



# **Pasco County Charter Schools Evaluation Framework F.S. 1002.33(5)(c)(1)**

***Sponsor accountability.—***

- 1. The department shall, in collaboration with charter school sponsors and charter school operators, develop a sponsor evaluation framework that must address, at a minimum:**
  - a. The sponsor’s strategic vision for charter school authorization and the sponsor’s progress toward that vision.**
  - b. The alignment of the sponsor’s policies and practices to best practices for charter school authorization.**
  - c. The academic and financial performance of all operating charter schools overseen by the sponsor.**
  - d. The status of charter schools authorized by the sponsor, including approved, operating, and closed schools.**



### Sponsor's Strategic Vision for charter school authorizing

**Pasco County School District** is committed to quality authorizing as defined by the **Florida Principles and Standards for Quality Charter School Authorizing (link below)**. Our mission is to authorize charter schools that provide substantial evidence of a clear and compelling mission, a quality educational program, a solid business plan, an effective governance and management structure and system, a founding team that demonstrates diverse and necessary capabilities to govern the charter school, and clear and convincing evidence of the charter school's ability to operate a successful, viable, and sustainable charter school.

<https://www.fldoe.org/core/fileparse.php/9905/urlt/PrinciplesStandards.pdf>

### Sponsor's Progress toward Strategic Vision

Historically, the District has authorized quality charter schools in **Pasco County** as exemplified by the Academic Accountability Grades and Annual Reviews which evaluate the performance of charter schools. In its role as the Sponsor, the district annually reviews each charter school to determine the school's adherence to the terms of its Charter and compliance with federal, state, and local requirements. On-site monitoring reviews are conducted annually for the following areas: Governance, Finance and Operations, Insurance, Human Resources and Teacher Certification, Facilities, Exceptional Student Education (FTE Survey 2), Food and Nutrition Services. The composite Annual Reviews are presented to the School Board as an informational item in September or October of each year. A summary of results shows that **Pasco County Charter Schools** are making great progress and are operating and performing at the highest level. All **Pasco County Charter Schools** are demonstrating that they are reaching toward or achieving the District's Strategic Vision of operating a successful, viable, and sustainable charter school in **Pasco County**.

**The academic and financial performance of all operating charter schools  
overseen by the sponsor.**

**School Accountability Grades (Historical) 2015-present**

Charter School Name	Grade 2022	Grade 2021 (opt-in year)	Grade 2019	Grade 2018	Grade 2017	Grade 2016	Grade 2015 Informational Baseline
Academy at the Farm #4302	A	Opt-out	A	A	A	A	A
Athenian Academy of Technology and the Arts #4321	A	Opt-out	A	B	B	D	C
Classical Preparatory #4326	A	B	B	B	B	A	A
Countryside Montessori #4307	A	Opt-out	A	A	A	A	A
Dayspring Academy #4301	A	A	A	A	A	A	A
Dayspring Jazz #4334	A	Not open	Not open	Not Open	Not Open	Not Open	Not Open
Imagine School at Land O' Lakes #4323	A	Opt-out	A	A	A	A	A
Innovation Preparatory Academy #4333	C	Opt-out	Not open	Not open	Not open	Not open	Not open
Learning Lodge Academy #4327	C	Opt-out	A	B	C	A	A
Pepin Academies, Pasco #4328	Maintaining	Opt-out	Maintaining	Maintaining	Maintaining	Unsatisfactory	
Pinecrest Academy Wesley Chapel #4332	A	B	Not open	Not open	Not open	Not open	Not open
Plato Academy Trinity Charter School #4329	B	Opt-out	A	A	Not open	Not open	Not open
Union Park Charter Academy #4330	B	Opt-out	A	Not open	Not open	Not open	Not open

**Note:** No School Accountability Grades were issued by FDOE during the 2019-20 school year due to the pandemic (COVID-19). During the 2020-21 school year, schools could elect to “opt-in” or “opt-out” of school grades

### 2021-22 Financial Audit Report Summary

Charter School	Total Assets	Total Liabilities	Total Net Position	Financial Analysis/Highlights
Academy at the Farm#4302	\$4,864,792	\$3,900,282	\$964,510	<ul style="list-style-type: none"> <li>For the fiscal year ended June 30, 2022, the School's expenses exceeded revenues as shown on the School's statement of activities by \$99,628</li> <li>As shown on the statement of net position, the School reported an unrestricted net position balance of \$622,069.</li> </ul>
Athenian Academy of Technology and the Arts #4321	\$4,083,008	\$2,470,465	\$1,612,543	<ul style="list-style-type: none"> <li>For the fiscal year ended June 30, 2022, the School's revenues exceeded expenses as shown on the School's statement of activities by \$77,396.</li> <li>As shown on the statement of net position, the School reported an unrestricted net position balance of \$1,087,232.</li> </ul>
Classical Preparatory #4326	\$18,926,343	\$18,804,428	\$121,915	<ul style="list-style-type: none"> <li>The School reported an unrestricted net</li> </ul>

