

District School Board of Pasco County

Charter Schools Department

Annual Master Calendar for Charter Schools

2009 – 2010 Fiscal Year

Please note: Charter schools should refer to the monthly charter school calendar for regular monthly financial reporting requirement due dates.

This calendar is not intended to reflect all holidays and teacher planning days. Please refer to the DSBPC 2009 – 2010 calendar for specific dates.

This calendar does not reflect reporting requirements required by the Information Services Department for the purposes of submission to the Florida Department of Education. Other reporting requirements may be requested, as necessary.

Due Date

Description

New School Year Documentation Checklist for all charter schools will be forwarded to charter school administrators in JUNE 2009. Meetings to review documentation will be scheduled for the week of July 27th.

2009

July	<i>Pre-Opening Checklist</i> – for new charter schools only. A site visit will be scheduled for new charter schools.
July	<i>Charter School Personnel Data Reporting to FDOE</i> - The Human Resources Department will contact charter school administrators to collect data for reporting of charter school personnel.
July	<i>Summer Charter School Administrators' Meeting</i> (TBD)
July 15	<i>Adopted Annual Budget</i> - School's Governing Board approved Annual Budget is due to Mary Webb, Finance. Schools using TERMS Financial must have the budget information in the TERMS system by July 15 th .
July 15	<i>Categorical Spending Plans</i> due to Mary Webb, Finance Department and Nancy Scowcroft, Charter Schools Department. The 2009-10 sy categorical spending plan forms will be forwarded electronically to charter school administrators in June.

July 27 – 31 **2009 – 2010 New School Year Documentation** meetings with charter school administrators. Documentation requirements will be provided to the school administrator in June 2009. Meeting location: District office

July 31 **Draft School Improvement Plan due to Allison Vanderbilt, Research & Evaluation. Charter Schools: Draft SIP is due today only if you want to have your plan reviewed by your peers for input and recommendations. Final School Improvement Plans must be submitted electronically to FDOE no later than September 9, 2009.**

August 1 **Capital Outlay Plan** due to Mary Webb, Finance Department
Capital Outlay Plans must be approved by the charter school governing board.

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August 15 **Unaudited Financial Reports** due to Tammy Taylor, Finance Department

August 15 **Cost Report** due to Tammy Taylor, Finance Department

August 15 **Annual Goals** for the 2009-10 school year are due to Nancy Scowcroft, Charter Schools Department

August 17 – 21 **Teacher Planning Week**

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August 24 **First Day of School for Students**
Submit your school's student count (number of students in attendance) for the first day of school to Chris Williams before 3 pm.

August 24 – October 5 **FL Kindergarten Readiness Screener (FLKRS) assessments for Kindergarten students must be given within the first 30 days of school.**

August 28 **Submit your school's student count (number of students in attendance) for the fifth day of school to Chris Williams before 3 pm.**

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Deleted: August 24 – October 6 - **Early Childhood Observation System (ECHOS) Kindergarten Screener** window is the **first 30 days** of the school year

August 31 **Audited Financial Report** due to Tammy Taylor, Finance Department

August 31 **Submit 2008-09 Capital Outlay Fund recap to Mary Webb. Include all back-up documentation.**

September 4 **Submit your school's student count (number of students in attendance) for the 10th day of school to Chris Williams before 3 pm.**

September 9 **School Improvement Plans must be submitted electronically to FDOE. September 9 is the final day you can submit your plan. Your School Improvement Plan must also be submitted to Allison Vanderbilt, Research & Evaluation and Nancy Scowcroft, Charter Schools Dept.**

September **Parental Notifications** (Out-of-Field and/or Not Highly Qualified Teachers) – Provide documentation that demonstrates your charter school has notified parents of students who are taught by any out-of-field teacher(s), including ESOL, or a teacher(s) who is not deemed highly qualified. The school should submit a list of the teachers, a sample letter sent to parents, board approved minutes approving each teacher to teach out-of-field. This documentation is due the Friday after FTE week.

September **Charter School Personnel Data Reporting to FDOE** - The Human Resources Department will contact charter school administrators to begin collecting data for Survey 2 reporting of charter school personnel.

October 5 - 16 **FTE Survey 2**

October **State Annual Charter School Accountability Report** – FDOE Annual Charter School Accountability Report is required by all charter schools. The template will be released by FDOE. The due date is at the discretion of the FDOE and subject to change.

October **State Annual Charter School Accountability Report Meeting** – Upon release of the FDOE Annual Charter School Accountability Report, a workshop will be scheduled for charter school administrators and designees. Attendance is mandatory.

October **Florida Innovates Technology Survey** will be emailed to each school from Pat Ellison. Due date will be noted on the email.

November 30 **Charter Renewal Process Begins** (see separate document) – Only for charter schools that will be renewing their charter.

Early December **2010 – 2011 Estimated Student Enrollment Projections** due to Supervisor of Charter Schools. Notification will be provided to charter school administrators prior to due date.

Revised 8/4/09
Charter School Master Calendar

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Deleted: September 28 . **School Improvement Plan** due to the Research & Evaluation Department and the Charter Schools Department.

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December 23 – January 11	Winter Break Teachers return Friday, January 8, 2010
2010	
January 8	Teacher Planning Day (Teachers return from Winter Break)
January 11	Students Return from Winter Break
Late January	Charter School Personnel Data Reporting to FDOE - The Human Resources Department will contact charter school administrators collect data for Survey 3 reporting of charter school personnel.
February 1	Annual On-Site Review schedules and matrices will be forwarded to the charter school administrators. Site reviews will be scheduled.
February 1 – 12	FTE Survey 3
February 9 - 11	Florida Writes – grades 4, 8, 10
March 9 - 19	FCAT Reading, Math and Science Grade 2 – SAT-10
Late March - April	Annual Charter School Reviews – on-site visits will be conducted by district staff.
April 5 – 9	Spring Break
April 15	Annual Renewal of Teachers on Leave from DSBPC – All charter school employees on leave from the DSBPC must submit an annual leave form. Paperwork will be forwarded to charter school administrators. Completed paperwork must be submitted to the Charter Schools Department no later than May 15, 2010.
April 30	The FTE student projections form for the upcoming school year will be forwarded to the charter school administrator. Please return the completed form to Nancy Scowcroft This completed form will be returned to Nancy Scowcroft no later than May 7, 2009.
April 19 – May 19	CELLA Testing

May 3 Deadline for submitting contract amendment(s) requests for the upcoming school year. Please contact Nancy Scowcroft, Charter Schools Department, for additional information and assistance.

May 7 ***FTE student projection form*** for the upcoming school year are due to Nancy Scowcroft, Charter Schools Department.

May 15 ***Annual Renewal of Teachers On Leave*** – All charter school employees on leave from the DSBPC must submit the completed annual leave form to the Charter Schools Department. Forms will be provided to charter school administrators in April.

June 9 **Students' Last Day of School**

June 30 **End of fiscal year**

- Quarterly Charter School Administrators' Meetings will be scheduled separately.
- Monthly due dates for financial statements will appear on the monthly charter school calendar.