



Pasco County Schools

2023– 2024 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 reach out to your Finance Services Department contact for more information (ex: format, checklist, etc.)

This calendar is not intended to reflect all holidays and teacher planning days. Please refer to the DSBPC 2023 - 2024 school year calendar for specific dates and additional information. <https://www.pasco.k12.fl.us/library/home/calendar-next-year.pdf>

2023 – 2024 School Year

DUE DATE

DESCRIPTION

JULY 2023

**July 1, 2023-
June 30, 2024** ***New Charter Applicants Only:*** Individuals and organizations submitting a new charter application to the District School Board of Pasco County under the 2023 cycle: “A sponsor shall receive and consider charter school applications for charter schools to be opened at a time determined by the applicant.” [New charter school applications only] F.S. 1002.33(6)(b).

Applicants should submit a letter of intent to the District School Board of Pasco County no later than 4 weeks prior to the application delivery date.

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

July 11 ***Preliminary “Out of Field” Reporting:*** As per F.S.1012.42(2), charter schools are required to post their preliminary list of “Out of Field” teachers for the 2023-24 school year on the school's website within 30 days before the beginning of the 1st semester.

July 20 ***Charter School Quarterly Principal’s Meeting (9:00 AM – 11:45 AM)*** Virtual Zoom.

July 20 ***Charter Schools Capital Outlay Plan due for 2023-24 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 August 3, 2023 to verify that the charter school qualifies and approve this plan.*

July 26 ***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 28 **Current Insurance Certificates** upload in Charters.Link “ACORD” certificates for all insurance coverages

July 29 **Florida Safe Schools Assessment Tool [F.S. 1006.1493, F.S. 1006.07(6)(a)4] (FSSAT)** completed by Charter Schools and submitted in the system. Charter schools will upload the Florida Safe Schools Assessment Certification Acknowledgement form, previously presented to the charter school’s governing board, in charters.link

AUGUST 2023

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.

Month of August: The 2022 Florida Legislature passed House Bill 1557, **Parental Rights in Education** and was signed by the Governor on March 28, 2022. This is effective July 1, 2022. The enrolled bill text is available at <https://www.flsenate.gov/Session/Bill/2022/1557> . Please view the memo to Districts under the following link: <https://info.fldoe.org/docushare/dsweb/Get/Document-9559/dps-202268.pdf>

The purpose of this memorandum is to provide an overview of the bill and inform school districts of new responsibilities and considerations. Please review parent/guardian notification requirements for the beginning of the school year to determine compliance with these requirements.

August 2 **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 3 **Charter Schools Capital Outlay Plan due for 2023-24 school year [District requirement only].** The Sponsor (District) has up until August 3, 2023 to verify that the charter school qualifies and approve this plan. [F.S. 1013.62]

August 4 **2023-24 Administrative and Instructional Evaluation Plans:** Charter Schools will submit their administrative and instructional evaluation plans in Charters.Link for approval by the Sponsor.

August 4 **2023-24 SY Charter School Governing Board Members** are entered in Charters.Link. under Organization, Governing Board, Board Members

August 4 **2023-24 SY Charter School Governing Board Meeting Schedule** is due in Charters.Link, under, Organization, Governing Board.

August 3-9 **Teacher Planning Days**

August 9 **Deadline for District to approve Charter Schools Accountability Reports (FY 21-22).** Due date is determined by FDOE. Note: Those charter schools that were not in operation in FY 21-22, do not need to submit.