				<p>position of \$1,901,313 as shown on the Statement of Net Position.</p> <ul style="list-style-type: none"> <li>For the fiscal year ended June 30, 2022, the School's revenues exceeded expenses by \$279,718 as shown on the School's Statement of Activities.</li> <li>The School reported a total combined fund balance of \$3,609,439 on the Balance Sheet – Governmental Funds.</li> </ul>
Countryside Montessori #4307	\$2,024,725	\$522,880	\$1,501,845	<ul style="list-style-type: none"> <li>The School reported total net position of \$1,501,845 as shown on the Statement of Net Position.</li> <li>For the fiscal year ended June 30, 2022, the School's revenues exceeded expenses by \$105,480 as shown on the School's Statement of Activities.</li> </ul>
Dayspring Academy#4301	\$13,207,906	\$11,311,950	\$1,895,956	<ul style="list-style-type: none"> <li>The School reported a total</li> </ul>

				<p>Net Position balance of \$1,895,956 as shown on the Statement of Net Position.</p> <ul style="list-style-type: none"> <li>For the fiscal year ended June 30, 2022, the School's expenses exceeded revenue by \$368,973, as shown on the School's Statement of Activities. The total expenses include depreciation expense of \$326,011.</li> </ul>
Dayspring Jazz #4334	\$479,561	\$166,709	\$312,852	<ul style="list-style-type: none"> <li>The School reported a total Net Position balance of \$312,852 as shown on the Statement of Net Position.</li> <li>For the fiscal year ended June 30, 2022, the School's revenue exceeded expenses by \$312,852, as shown on the School's Statement of Activities.</li> </ul>
Imagine School at Land O' Lakes #4323	\$19,778,174	\$19,114,368	\$663,806	<ul style="list-style-type: none"> <li>The School reported an unrestricted net position balance of \$1,058,908, as</li> </ul>

				<p>shown on the Statement of Net Position.</p> <ul style="list-style-type: none"> <li>For the fiscal year ended June 30, 2022, the School's expenses exceeded revenue by \$199,936, as shown on the School's statement of activities.</li> </ul>
Innovation Preparatory Academy #4333	\$9,446,392	\$9,165,080	\$281,312	<ul style="list-style-type: none"> <li>As of June 30, 2022, the School's governmental fund balances totaled \$ 258,098, as compared to \$ 70,396 as of June 30, 2021</li> <li>As of June 30, 2022, the School has net position of \$ 281,312, as compared to \$ 407,957 as of June 30, 2021.</li> </ul>
Learning Lodge Academy #4327	\$1,184,766	\$1,569,075	\$238,009	<ul style="list-style-type: none"> <li>For the fiscal year ended June 30, 2021, the School's revenues exceeded expenses by \$332,292 as shown on the School's statement of activities</li> <li>The School reported a total net position</li> </ul>

				<p>balance of \$238,009 as shown on the Statement of Net Position.</p> <ul style="list-style-type: none"> <li>• t pension liability of \$1,295,337 is reported on the statement of net position as a long-term pension payable, as the School participates in the Florida Retirement System.</li> </ul>
Pepin Academies, Pasco #4328	\$12,204,416	\$12,407,604	\$(203,188)	<ul style="list-style-type: none"> <li>• The year ended June 30, 2022, was the 9th year of operations for Pepin. Enrollment at the end of the school year was 323, which is consistent with the School's prior year enrollment.</li> <li>• The 2021/2022 school year marked the first full year of operations for Pepin's permanent campus located in New Port Richey, Florida. Pepin closed on the purchase of the property on January 30, 2020. The property consists of 14 acres of land and</li> </ul>



				<p>included several buildings and structures. Proceeds from a series 2020 bond issuance were loaned by the issuer to Pepin to finance the property acquisition, demolition of certain existing structures, renovation of other existing structures, and construction and equipping of three additional educational, administrative, and ancillary facilities on the site.</p> <ul style="list-style-type: none"> <li>• Net position decreased \$13,924 from \$(189,264) at June 30, 2021 to \$(203,188) at June 30, 2022.</li> </ul>
Pinecrest Academy Wesley Chapel #4332	\$15,410,896	\$14,360,918	\$1,049,978	<ul style="list-style-type: none"> <li>• The net position of the School at June 30, 2022 was \$1,049,978.</li> <li>• At year-end, the School had current assets of \$938,312.</li> <li>• The net position of the School decreased by \$5,117 during the year.</li> <li>• The unassigned fund balance at</li> </ul>

