

# **Pasco County Schools**

**Welcome to the New Charter  
Applicant Orientation**

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Charter Schools**



# WHAT ARE CHARTER SCHOOLS?

Pasco County Schools Website

[http://www.pasco.k12.fl.us/charter\\_schools/](http://www.pasco.k12.fl.us/charter_schools/)

New Charter Application Process

[http://www.pasco.k12.fl.us/charter\\_schools/application](http://www.pasco.k12.fl.us/charter_schools/application)

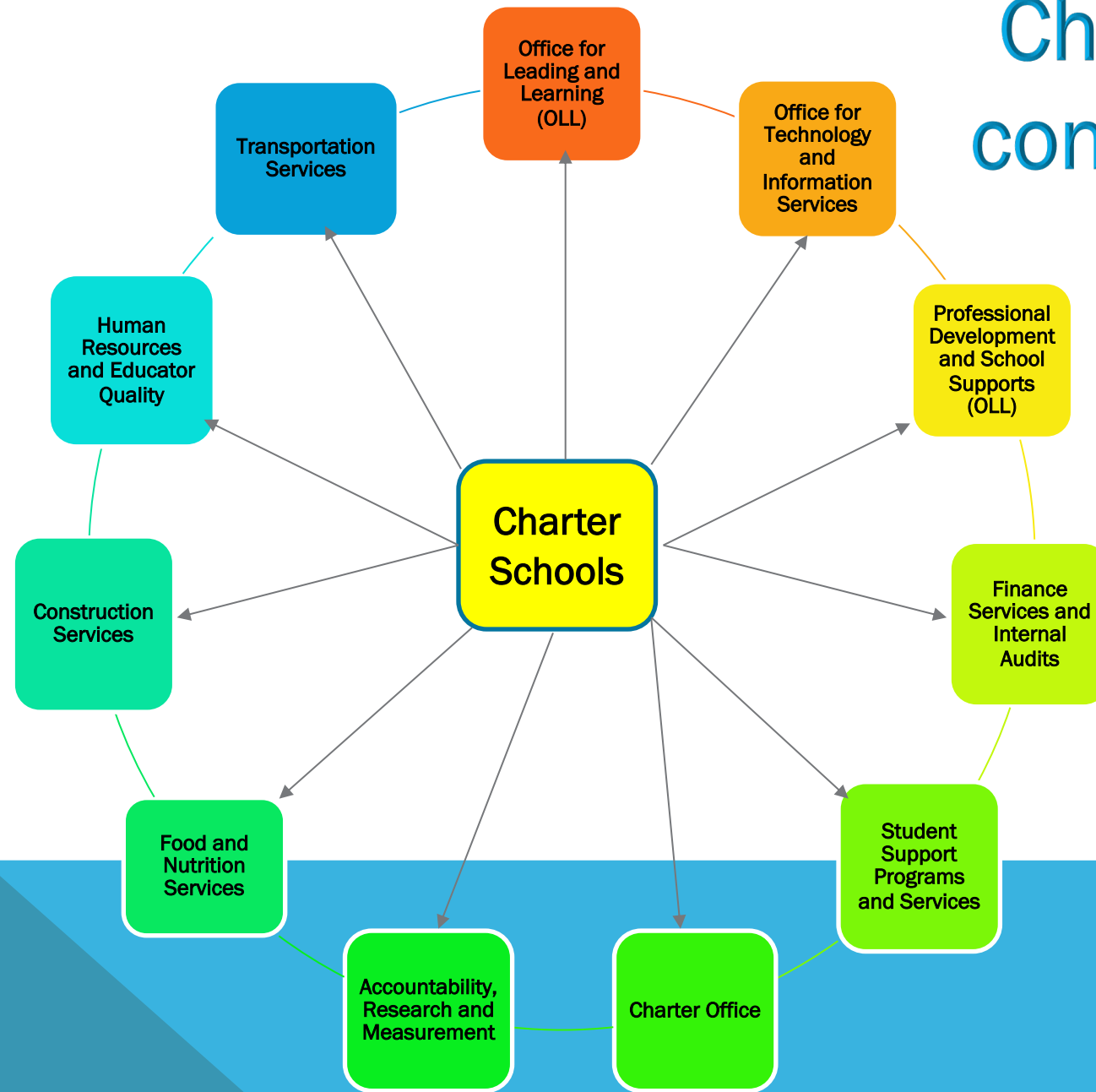
Florida Department of Education

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

Charter Schools Frequently Asked Questions

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

# Charter Schools connection to the Sponsor



# WHAT ARE SOME KEY COMPONENTS OF A CHARTER SCHOOL?



**Governance**



**Operations**



**Curriculum**



**Academic  
Accountability**



**Safety and Risk  
Management**



**Legislative  
requirements**




**Facilities**




**Policies and  
Procedures**




# GOVERNANCE

- Governing body of the charter school
  - Makes decisions on areas related to policies and procedures, budget, student discipline appeals, “Expressed Concerns”, employment related decisions, and all areas that ensure the health, welfare, and safety of the students, faculty, and staff
  - Governance training requirements for all board members
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# OPERATIONS

