



Pasco County Schools

2024– 2025 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 2024 - 2025 school year calendar for specific dates and additional information. <https://www.pasco.k12.fl.us/library/home/calendar-next-year.pdf>

2024 – 2025 School Year

DUE DATE

DESCRIPTION

JULY 2024

July 1, 2024- June 30, 2025	New Charter Applicants Only: Individuals and organizations submitting a new charter application to the District School Board of Pasco County under the 2025 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 <u>4 weeks</u> 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 10	Florida Safe Schools Assessment Tool [F.S. 1006.1493, F.S. 1006.07(6)(a)4] (FSSAT) completed by Charter Schools in the system. District will review prior to submission. Charter schools will upload the Florida Safe Schools Assessment Certification Acknowledgement form, previously presented to the charter school's governing board, in charters.link.
July 14	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 2024-25 school year on the school's website within 30 days before the beginning of the 1 st semester.
July 15	Comprehensive Reading Plan (CERP) Charter schools that are adopting the District's Comprehensive Reading Plan (CERP) are required to notify the District no later than July 15, 2024 of their intent. Charter schools that have elected to create their own plan independently from the district are required to submit their CERP , approved by its governing board or authority, to the district by July 15, 2024 .



- July 18** **Charter School Quarterly Principal's Meeting (9:00 AM – 11:45 AM)** Virtual TEAMS.
- July 25** **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 26** **Charter Schools Capital Outlay Plan due for 2024-25 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 7, 2024** to verify that the charter school qualifies and approve this plan.
- July 26** **Current Insurance Certificates** upload in Charters.Link "ACORD" certificates for all insurance coverages
- July 29** **Salary Increase Allocation (SAI) Final Expenditure Report (2023-24 SY)** Section 1011.62(14) requires that each school district and charter school submit a salary schedule and final report on the expenditure of the SAI funds.

AUGUST 2024

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 1 **Safety and Security Policies and Procedures** As provided by Section 1006.07(6)(a)1 and F.A.C. 6A-1.0018, Districts must submit all school district and charter school policies and written procedures pertaining to the health, safety or welfare of students to the Office of Safe Schools by September 1 of each year. However, an earlier deadline of August 1st is in place for submission to the School Safety and Emergency Management (SSEM) department.

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 prominent location on the school's website. Verification should be submitted in Charters.Link.



2024– 2025 SY CHARTER SCHOOL MASTER CALENDAR

August 5	2024-25 Administrative and Instructional Evaluation Plans: Charter Schools will submit their administrative and instructional evaluation plans in Charters.Link for approval by the Sponsor.
August 5	2024-25 SY Charter School Governing Board Members are entered in Charters.Link. under Organization, Governing Board, Board Members
August 5	2024-25 SY Charter School Governing Board Meeting Schedule is due in Charters.Link, under, Organization, Governing Board.
August 5-9	Teacher Planning Days
August 7	Charter Schools Capital Outlay Plan due for 2024-25 school year [District requirement only]. <i>The Sponsor (District) has up until August 7, 2024 to verify that the charter school qualifies and approve this plan. [F.S. 1013.62]</i>
August 12	First Day of School for Students
August 12	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 12	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 2024 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 2024 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 16	Federal funds allocations: The Sponsor will submit projected annual allocation of federal funds to charter schools.
August 19	All Charter School Paperwork is to be kept on file at the school with all current employee information coded in MUNIS by the site-based MUNIS data entry personnel.
August 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 26	Charter School Tracking (5-Year Work Plan): Charter Schools will submit their five-year work plan facility information in Charters.Link (form will be provided in Charters.link).



2024– 2025 SY CHARTER SCHOOL MASTER CALENDAR

- August 26** ***Charter School Personnel Data Reporting (A mandatory FDOE requirement)*** Charter schools will update and correct personnel records in MUNIS with their 2024-25 Charter School Personnel information. Please correct by August 26, 2024.
- August 30** ***Annual Charter School Budget:*** Charter schools will submit their board approved 2024-25 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 2024 is due to the Finance Department. Please submit in Charters.Link.
- August 30** ***2024-2025 Administrative and Instructional Evaluation reporting to District,*** Charter schools report their 2023-2024 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 2023-24.
- August 31** ***2024-25 Academy Goals and Objectives*** Goals are due to be submitted in Charters.Link.