				year end was \$87,996.
Plato Academy Trinity #4329	\$24,255,829	\$23,963,989	\$291,840	<ul style="list-style-type: none"> <li>For the fiscal year ended June 30, 2022, the School's revenue exceeded expenses as shown on the School's Statement of Activities by \$352,523.</li> <li>As shown on the Statement of Net Position, the School reported a total Net Position Balance of \$291,840.</li> </ul>
Union Park Charter Academy #4330	\$12,841,912	\$14,480,293	\$(1,638,381)	<ul style="list-style-type: none"> <li>As of June 30, 2022, the School's governmental fund balances totaled \$ 1,537,086, as compared to \$ 1,204,564 as of June 30, 2021</li> <li>As of June 30, 2022, the School had a net position (deficit) of \$ (1,638,381), as compared to \$ (1,742,898) as of June 30, 2021, as restated.</li> </ul>

**The status of charter schools authorized by the sponsor, including approved, operating, and closed charter schools.**

Charter School	1st year of operation with students	Grade Levels Served in 2022-23	2021-22 School Grades	Current Term of Charter	Feb. Survey 3 (FY 21-22) as of the 4/19/22 report	ADM #8 Data (FY 2021-22) as of 4/27/22	2022-23 Projected Student Enrollment (3/1/22)	Eligible for Free or Reduced Lunch Percentage (January, 2022)	Designated High Performing Charter School (Y/N)	Facility (Leased or Owned) in 2022-23	Provided Bus Transportation in 2022-23	Education Service Provider or ESP (Y/N)
Academy at the Farm #4302	2002-03	K-8	A	15 yrs	630	628	650	20.54%	Y	Owned	N	N
Athenian Academy of Technology and The Arts #4321	2006-07	K-8	A	15 yrs	366	375	410	59.19%	N	Owned (Building and Portables)	Y	Y
Classical Preparatory #4326	2013-14	K-12	A	15 yrs	1,089	1,097	1,155	36.06%	N	Owned	N	N
Countryside Montessori #4307	2002-03	1-8	A	15 yrs	351	351	355	Undetermined	Y	Leased	N	N
Dayspring Academy #4301	2000-01	K-12	A	15 yrs	846	853	875	38.77%	Y	Owned	Y	N
Dayspring Jazz #4334	2021-22	K-4	A	5 yrs	161	161	208	57.76%	N/A	Owned	Y	N
Imagine School at Land O' Lakes #4323	2008-09	K-8	A	15 yrs	846	842	878	16.65%	Y	Owned	Y	Y
Innovation Preparatory Academy (K-8) #4333	2020-21	K-8	C	5 yrs	643	665	810	29.23%	N/A	Leased	N	Y
Learning Lodge Academy #4327	2014-15	K-8	C	15 yrs	226	230	300	60%	N	Owned	N	N
Pepin Academies Pasco #4328	2014-15	3-12	Maintaining	15 yrs	325	319	335	58.02%	Y (ESE Center)	Owned	Y (no FTE ridership)	N
Pinecrest Academy Wesley Chapel (K-8) #4332	2020-21	K-8	A	5 yrs	819	818	1,134	39%	N/A	Leased	N	Y
Plato Academy Trinity Charter School #4329	2017-18	K-8	B	15 yrs	456	444	458	45.61%	Y	Leased	N	N
Union Park Charter Academy #4330	2018-19	K-8	B	3 yrs	722	720	765	24.48%	N/A	Leased	N	Y
Innovation Preparatory Academy 2 (K-8)	2023-24	N/A	N/A	5 yrs	N/A	N/A	N/A	N/A	N/A	Undetermined	N/A	Y
Innovation Preparatory Academy 3 (K-8)	2023-24	N/A	N/A	5 yrs	N/A	N/A	N/A	N/A	N/A	Undetermined	N/A	Y
R.I.S.E. Charter School (6-12)	2023-24	N/A	N/A	5 yrs	N/A	N/A	N/A	N/A	N/A	Undetermined	N/A	N
Pinecrest Academy South Pasco	2024-25	N/A	N/A	5 yrs	N/A	N/A	N/A	N/A	N/A	Undetermined	N/A	Y
Dayspring Mosaic Academy	2023-24	N/A	N/A	5 yrs	N/A	N/A	N/A	N/A	N/A	Undetermined	N/A	N
Mater Academy Wiregrass K-5	2024-25	N/A	N/A	5 yrs	N/A	N/A	N/A	N/A	N/A	Undetermined	N/A	Y