- **Facility:** Physical building, maintenance, capacity, and functional operation including safety and security
  - **Educational operations:** Academic, teaching and learning, communication, schedules, reporting, tracking student progress, School improvement goals, parental involvement
  - **Financial operations:** Financial reporting to sponsor, financial accountability, transactions, budgeting, independent financial audit, grant deliverables, Red Book policies and procedures, federal and state tax and withholdings, financial stability
  - **Accountability:** Legislative and contractual obligations, timely reporting to sponsor, serving students according to their educational needs, FERPA, IDEA, FLSA, ADA, EEOC, NCLB, School Nutrition, Safety, Discipline, 504, transportation, civil rights, anti-bullying legislation, non-discrimination, student records
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# CURRICULUM


- Standards based
  - Meets state and legislative requirements (Student progression, promotion, retention, graduation, assessment, remediation, enrichment, differentiation, etc.)
  - Research-based
  - Adaptive, innovative, technology based, collaborative, etc.
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# ACADEMIC ACCOUNTABILITY


- Do you have a strategic plan or plans to develop one?
  - How will you track student data?
  - How will you use it?
  - Are your student achievement goals “SMART” and measurable
  - Will your class schedules and staffing maximize funding?
  - Are you ready to develop student schedules?
  - How important will your data entry operator be to your operation?
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# SAFETY AND RISK MANAGEMENT

- Employee background checks, fingerprinting
  - Insurance policies to protect the organization, assets, and individuals, and include in your budget
  - Student or staff injuries, missing child, emergency management, volunteers, visitors on campus, campus threat, medication training, ESE training, etc.
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# LEGISLATIVE REQUIREMENTS

- What are the laws and regulations associated with IDEA, ADA, EEOC, FLSA, FERPA, NCLB, School Nutrition, Health/Safety, Discipline, Anti-Bullying, Civil Rights, Non-Discrimination, Section 504, IRS regulations, transportation of students?
  - Due process procedures for student and employee behavior and grievances (Exceptional Student Education, 504)
  - Emergency drills, Fire Safety Inspections, Health Inspections, Certificate of Occupancy
  - Student and employee forms and records, medication training, teacher certification, reporting to Professional Practices Commission
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# FACILITIES

- Charter Schools must comply with Florida Building Code (Chapter 553), except for the State Requirements for Educational Facilities
  - Financing of facilities
  - Operation and maintenance of the facility
  - Ensure the safety of students and staff
  - Functional use of the facility to serve educational needs
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# POLICIES AND PROCEDURES

- Establish the Policies and Procedures Manual based on Florida law and best practice. Have an attorney review. Critical policies and procedures (financial, HR, board) should be ready BEFORE you hire staff and open the school
  - Create adequate policies and procedures (discrimination, grievance, etc.) to protect the school and individuals, and train your staff.
  - Develop the Employee Handbook, including the required legal language to protect the organization
  - Will the charter school be adopting the District's Student Code of Conduct?
  - What will the charter school adopt as their Administrative and Teacher Evaluation Plan?
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# NEW CHARTER APPLICATION PROCESS

- New Charter Application Process (2019 cycle)

[http://www.pasco.k12.fl.us/charter\\_schools/application](http://www.pasco.k12.fl.us/charter_schools/application)

- Guide to Services and Fees for Pasco County Schools

[http://www.pasco.k12.fl.us/charter\\_schools/forms](http://www.pasco.k12.fl.us/charter_schools/forms)

- Florida Department of Education (Office of Independent Education and Parental Choice)

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

**QUESTIONS ?**



# MODEL FLORIDA CHARTER APPLICATION

Florida Department of Education (Office for Independent Education and Parental Choice)-Forms

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

- Model Florida Charter School Application (IEPC-M1)
- Applicant History Worksheet (IEPC-M1A)
- Standard Model Charter School Application Evaluation Instrument (IEPC-M2)