SEPTEMBER 2024

- Month of September** ***Board Approval of Out-of-Field Teachers***
PRIOR to Survey 2/October 2024 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 2024 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 11, 2024**
- (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 6** ***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 12** ***Charter School Quarterly Principal's Meeting (9:00 a.m.-11:45 a.m.)*** District Office, Portable 8A
- 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]**
A sponsor shall annually provide a report to its charter schools on what services are being rendered



2024– 2025 SY CHARTER SCHOOL MASTER CALENDAR

from the sponsor's portion of the administrative fee. The report must include the listed services and be submitted to the department by September 15 of each year. [F.S. 1002.33(20)(a)6]

September 23 **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.

OCTOBER 2024

October 1 **2024-25 Charter School Safety Assurances:** Charter Schools submit their 2024-25 Charter School Safety Assurances in Charters.Link.

October 1 **2024-25 Active Assailant Election form:** Charter Schools submit their 2024-25 Active Assailant Election form in Charters.Link.

October 1 **2024-25 Active Assailant Response Plan Board Policy:** Charter Schools submit their 2024-25 Active Assailant Response Plan in Charters.Link. If the governing board policy has not changed, please upload the prior year's submission.

October 1 **2024-25 Active Assailant Response Plan:** Charter Schools submit their adopted 2024-25 Active Assailant Response Plan in Charters.Link. [F.S. 1006.07(6)(c)]

October 1 **2024-25 Governing Board Certification of Florida Safe Schools Assessment Tool:** Charter Schools submit their 2024-25 Governing Board Certification of Florida Safe Schools Assessment Tool (FSSAT) in Charters.Link. If this is 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 7-11, 2024.

October 7-11 **FTE Survey 2 Week (including Transportation)**

October 8 **Annual SESIR Verification:** Charter Schools complete this FDOE report via a provided survey link. (Office for Student Support Programs and Services)

Review the provided 2023-2024 Crime and Violence Report and Taunting & Teasing Report, which includes bullying and harassment data for your school, then respond to the following questionnaire provided in the link below.

Please take a few minutes to review the, [23-24 SY SESIR EOY Verification Excel](#) which includes bullying and harassment data for your school, then respond to [the questionnaire](#) by **October 8th, 2024**.

October 10 **Charter School Task Force meeting (District Office 1:30 p.m.-4:00 p.m.) District Office, Building 2 Palm Room.**



2024– 2025 SY CHARTER SCHOOL MASTER CALENDAR

- October 13** ***Out-of-Field and/or Not State Certified 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 State Certified teachers including the area (ex: subject area certification, ESOL, ESE, etc.)
- October 14-18** ***FTE Survey 2 (ESE) Compliance audit conducted by District***
- October 21** ***New Charter School Applicant Orientation-2025 application cycle (1:30 pm- 3:30 pm)***, Virtual TEAMS
- October 23** ***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 29** ***New Course Adoption Deadline #1 (To add a course to the Pasco County Course Code Directory for 2025-26)*** New course request documents will be submitted through the Mach Form link 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=281634>

NOVEMBER 2024

- November 14** ***Charter Renewal Process Begins.*** This is only for charter schools with a contract that will expire on June 30, 2025.
- November 14** ***Charter School Quarterly Principal’s Meeting*** (9:00 a.m.-11:45 a.m.), Virtual TEAMS.