**Closed Charter Schools (1999- Present)**

<b>Charter School</b>	<b>School Board approval date</b>	<b>First Year of Operation</b>	<b>Last Year of Operation</b>	<b>Type of Closure</b>	<b>Closure Date</b>
Deerwood Academy	11/17/2000	2001-02	2003-04 (partial)	Termination (violation of law)	10/10/2003
The Language Academy	6/18/2002	2003-04	2007-08	Voluntary	6/30/2008
Florida Autism Center of Excellence (F.A.C.E.)	7/2/2013	2013-14	2013-14	Voluntary	6/30/2014
Florida Virtual Academy at Pasco	8/6/2013	2014-15	2017-18	Voluntary	6/30/2018
Pasco MYcroSchool	10/18/2016	2018-19	2018-19	Voluntary	6/30/2019

Alignment of Sponsor’s policies and practices to best practices for charter school authorization.

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2. [Finance Process](#)
3. [Itemized Expenditure Report-Link](#)
4. [Guide to Services and Fees-Sponsor Charter School Website Link](#)
5. [Charter Services Tracker Process](#)
6. [New Charter Orientation PowerPoint-Link to Charter School Website](#)
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9. [Contract Amendment Request Process](#)
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11. [Onboarding Checklist](#)
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16. [Financial Reporting Checklist-Link](#)
17. [Organizational Documents, Website, Equity Policy, Governance Meetings, Governance Training, and Safety Drill Checks-Links](#)
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20. [Charter School Master Calendar-Sponsor Charter School Website Link](#)
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## Alignment of the sponsor's policies and practices to best practices for charter school authorization.

### Standard 1-Sponsor Commitment and Capacity

Pasco County Schools is committed to quality authorizing as defined by the Florida Principles and Standards for Quality Charter School Authorizing. Our mission is to authorize charter schools that provide substantial evidence of a clear and compelling mission, quality educational program, a solid business plan, an effective governance and management structure and system, a founding team that demonstrates diverse and necessary capabilities to govern the charter school, and clear and convincing evidence of the charter school's ability to operate a successful, viable, and sustainable charter school. See also **School Board Policy 9800**.

Standard 1(A)	Sponsor Actions:
Planning and Commitment to Excellence	<ul style="list-style-type: none"><li>• The Pasco County Charter Office monitors new legislation with regards to charter schools. The District updates NEOLA policy 9800 and then implements any needed updates to procedures in order to stay in compliance.</li><li>• The Charter Office communicates and shares any new legislative updates with the charter schools in order to assist in keeping schools in compliance.</li><li>• The Charter Office strives to have effective communication with the schools and ensure transparency. The Charter Office holds Quarterly Principals meetings where we discuss any important information and offer other District Office departments and staff the opportunity to present to charter school administrators/administrative representatives as well.</li></ul>
Standard 1(B)	Sponsor Actions:
Human Resources	<ul style="list-style-type: none"><li>• The District has a process for enlisting expertise and competent leadership pursuant to Florida statutes to evaluate and approve quality charter schools that identify needs, prioritize, and commit to excellence in education, create organizational structures and commit human and financial resources to</li></ul>

	<p>conduct its authorizing duties effectively and efficiently.</p> <ul style="list-style-type: none"> <li>• The Human Resources and Educator Quality (HREQ) department for Pasco County Schools ensures that Governing Board members, Instructional and Non-instructional employees, Education Service Providers/Management Company Personnel, and Vendors/Independent Contractors have received the appropriate fingerprinting and background checks. <b><i>See complete Human Resource Process in Attachment 1.</i></b></li> <li>• The HREQ department monitors Instructional personnel at the charter schools to ensure that they are teaching in field and/or are working on certifications to be in field. <b><i>See complete Human Resource Process in Attachment 1.</i></b></li> <li>• The charter schools are provided with the resources needed to access professional development opportunities offered under federal grants where the charter school has elected to participate.</li> </ul>
<p><b>Standard 1(C)</b></p> <p>Financial Resources</p>	<p><b>Sponsor Actions:</b></p> <ul style="list-style-type: none"> <li>• The following items are submitted to the Sponsor by the charter schools. These items are reviewed by the Charter Office and the District Finance Department, along with other departments as needed. <b><i>See complete Finance Processes in Attachment 2.</i></b> <ul style="list-style-type: none"> <li>○ 1,5,10 day counts</li> <li>○ Student Enrollment</li> <li>○ Monthly/Quarterly Financial Reports</li> <li>○ Independent Financial Audits</li> <li>○ Annual School Budget</li> <li>○ Program Cost Reports</li> <li>○ Annual Property Inventory</li> <li>○ Financial Procedures Manual</li> <li>○ Capital Outlay Plans</li> </ul> </li> <li>• The Charter Office will work with the Grants Team and Finance to</li> </ul>



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communicate grant opportunities to the charter schools and conduct consultation meetings to assist with budget development and review.