# GETTING STARTED

Florida Department of Education – Charter Schools

Model Applications:

- Brick and Mortar
- Virtual
- High Performing

Application Evaluation Instrument


Charter Statutes and Rules

Pasco County Schools uses the state approved applications as required in statute



# AS YOU WORK ON THE APPLICATION

## *Remember you must:*

- Organize as a non-profit
  - Meet federal requirements: civil rights, ADA, Section 504, IDEA
  - Employ practices that are nonsectarian
  - Participate in the statewide assessment program
  - Meet state graduation requirements
  - Employ certified teachers
  - Develop a sound financial plan
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# MODEL FLORIDA CHARTER SCHOOL APPLICATION


## Section 1: Mission, Guiding Principles and Purpose

- Mission statement
- Demonstrates how the school will meet the purposes and guiding principles for charter schools


## **Section 2: Target Population and Student Body**

- Target population
- Description of how the targeted student body is reflected in the school's mission.


## **Section 3: Educational Program Design**

- Daily schedule
  - Calendar
  - Clear and coherent educational program that is aligned to the target population
  - Research base for program design – Is it likely to improve student performance?
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## **Section 4: Curriculum and Instructional Design**

- A detailed research based teaching and learning framework for all students
  - A reading curriculum grounded in scientifically-based reading research and addresses the use of differentiated strategies that will be used for students reading at grade level or higher and a separate curriculum and strategies for students who are reading below grade level.
  - Will enable students to attain proficiency on Florida standards and earn a year's worth of growth
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## **Section 5: Student Performance**

- Educational goals and objectives for improving student achievement
  - SMART goals
  - Clear plan to use student achievement data to monitor growth, measure achievement, and make adjustments to the educational program
  - Placement procedures
  - Promotion standards
  - Plans for sharing student performance information
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## **Section 6: Exceptional Students**

- Concrete plan to meet the broad spectrum of needs of your target population.
  - How will the school ensure students with disabilities have an equal opportunity for enrollment
  - A plan to evaluate the school's effectiveness in serving exceptional students as well as gifted
  - Projected population and appropriately aligned staffing plan
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## **Section 7: English Language Learners**

- A detailed educational plan including procedures for identification and serving the needs of English Language Learners.
- Staffing plan aligned to the educational plan



## **Section 8: School Culture and Discipline**

- Classroom management and discipline plan and policies
  - Student code of conduct
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## **Section 9: Supplemental Programming**

Clear description of extra curricular activities that support the educational plan and mission.


Evidence of adequate funding



## **Section 10: Governance**

- Organizational chart
  - Founding Board
  - Governing Board
  - Description of the legal entity responsible for the school
  - Roles and responsibilities of the board and how it will provide oversight
  - Grievance process to address concerns from both parents and students
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## **Section 11: Management and Staffing**

- Day-to-day operations of the school
  - Job descriptions, roles and responsibilities for teachers and administrators
  - Recruitment and retention plan
  - Evaluation plan for administrative and instructional staff
  - A staffing plan
  - A recruiting plan for retaining appropriately certified personnel
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## **Section 12: Human Resources and Employment**

- Compensation plan
- Professional development
- Personnel policies and procedures

## **Section 13: Professional Development**

- A plan for professional development activities that align with the mission and educational plan
  - A plan that supports continual professional growth
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## **Section 14: Student Recruitment and Enrollment**


- Recruitment plan to meet the projected enrollment plan
- Enrollment process that is fair and meets Florida Statute.
- Parent agreements

## **Section 15: Parent and Community Involvement**

- A general plan of how parents will be involved with the school that aligns with the mission and educational plan



## **Section 16: Facilities**

- Plans for facility acquisition, renovation and financing
  - Plans for compliance with applicable laws and capacity needs
  - Back-up plan
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## **Section 17: Transportation**

- Transportation plan

## **Section 18: Food Service**

- Food service plan

Plans should cover all students



## **Section 19: School Safety and Security**


- A reasonable outline to ensure students and staff are safe and secure and that the facility and property are secure.

## Section 20: Budget

- A budget that supports all key aspects of the application, including mission, educational plan, staffing and facility.
- A sound plan to adjust the budget should revenues not materialize.

DO NOT include grant money in the budget

## Section 21: Financial Management and Oversight

- Policies and procedures for managing the budget with strong internal controls for oversight
  - Insurance plan
  - Plan to securely store the financial records
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## **Section 22: Start-Up Plan**

- A reasonable and flexible implementation timeline that addresses unanticipated events.

**Questions ?**

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