August 10 **First Day of School for Students**



2023– 2024 SY CHARTER SCHOOL MASTER CALENDAR

- August 10** **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, (cwilliam@pasco.k12.fl.us) Planning Department, before 3 p.m.
- August 10** **Emergency Management and Crisis Response Plans:** Charter Schools submit their **Crisis Response Plan** in Charters.Link. If adopting the District's plan, charter schools post the **Site Threat Continuum** posters in each classroom and office areas where students and/or faculty would occupy. The **Site Threat Continuum** information is also contained under the **CrisisGo** app for compliance with safety procedures. Reunification procedures must be included in the **Crisis Response Plan**. Governing board meeting minutes must include the adoption of the charter school's **Emergency Management and Crisis Response Plans**. This is an auditable item that may be requested by the Office of Safe Schools (OSS).
- August 15** **Program Cost Report for FY 2023** is due to the Finance Department. Please submit in Charters.link. If there are questions, please contact Jayne Haire, Senior Finance Manager, Office for Finance Services (jhaire@pasco.k12.fl.us) (813-794- 2847).
- August 15** **Unaudited Financial Report for FY 2023** is due to the Finance Department. Please submit in Charters.link. If there are questions, please contact Jayne Haire, Senior Finance Manager, Office for Finance Services (jhaire@pasco.k12.fl.us) (813-794- 2847).
- August 16** **5-Day Count:** Submit your school student count (number of students in attendance the day of the count) for the 5th day of school to Chris Williams, (cwilliam@pasco.k12.fl.us) Planning Department, before 3 p.m.
- August 17** **Federal funds allocations:** The Sponsor will submit projected annual allocation of federal funds to charter schools.
- August 18** **All Charter School Paperwork** is to be kept on file at the school with all current employee information coded in MUNIS by the site-based MUNIS data entry personnel.
- August 23** **10-day Count:** Submit your school student count (number of students in attendance the day of the count) for the 10th day of school to Chris Williams, (cwilliam@pasco.k12.fl.us) Planning Department, before 3 p.m.
- August 25** **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 25** **Charter School Personnel Data Reporting (A mandatory FDOE requirement)** Charter schools will update and correct personnel records in MUNIS with their 2023-24 Charter School Personnel information. Please correct by August 25, 2023.
- August 30** **Annual Charter School Budget:** Charter schools will submit their board approved 2023-24 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 30** **Audited Financial Audit Report** for FY 2023 is due to the Finance Department. Please submit in Charters.Link.
- August 31** **2023-24 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 2023

Month of September

Board Approval of Out-of-Field Teachers

PRIOR to Survey 2/October 2023 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 2023 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 13, 2023**

(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 7

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.

September 14

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

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 22

T/IEP Accessibility Acknowledgements: Charter school teachers complete their Accessibility Acknowledgements (504 and ESE) for their students in **myStudent**. Charter school administrators will confirm that all teachers have completed their requirements under the links provided through a separate e-mail. Charter school administrators will submit on letterhead that “All teachers have completed their Accessibility Acknowledgements” in **charters.link** by the deadline.

September 29

2023-2024 Administrative and Instructional Evaluation reporting to District, Charter schools report their 2022-2023 Administrative and Instructional Evaluations to the District on the templates provided. These are submitted in Charters.Link. District will report this to FDOE under Survey 5 for 2022-23.

**OCTOBER 2023**

- October 1** **2023-24 Charter School Safety Assurances:** Charter Schools submit their 2023-24 Charter School Safety Assurances in Charters.Link.
- October 1** **2023-24 Active Assailant Election form:** Charter Schools submit their 2023-24 Active Assailant Election form in Charters.Link.
- October 1** **2023-24 Active Assailant Response Plan Board Policy:** Charter Schools submit their 2023-24 Active Assailant Response Plan in Charters.Link. If the governing board policy has not changed, please upload the prior year's submission.
- October 1** **2023-24 Active Assailant Response Plan:** Charter Schools submit their adopted 2023-24 Active Assailant Response Plan in Charters.Link. [F.S. 1006.07(6)(c)]
- October 1** **2023-24 Governing Board Certification of Florida Safe Schools Assessment Tool:** Charter Schools submit their 2023-24 Governing Board Certification of Florida Safe Schools Assessment Tool (FSSAT) in Charters.Link. If this included in the FSSAT, we will remove this requirement. [F.S. 1006.07(6)(a)4.
- 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 9-13, 2023.
- October 9-13** **FTE Survey 2 Week (including Transportation)**
- October 12** **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 12** **Charter School Task Force meeting (District Office 1:30 p.m.-4:00 p.m.) District Office, Building 2 Palm Room.**
- October 13** **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 16-20** **FTE Survey 2 (ESE) Compliance audit conducted by District**
- October 17** **Annual SESIR Verification:** Charter Schools complete this FDOE report via a provided survey link. (Office for Student Support Programs and Services) [new link will be updated upon receipt]
- Review the provided 2022-2023 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://pasco.qualtrics.com/jfe/form/SV_6FivTcGTu5KrLtl
- October 23** **New Charter School Applicant Orientation-2024 application cycle (1:30 pm- 3:30 pm),** Virtual TEAMS



October 25 **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 31 **New Course Adoption Deadline #1 (To add a course to the Pasco County Course Code Directory for 2024-25)** New course request documents will be submitted through the Mach Form provided below. Please note, prior to being submitted as a School Board Agenda item, this request will go through a review process. Please plan accordingly.
<https://ryu.pasco.k12.fl.us/oll-mform/view.php?id=232803>

NOVEMBER 2023

November 16 **Charter Renewal Process Begins.** This is only for charter schools with a contract that will expire on June 30, 2024.

November 16 **Charter School Quarterly Principal's Meeting** (9:00 a.m.-11:45 a.m.), Virtual TEAMS.

DECEMBER 2023

December 11 **Preliminary "Out of Field" Reporting:** As per F.S.1012.42(2), charter schools are required to post a preliminary list of "Out of Field" teachers for the 2023-24 school year on the school's website within 30 days before the beginning of the 2nd semester.