- District Finance established a process for the charter schools to request reimbursements using the ***Itemized Expenditure Report***. ***See complete Itemized Expenditure Report in Attachment 3.***
- Annually, the Charter Office will work with the Directors of other District Departments to update the ***Guide to Services and Fees for Pasco County Charter Schools***. This guide is provided to the charter schools and explains the services that the Sponsor will provide under the **Administrative Fee Withheld** and under **Fee-Based Services**. The Sponsor utilizes the **Charter Services Tracker** system in order to keep records of the services provided and bill the schools appropriately. **Charter Services Tracker** is a mystudent system to record billable or non-billable services provided by District Departments. Student Support Programs and Services itinerant staff and approvers are trained annually in **Charter Services Tracker** on how to submit billable/non-billable services. Approvers will be added to/removed from the workflow as needed throughout the fiscal year. ***See complete Guide to Services and Fees-Sponsor Charter School Website Link in Attachment 4. Additionally, please see the Charter Services Tracker Process in Attachment 5.***

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## Standard 2-Application Process and Decision Making

Pasco County has established a comprehensive application process to ensure that charters are granted to those applicants that prove strong capability to establish and operate a quality charter school. The Pasco Charter office has procedures in place for new charter school applications to include New Charter Orientation, Application Review Day, Capacity Interviews, Voting Day, and recommendations to the School Board. See also **School Board Policy 9800**.

Standard 2(A)	Sponsor Actions:
Proposal Information, Questions, and Guidance	<ul style="list-style-type: none"><li>• The Charter Office will annually hold a New Charter Application Orientation for those individuals who plan to submit an application. In this orientation, the Charter Office will review the process for applying and the components that need to be included in the application. <b><i>See New Charter Orientation PowerPoint-link to Charter School Website in Attachment 6.</i></b></li><li>• The Pasco Charter Office will establish an Application Review Committee (ARC) and ARC chair that is made up of individuals from multiple departments and expertise to ensure all sections of the application are thoroughly reviewed. <b><i>See complete New Charter School Application Review Process in Attachment 7.</i></b></li><li>• Upon receipt of a <b>School of Hope</b> intent, the Pasco Charter Office will review the Performance-Based Agreement and provide feedback pursuant to <b>F.S. 1002.333</b>. <b><i>See complete Schools of Hope Review Process in Attachment 24.</i></b></li><li>• The Pasco Charter Office will review any requests for the consolidation of multiple charters pursuant to <b>HB 225 [F.S. 1002.33(7)(d)]</b>. Additionally, the Sponsor will inform Senior Administration and submit for School Board approval. <b><i>See complete Requests for Consolidation of Multiple Charters Process in Attachment 25.</i></b></li><li>• According to <b>SB 758 [F.S. 1002.33(7)(d)]</b>, there will be a Charter School Review Commission created within the Department of Education (DOE) to review charter school applications. The Pasco Charter Office will review these</li></ul>

	<p>applications and provide input to the DOE and applicant within the statutory requirements. <b><i>See complete Charter School Review Commission Process in Attachment 26.</i></b></p> <ul style="list-style-type: none"> <li>• The 2021 Legislation [F.S. <b>1002.33(5)(a)3.b</b>] authorized the Florida College System (FCS) and State University System (SUS) to solicit charter school applications and act as the charter school sponsor. Please refer to the <b>Post-Secondary Application Approval Process in Attachment 28.</b></li> </ul>
<p><b>Standard 2(B)</b></p> <p>Fair, Transparent and Quality Focused Procedures</p>	<p><b>Sponsor Actions:</b></p> <ul style="list-style-type: none"> <li>• The Application Review Committee (ARC) will meet prior to reviewing any submitted applications to discuss the process, roles, and responsibilities of the individuals on the ARC. The ARC is also provided with a timeline for the review process.</li> <li>• After having time to review, the ARC will conduct a Capacity Interview with the applicant. During this interview, the applicant will have the opportunity to clarify any questions the ARC may have (referring only to what was submitted in the application). <b><i>See complete New Charter School Application Review Process in Attachment 7.</i></b></li> <li>• The Charter Office will allot time for the ARC to review the application on their own and complete the <b><i>Standard Model Charter School Application Evaluation Instrument (IEPC-M2, IEPC-V2, IEPC-HPS-2)</i></b>. The ARC will convene to discuss the Evaluation of Indicators as a whole before submitting an individual approval/denial recommendation to the Superintendent. <b><i>See the FLDOE website link for the Standard Model Charter School Application Evaluation Instrument (IEPC-M2) in Attachment 8.</i></b></li> </ul>