DECEMBER 2024

- December 9** ***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 2024-25 school year on the school’s website within 30 days before the beginning of the 2nd semester.
- December 13** ***Charter School Calendars for 2025-26.*** 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 20** ***Deadline to submit request for amendments to the charter contract for the 2025-26 school year.*** Submit requests to Jeff Yungmann, jyungman@pasco.k12.fl.us Program Coordinator for Charter Schools.
- December 20** ***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 2025

- January 9** ***New Charter Schools Orientation (Charter schools scheduled to open 2025-2026) 1:00 p.m.- 3:00 p.m., Virtual TEAMS.***
- January 16** ***Quarterly Charter School Principals Meeting (District Office 9:00 AM. – 11:45 AM), Virtual TEAMS.***
- January 20** ***For New Charter Schools (opening 2025-26) 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** ***2025-26 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** ***Charter School Task Force meeting (District Office 1:30 PM – 4:00 PM), Virtual TEAMS.***
- January 24** ***New Course Adoption Deadline #2 (To add a course to the Pasco County Course Code Directory for 2025-26)*** New course request documents will be submitted through the Mach Form link 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=281634>

FEBRUARY 2025

- 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 3-7** ***FTE Survey 3 Week (including Transportation)***
- February 14** ***FDOE Annual Charter School Accountability Reports due from charter schools*** – The FDOE Annual Charter School Accountability Report memo was released on 1/15/2025. Due date is determined by FDOE.
- February 24** ***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 24, 2025. *(A template will be provided in Charters.link.) (High Performing Schools are Due March 1, 2025).*
- February 27** ***2025-26 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 2025

- March 1** ***High Performing Charter School Enrollment for 2025-26 school year***
High performing charter schools will submit enrollment projections for the 2025-26 school year in Charters.Link.
(A template will be provided in Charters.link.)
- March 31** **2024-25 Annual Property Inventory:** Charter school submit their 2024-25 Annual Property Inventory report submit in Charters.Link.

APRIL 2025

- April 15** ***Deadline for the District to approve Charter Schools Accountability Reports (FY 23-24).*** Due date is determined by FDOE. Note: Those charter schools that were not in operation in FY 23-24, do not need to submit.
- April 24** ***Charter School Quarterly Principal's Meeting*** (9:00 a.m. – 11:45 a.m.), District Office, Building 2, Palm Room.
- April 24** ***SLA Management (External FNS Provider):*** Charter school submits their 2025-26 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 25** ***2025-26 IDEA, Part B Intent to Participate Forms due:*** Charter Schools submit IDEA, Part B Intent to Participate Forms in Charters.Link.

MAY 2025

- 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 1** ***Charter School Task Force Meeting*** (1:30 p.m. – 4:00 p.m.), Virtual TEAMS.
- May 8** ***2025-26 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 9** ***Student Wellness Policy-Self Assessment Survey:*** Charter Schools submit Student Wellness Policy-Self Assessment Survey through the link provided by Food and Nutrition Services
<https://forms.office.com/r/BDhUJjWYhX>
- May 30** ***Last Day of School for Students***



JUNE 2025

- * June 10** **2025-2026 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 13** **Curriculum Digital Products:** Charter Schools submit their 2025-26 Curriculum Digital Products questionnaire in Charters.link

- * June 16-20** **Survey 4 Charter School Staff Demographics due.** (Charter schools enter demographics, salary data, and benefits in MUNIS)

- * June 23** **2025-2026 myStudent (FOCUS) Communication Package Election form due:** Charter Schools submit their 2025-26 myStudent (FOCUS) Communication Package form on the Sharepoint link provided. **A link will be provided soon.**

- * June 27** **2025-2026 Mental Health Assistance Allocation (MHAA) Plan due: For those** Charter Schools that elected to “opt-out” of the District’s MHAA plan, please submit the charter school’s Mental Health Assistance Allocation Plan in Charters.Link.

- June 30** **End of fiscal year**

***Requires confirmation.**

Important: Charter school administrators should review their current charter contract and amendments to determine specific compliance reporting requirement and deadlines. These may differ from some of the dates and times listed above. Additional compliance reporting deadlines may be provided by the Charter Office to charter school administrators as received from FDOE or the Sponsor. This may be as a result of new legislative or state board rule requirements.