School Psychologist attendance at In-School Staffing that do not result in consent for evaluation under Child Find.
- Tier 3 counseling services for general education students and counseling as a related service for ESE/504 students as available.
- Completing or developing consultative reports for interventions.

### **School Social Worker:**

- Charter schools will be assigned a designated school social worker.

**Note:** *ESE administrative services covered by the administrative fee, pursuant to section 1002.33(20), Florida Statutes, includes professional development related to IEP development; access to any electronic IEP system or forms; initial evaluation for ESE placement; and other supports and services as agreed to by the School and the District.*

- District staff will be invited to participate in Individual Education Plan (IEP) meetings and represent the LEA. The school district retains the right to determine whether or not to send a representative to such meetings based on appropriateness of the request and staff availability. If no district staff will attend the IEP meeting, the school district will designate which individual at the School will serve as LEA representative and district staff will provide such individual with training to serve as LEA representative.
- Provide initial consultative services.
- Supporting schools with 504 reevaluation meetings if additional guidance is needed from the School Social Worker, as available.
- Consultation with Department of Children and Families/Child Protective Investigators in regard to child abuse and neglect.
- Provide support to the IEP/504 team in determining appropriate interventions for an Individual Education Plan or Section 504 Plan.
- Assist IEP team with an annual IEP review or reevaluation meeting.
- Consultation with Charter school staff and/or administration with the development of academic or behavioral intervention within the Multi-tiered systems of support.
- School Social Work attendance at School Based Intervention Team meetings.
- School Social Work attendance at In-School Staffing that do not result in consent for evaluation under Child Find.
- Tier 3 counseling services for general education students and counseling as a related service for ESE/504 students, as available.
- Consultation with parents and linkage to community resources.
- Communication with administration, staff and parents and community agencies regarding attendance and tardiness.

- Provide consultation related to statutory requirements of attendance and Truancy Intervention Program (TIP) referral process.
- Assistance with staff, administration and parents in completion of Safety Plan for students with mental health concerns as they transition back on school campus.

### **School Health Services (School Nurse)**

- Consultation for health-related questions and concerns.
- Consultation related to communicable diseases. [s. 1003.22(9), F.S.]
- Planning, implementation and evaluation of individual student health care plan.
- Child-specific training related to the delegation of procedures of administration of emergency medication to unlicensed assistive personnel, including but not limited to EpiPen, Diastat, Diabetes. [s.1006.062(4), F.S.]
- Management of school emergency planning and student emergency issues. [s. 1003.22(9), F.S.]
- Review, preparation and pre-audits necessary for accurate submission of reports to county and state agencies, including mandatory K and grade 7 immunization review. (Note: Initial immunization and physical reviews are covered under the administrative fee.)
- Follow-up to screening failures, including re- screenings and notification to parents.
- Assistance with comprehensive health education.
- Professional development and training activities provided to charter school staff at the charter school. (Requires approval of the District Supervisor)
- Attended meeting at request of the charter school or parent that was outside the scope of the school nurse responsibilities.
- Training for staff in the use of specialized equipment on loan from the DSBPC.

### **Mental Health Services provided by Student Service Team Members - Psychologist, Social Worker, Counselor, School Nurse (RN)**

- Actions related to threat to others including assessment process, safety planning, consulting with family, school staff, law enforcement, community providers about intervention, support and follow-up
- Actions related to threat to self-including assessment process, safety planning, consulting with family, school staff, law enforcement, community providers about intervention, support and followup
- Actions related to school-based threat assessment meetings, responsibilities, and/or required tasks
- Actions related to Mental Health Screening & SB mental health/Tier 3 supports