<p><b>Standard 2(C)</b></p> <p>Rigorous Approval Criteria</p>	<p><b>Sponsor Actions:</b></p> <ul style="list-style-type: none"> <li>• When reviewing a proposed charter application, the Charter Office will check that all sections and items presented in the application tie back to and align to the proposed school’s mission and vision.</li> <li>• The Charter Office will establish an Application Review Committee (ARC) consisting of at least one individual with expertise in each section. By doing this, the Sponsor can be sure that all areas are being reviewed thoroughly.</li> <li>• Should the applicant have a charter school currently in operation or another school being operated under the same Education Service Provider, the Charter Office will review the financial stability and School Accountability ratings at these schools and ask any clarifying questions needed in the Capacity Interview.</li> <li>• The Charter Office will review the <b>Draft Educational Service Provider Contract</b> included in the application.</li> <li>• The Sponsor will meet all statutory timelines when completing the review, providing approval/denial recommendation to the school board, informing the school of approval/denial, and negotiating and noticing the charter contract (if applicable) which is based on the <b>Florida Standard Charter Contract (IEPC-SC)</b>.</li> </ul>
<p><b>Standard 2(D)</b></p> <p>Rigorous Decision Making</p>	<p><b>Sponsor Actions:</b></p> <ul style="list-style-type: none"> <li>• The Application Review Committee (ARC) will thoroughly review their assigned application component areas. After this review, the ARC will submit any questions to the ARC chair. The ARC will meet with the applicant group to conduct the Capacity Interview and ask questions previously provided to the Program Coordinator for Charter Schools by the ARC. Finally, the ARC will meet to review the composite <b>Application Evaluation</b></li> </ul>

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	<p><b>Instrument</b> to discuss all represented areas prior to the <b>ARC</b> members submitting their final vote (approval/denial) on <b>Voting Day</b>. The ARC chair will compile the votes to determine the overall recommendation by majority votes. If the vote (approval/denial) is close, then the ARC may be reconvened for further discussion. The Program Coordinator for Charter Schools will share the ARC overall recommendation with the Superintendent. Subsequently, the Application Evaluation Instrument and initial recommendation will be shared with the applicant(s) at a formal meeting (virtual or in person). <b><i>See the complete New Charter Application Review Process in Attachment in Attachment 7.</i></b></p>
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### Standard 3- Performance Contracting

Pasco County utilizes the Florida Standard Contract (IEPC-SC) and Florida Standard Charter Renewal Contract (IEPC-SCR) during the initial contract/renewal contract negotiation and execution stages. The District will also monitor the charter schools for their financial stability, academic performance, and statutory compliance. Annually, the Charter Office will conduct site visits and complete an annual review. This annual review will include areas such as, Governance, Facilities, Finance, and more. When determining the approval/denial of a charter school renewal, the Charter Office will refer to these annual reviews. The Pasco County Charter Office has established many monitoring plans and procedures to ensure that charter schools operating in our district are successful, viable, and sustainable. See also **School Board Policy 9800**.

Standard 3 (A)	Sponsor Actions:
Contract Term, Negotiation, and Execution	<ul style="list-style-type: none"><li>• The Sponsor will execute a contract for the applicant that is reviewed by the Charter Office, District leaders/Superintendent staff, and legal counsel.</li><li>• After review by legal counsel, the Charter Office will provide the initial proposed contract to the applicant within 30 days of application approval pursuant to <b>F.S. 1002.33 (7)(b)</b>.</li><li>• The applicant and Sponsor will then have 40 days after to negotiate and notice the final contract. Upon mutual agreement, this date can be extended pursuant to School Board approval. Refer to <b>F.S. 1002.33 (7)(b)</b>.</li><li>• Should the applicant wish to amend their contract, the governing board chair must submit a signed letter of request to the Program Coordinator for Charter Schools by the internal deadline. This request will go through the District's internal process to determine approval/denial of request. <b>See complete Contract Amendment Request Process in Attachment 9.</b></li></ul>
Standard 3 (B)	Sponsor Actions:
Rights and Responsibilities	<ul style="list-style-type: none"><li>• The Charter Office will utilize the <b>Florida Standard Charter Contract (IEPC-SC)</b> that indicates the roles and responsibilities for both the school and the Sponsor. <b>See link</b></li></ul>

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**to Charter Contract and Forms** on the **FLDOE** website in **Attachment 10**.