December 15 **Charter School Calendars for 2024-25.** 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 upload this to Charters.link .

December 22 **Deadline to submit request for amendments to the charter contract for the 2024-25 school year.** Submit requests to Jeff Yungmann, jyungman@pasco.k12.fl.us Program Coordinator for Charter Schools.

December 22 **Healthy School Team and Healthy School Team Monitoring Tool Self-Assessment Deadline:** All charter schools in Pasco County are required to report their Healthy School Team and Healthy School Team Monitoring Tool Self-Assessment online.

Both of these can be submitted directly on the District's Student Wellness Website

Healthy School Team Report

[Healthy School Team Reporting Form](#)

HST Monitoring Tool

[Healthy School Team Monitoring Tool Form](#)



JANUARY 2024

- January 11 **New Charter Schools Orientation (Charter schools scheduled to open 2024-2025) 9:00 a.m.- 2:00 p.m., Virtual TEAMS.**
- January 18 **Quarterly Charter School Principals Meeting (District Office 9:00 AM. – 11:45 AM), Virtual TEAMS.**
- January 19 **For New Charter Schools (opening 2024-25) 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 22 **2024-25 Title II, Part A and Title IV, Part A Intent to Participate and Needs Assessment Forms due:** Charter Schools submit Title II, Part A and Title IV, Part A Intent to Participate and Needs Assessment Forms in Charters.link
- January 23 **New Course Adoption Deadline #2 (To add a course to the Pasco County Course Code Directory for 2024-25)** New course request documents will be submitted through the Mach Form provided below. Please note, prior to being submitted as a School Board Agenda item, this request will go through a review process. Please plan accordingly. <https://ryu.pasco.k12.fl.us/oll-mform/view.php?id=232803>
- January 25 **Charter School Task Force meeting (District Office 1:30 PM – 4:00 PM), Virtual TEAMS.**

FEBRUARY 2024

- February 2 **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 5-9 **FTE Survey 3 Week (including Transportation)**
- February 23 **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 23, 2024. (A template will be provided in Charters.link.) (High Performing Schools are Due March 1, 2024).

MARCH 2024

- March 1 **2024-25 Title II, Part A and Title IV, Part A Consultation Forms due:** Charter Schools submit their Title II, Part A Consultation Forms in Charters.link.
- March 31 **2023-24 Annual Property Inventory:** Charter schools submit their 2023-24 Annual Property Inventory report submit in Charters.Link.

APRIL 2024

- April 25 **Charter School Quarterly Principal's Meeting (9:00 a.m. – 11:45 a.m.), District Office, Building 2, Magnolia Room.**



2023– 2024 SY CHARTER SCHOOL MASTER CALENDAR

- April 26** **SLA Management (External FNS Provider):** Charter school submits their 2024-25 SLA Management Agreement and election to participate or not in Charters.Link. Note: Some charter schools have elected not to contract with SLA Management or are not eligible feeding sites.
- April 26** **2024-25 IDEA, Part B Intent to Participate Forms due:** Charter Schools submit IDEA, Part B Intent to Participate Forms in Charters.Link.
- April 30** **FDOE Annual Charter School Accountability Reports due from charter schools** – The FDOE Annual Charter School Accountability Report is reported in the FLDOE SSO (Charter School Portal). The due date is determined by FDOE.
- MAY 2024**
- May – June** **Annual Charter School On-site/Virtual 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 2** **Charter School Task Force Meeting** (1:30 p.m. – 4:00 p.m.), Virtual TEAMS.
- May 8** **2024-25 IDEA, Part B Reimbursement Plans due:** Charter Schools electing to submit a reimbursement allocation plan for IDEA, Part B funds submit their plan in Charters.Link (**form will be provided**).
- *May 10** **Student Wellness Policy-Self Assessment Survey:** Charter Schools submit Student Wellness Policy-Self Assessment Survey through the link provided by Food and Nutrition Services. **[link will be updated upon receipt]**
- May 24** **Last Day of School for Students**
- JUNE 2024**
- June 3** **2024-2025 School Messenger Election form due:** Charter Schools submit their 2024-25 School Messenger Election form in Charters.Link.
- *June 10** **2024-2025 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 10-14** **Survey 4 Charter School Staff Demographics due.** (Charter schools enter demographics, salary data, and benefits in MUNIS)
- June 14** **Curriculum Digital Products:** Charter Schools submit their 2024-25 Curriculum Digital Products questionnaire in Charters.link
- *June 28** **2024-2025 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 28** **Deadline for the District to approve Charter Schools Accountability Reports (FY 22-23).** Due date is determined by FDOE. Note: Those charter schools that were not in operation in FY 22-23 do not need to submit.
- 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.