### **Mental Health Team Services:**

- Provide access to available District training, technical assistance and coaching related to statutory and regulatory threat assessment (self, others, team) compliance, as well as other statutes and regulations concerning threats. (**not-participating in District's Mental Health Assistance Allocation**).
- Coaching related to threat to others including assessment process, safety planning, consulting with family, school staff, law enforcement, community providers about intervention, support and follow-up. (**not-participating in District's Mental Health Assistance Allocation**).
- Coaching related to threat to self-including assessment process, safety planning, consulting with family, school staff, law enforcement, community providers about intervention, support and follow-up. (**not-participating in District's Mental Health Assistance Allocation**).
- Coaching related to school-based threat assessment meetings, responsibilities, and/or required tasks. This could include monitoring, feedback, & coaching of the fidelity of procedures. (**not-participating in District's Mental Health Assistance Allocation**).
- Coaching & monitoring of compliance with SB 7020/7030 SB TAT meetings. (**not-participating in District's Mental Health Assistance Allocation**).
- Provide direct support to a charter school when it does not have a student services team available related to threat assessment and mental health services obligations. (**not-participating in District's Mental Health Assistance Allocation**).
- Email notification of at-risk student in need of review (**not-participating in District's Mental Health Assistance Allocation**).
- Facilitation and consultation for at-risk student accessing community mental health support at Youth At Risk meetings. (**not-participating in District's Mental Health Assistance Allocation**).

### **School Counselor**

- Provide initial or ongoing consultation with the LEA's Counseling Program Coordinator to help define the school counseling program for the school.

Please note: The Office for Student Support Programs and Services is unable to provide the following services:

- Counseling services to charter school staff, students or parents.

*The District School Board of Pasco County encourages all Pasco County charter schools to employ an experienced full-time or part-time school counselor, or retain the services of a school counselor on a consultation basis, in order to ensure that the complex and ever-changing statutory requirements for student promotion and/or graduation will be met and the social-emotional needs of students are addressed.*

### **Procedures for use of Equipment from SSPS**

When equipment is provided to the charter school, the Charter Schools Office will notify the charter administrator of the monthly fee.

when the equipment is released to the charter school, the Charter Schools Office will notify the Finance Department of the monthly fee, which will be invoiced monthly to the school.

When the charter school returns the equipment to the District Office (or to its original location), it is the responsibility of the charter administrator to notify the Charter Schools Office. The Charter Schools Office will notify the Finance Department and monthly invoicing will cease.

The charter school must return the equipment to the District Office or to its original location at the end of each school year. Arrangements should be made with the Charter Schools Office for the return of equipment. Upon return, the charter school should request a receipt verifying that the equipment was returned and the date.

**OFFICE FOR HUMAN RESOURCES AND EDUCATOR QUALITY [Kim Carroll, Director, (813) 794-2355]**

**Fee-based services:**

- Fingerprinting and background checks for charter school employees and charter school board members, at the standard fee of \$61.25
- Annual fee of \$6.00 per charter school employee for retention of fingerprint records through the Florida Department of Law Enforcement (FDLE).
- Charter school employee five-year anniversary re-submission fee of \$13.25, in accordance with FDLE mandated requirements.
- On-site assistance to complete and submit the required charter school employee forms for state mandated data reporting, in accordance with FDOE guidelines.

**OFFICE FOR LEADING AND LEARNING [Lea Mitchell, Director, (813) 794-2256]**

- Access to the Professional Development Certification Program. Charter school personnel are charged the same fee as non-charter school personnel.

**FOOD & NUTRITION SERVICES [Stephanie Spicknall, Director, (813) 794-2739, Sylvia Leeb, Senior Program Manager, (813) 794-2435]**

**Fee-based services:**

- Development of menus and production of meals in compliance with all federal and state guidelines for the National School Lunch Program.
- Delivery of meals from DSBPC production kitchen to the charter school.
- Point-of-Service computer stations and staff to record meal transactions for those charter schools meeting minimum established meal count criteria.
- Equipment rental, such as a food warmer.
- Nutrition education materials.
- Additional services may be available at the discretion of the Food & Nutrition Services Department.



## **TRANSPORTATION SERVICES** [Tad Kledzik, Director, (813) 774-0425]

### **Fee-based services:**

- Bus driver training for new hires and initial certification. The fee will be based on the actual cost to the School District.
- Mandatory bus driver pre-employment drug testing. The fee will be no greater than the actual cost to the School District.
- Mandatory random drug testing and a fee for mandatory alcohol testing. The charge will be no greater than the actual cost to the School District.
- Mandatory Federal Motor Carriers Safety Administration Clearinghouse pre-employment and annual queries. The fee will be no greater than actual cost to the School District.
- Bus driver 8-hour in-service training. The fee will be based on the actual cost to the school district.
- Quarterly school bus safety inspections. The charge will be no greater than the actual cost to the School District.