- When completing the initial proposed charter contract, the Sponsor will add any language specific to the District. This language will be reviewed by legal counsel, the Charter Office, and District leaders/Superintendent staff. After the initial review is completed, the proposed contract will be agreed/or not agreed upon mutually (Sponsor/Applicant) through a negotiation process.
- Once a charter contract is approved, the Sponsor will provide the charter school with the Onboarding Checklist (prior to the first year of operation). This checklist includes all items (including statutory requirements) the charter school should have completed in connection with the Sponsor prior to opening. **See the complete Onboarding Checklist in Attachment 11.**
- The Sponsor will utilize the **Florida Standard Charter Renewal Contract (IEPC-SCR)** when conducting a renewal for an existing charter school. **See link to Charter Contract and Forms on the FLDOE website in Attachment 10. Please also see the complete Charter School Renewal Process in Attachment 12.**
- The Sponsor will establish an internal renewal timeline to ensure that all statutory deadlines are met during the renewal process pursuant to **F.S. 1002.33 (7 & 8)**.
- Should a charter school opt for voluntary closure/self-termination, the Sponsor will fulfill any statutory requirements pursuant to **F.S. 1002.33(7)(e), paragraphs (8) (e)-(g), and (9)(o)**, as well as any District procedures. **See complete Voluntary Closure/Self-Termination Process in Attachment 13.**

<p>Standard 3 (C)</p>	<p>Sponsor Actions:</p>
<p>Performance Standards</p>	<ul style="list-style-type: none"> <li>• Toward the end of each fiscal year, the Sponsor will complete Annual Reviews. The Sponsor monitors the charter school for statutory requirements and will conduct site visits. The Charter Office will then review maintained records in order to complete these review sheets. The Annual Reviews will be used when determining Charter School Renewals. <b><i>See complete Charter School Annual Review Process in Attachment 14. Please also see the Sample Annual Review Sheet in Attachment 15.</i></b></li> <li>• The Sponsor and District Finance department will review the following documents submitted by the charter school in order to determine financial stability:             <ul style="list-style-type: none"> <li>○ Monthly/Quarterly Financial Reports (<b><i>see the Financial Reporting Checklist in Attachment 16</i></b>)</li> <li>○ Independent Financial Audit</li> <li>○ Annual Budget</li> </ul> </li> <li>• Annually, the Sponsor will update the <b>Guide to Services and Fees</b>, which will include the services that can be provided to the charter schools by the Sponsor for students with disabilities either through the Administrative Fee Withheld or the Fee-Based option. <b><i>See complete Guide to Services and Fees-Sponsor Charter School Website Link in Attachment 4.</i></b></li> </ul>
<p>Standard 3 (D)</p>	<p>Sponsor Actions:</p>
<p>Provisions for Education Service or Management Contract (if applicable)</p>	<ul style="list-style-type: none"> <li>• A charter school's governing board may contract with an External Service Provider (ESP) for education design and operation to make certain the governing board has rigorous and independent contract oversight. The Sponsor is not a party to the management agreement/contract with the charter school's governing board but may find objection to the terms particularly if it hinders the governing</li> </ul>



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board's ability to perform their duties/obligations. This may promote good cause for the governing board to revise their agreement with the management company.

- When submitting a new charter school application, the applicant should indicate if they will be contracting with an External Service Provider. If the applicant does enter into a contract with the provider, the application should include the draft contract and the ESP's organization chart. The members of the Application Review Committee (ARC) will review these documents along with the submitted charter application and provide a final recommendation for approval/denial.

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## Standard 4- Ongoing Oversight and Evaluation

The Sponsor will continuously monitor the charter schools for compliance with contractual and statutory requirements throughout the school's operation. A multitude of compliance checks are conducted by the Charter Office and provided to the charter school administrators prior to each Quarterly Charter School Principals meeting. Along with these checks, the Sponsor will provide the charter schools with a Compliance Summary Report that is generated through the Compliance Management Database System, Charters.Link. Should a charter school have any compliance deficiencies, the Program Coordinator for Charter Schools will send administration an email that includes a description and timeline for remedy. If the deficiencies are not addressed, the administration and governing board will receive a letter on Non-Compliance. All of these checks and Non-Compliance letters (if applicable) will be referred to when completing the charter school annual reviews and may be included in decisions regarding renewal/non-renewal/termination. See also **School Board Policy 9800**.