*For questions related to fees, please contact the DSBPC's Transportation Training and Safety Coordinator, Transportation West Operations. (727) 774-0400, (813) 794-0400, (352) 524-0400*

## **WAREHOUSE DISTRIBUTION** [Distributions Services Coordinator, (813) 794-2422 or [warehouse@pasco.k12.fl.us](mailto:warehouse@pasco.k12.fl.us)]

The District's Warehouse provides charter schools with the following services:

- Delivery charge - \$25  
*(Whenever feasible, the Warehouse will utilize courier service to avoid a delivery charge. Determinations will be based on weight. Delivery services not available for items purchased through the Surplus Store.)*
- Access to paper, paper goods and supplies at the same discounted rates as other district schools.

## **CONSTRUCTION SERVICES AND CODE COMPLIANCE** [Mike Gude, Director 727-774-7950]

Construction Services and Code Compliance offers the following services to charter schools for new construction, additions, remodeling and renovations:

- Plan reviews
- Building permitting
- Inspection services

- Note. Review, permitting and inspection services are not offered for site development, site utility work, life safety or fire protection. These services must be obtained through Pasco County Government.

Fees are calculated by the total cost of the building.

- Building permit and inspection fees:
  - \$45.00 for the first 1000 and \$5.00 for each 1000 thereafter
- Plan review fees:
  - 50% of the total permit and inspection fee

Plan review fees are due when the permit application and plans are submitted for review (these fees are nonrefundable).

Permit and inspection fees are due when the plans and permit are picked up after approval.

**OFFICE FOR ACCOUNTABILITY, RESEARCH AND MEASUREMENT [Dr. Peggy Jones, Director, (813) 794-2338]**

**myPGS (Performance Matters):** Charter schools that wish to participate in the District's Teacher and Administrative Evaluation System myPGS (Performance Matters), may opt-in to this fee-based service.

- For the myPGS side of Performance Matters, the per user amount is \$9.19 per user (i.e. administrator and teachers) on an annual basis.
- For the myProgress side of Performance Matters, the per student (i.e. teacher) amount is \$3.50 per user on an annual basis.

The Office for Accountability, Research and Measurement provides the following services and resources to charter schools as a fee-based option:

**Fee-based services and resources:**

- Third grade SAT-10 or NWEA testing materials, scoring, and final student reports for students scoring not proficient on the Florida Standards Assessment for English Language Arts.
- Third grade SAT-10 or NWEA testing materials, scoring and final student reports for Mid-Year Promotion.

**SAFETY AND SECURITY [Chief Michael Baumaister, Director, (813) 794-2606]**

During the 2020-21 school year a memo was sent to all Charter Schools requiring a backup plan to their normal SSO coverage at their campus in case of an absence. If a Charter School is anticipating an absence and is unsure if they can fulfill their obligation to have an SSO on campus, please notify the Program Coordinator of Charter Schools or the Chief of Safety and Emergency Operations and they will attempt to assist with coverage on an emergency basis. There will be a fee to cover the expense and administration of the SSO billed to the Charter School of \$ 45 per hour. If the Pasco Sheriff's Office extra-duty office is utilized the fee will be based on their charges and paid directly to them. Anything on a more regular basis will need further discussion.

**ATHLETIC ACTIVITIES [Matthew Wicks, Supervisor of Athletics (813) 794-7939] or Jeff Yungmann, Program Coordinator for Charter Schools, (813) 794-2408]**

Charter school students may participate in athletic activities at the public school to which the student would be assigned to attend by the district school board. [District School Board of Pasco County Policy 2431]

A fee for participation, as approved by the School Board of Pasco County, will be charged to the charter school. The charter school shall not request or require that the student or parent pay the fee.

The fee is intended to compensate the Pasco County public school for certain costs incurred when a charter school student participates in an athletic program, such as equipment, travel, referees, and other expenses.

The Office for Finance Services will invoice the charter school for the appropriate fee after it is confirmed that the student is participating in the athletic activity.

**Pasco County School Board Approved Fees:**

**Middle School Fees**

\$125.00	Football
\$100.00	Volleyball, Basketball, Soccer
\$ 75.00	Track, Cheerleading

**High School Fees**

\$150.00	Football
\$125.00	Volleyball, Basketball, Wrestling, Soccer, Baseball, Softball
\$100.00	Track, Cross Country, Tennis, Golf, Cheerleading, Swimming, Weightlifting