Standard 4 (A)	Sponsor Actions:
Performance Evaluation and Compliance Monitoring	<ul style="list-style-type: none"><li>• The Sponsor will continuously monitor the charter school's compliance with statutory requirements.</li><li>• Annually, the Sponsor will conduct site visits as a part of the Annual Reviews.</li><li>• The charter school will submit the Annual Budget, Independent Financial Audits, and Monthly/Quarterly Financial Reports to the Sponsor. The Finance department will review these items in order to monitor the school's financial stability. <b><i>See complete Charter School Annual Review Process in Attachment 14. Please also see the Sample Annual Review Sheet in Attachment 15 and the Financial Reporting Checklist in Attachment 16.</i></b></li><li>• The Sponsor will continuously communicate data reporting requirements during survey periods, as well as providing the schools with multiple examples of required reports.</li><li>• Before each Quarterly Principals meeting, and in between as needed, the Charter Office will conduct Organizational Documents, Website, Equity Policy, Governance Meetings, and Safety Drill checks. These reports will be provided to the charter school administrator. Additionally, the Sponsor and charter schools utilize a Compliance Database Management System (Charters.Link) that provides a Compliance Summary Report</li></ul>

	<p>which is also sent to each charter school administrator prior to these meetings. <b>See the Organizational Documents, Website, Equity Policy, Governance Meetings, Governance Training Certificates, and Safety Drill checks in Attachment 17. Please also see the complete Charters.Link process in Attachment 18.</b></p> <ul style="list-style-type: none"> <li>• The charter school Governing Board member training certificates and background/fingerprint check expiration dates are monitored as well, and notifications are sent to respective schools as a reminder of upcoming expiring certificate dates.</li> <li>• If the charter school receives an email from the Program Coordinator for Charter Schools regarding any deficiencies and they are not addressed in a timely manner, the school will receive an “Out of Compliance” letter that includes a deadline to cure. <b>See complete Non-Compliance or Out of Compliance process in Attachment 19.</b></li> </ul>
<p><b>Standard 4 (B)</b></p> <p>Respecting School Autonomy</p>	<p><b>Sponsor Actions:</b></p> <ul style="list-style-type: none"> <li>• The Charter Office strives to respect each charter school’s autonomy. The goal is to help make reporting requirements easier and provide assistance as needed to charter schools or advise them as to contractual or legislative obligations. The Charter Office works over the summer to update the Charter School Master Calendar to include all important reporting dates and meetings. This calendar is provided to charter school administration prior to the start of school giving charter school administrators/staff notice of deadlines and meeting dates. <b>See a sample Charter School Master Calendar that can be viewed under the following link and Attachment 20:</b>  <a href="https://www.pasco.k12.fl.us/charter_schools/page/forms">https://www.pasco.k12.fl.us/charter_schools/page/forms</a></li> </ul>

	<ul style="list-style-type: none"> <li>Charter Schools are offered multiple grant opportunities throughout the school year. The Charter Office and District Grants team work closely together to inform the charter schools and submit their budgets and plans to the state. All grants require one on one consultation meetings. These meeting dates are sent to the participating schools with a list of timeslots for them to choose from. By doing this, it allows for the charter schools to pick a time that works best for them on a first come first serve basis.</li> </ul>
<p>Standard 4 (C)</p> <p>Protecting Student Rights</p>	<p>Sponsor Actions:</p> <ul style="list-style-type: none"> <li>During the application review process, the Application Review Committee (ARC) will review the applicant's student enrollment section and be sure that their plan and procedures allow for students to be admitted at random and that no undue barriers exist.</li> <li>The Sponsor will monitor that the charter school includes the enrollment process and procedures on their website. These procedures should include their Controlled Open Enrollment plan and Capacity [ <i>F.S. 1002.31(2)(b &amp; d)</i> ] and lottery processes. The dates for the lottery draw should also be listed on the website. <ul style="list-style-type: none"> <li>A representative from the Sponsor will attend the lottery draws at the schools as requested.</li> </ul> </li> <li>The ARC will include individuals with expertise in education and access for students with disabilities. These individuals will ensure that the charter application indicates a clear understanding of these access requirements. The Sponsor will also continue to monitor this through required reporting and documentation throughout the school's operation.</li> </ul>

- The ARC will include individuals with expertise in education and access as required by law for students of special populations. These individuals will ensure that the charter application indicates a clear understanding of these access requirements. The Sponsor will also continue to monitor this through required reporting and documentation throughout the school's operation.
- Included in an application submitted to the Sponsor should be a clear understanding of the school's discipline policies. The applicant should also indicate if they will be adopting the District's Student Code of Conduct or establishing their own. The Student Appeals rights also share specific information about student rights to appeal suspensions.  
<https://www.pasco.k12.fl.us/ssps/page/conduct/>
- Throughout the school's operation, the Sponsor will provide consultation for discipline issues and suspensions, unless there is a real or perceived threat as a fee-based option.
  - General guidance will still be provided by SSPS for District Alternative Placement/Expulsion Process and Discipline Matrix.
- Annually, Charter School Administrators receive presentations conducted by District staff and communication shared by the Program Coordinator for Charter Schools about Family Education Rights and Privacy Act (FERPA) and HIPAA rights. This information is also included on **Charter School Resources** (Sharepoint).  
**FERPA**  
<https://www.fldoe.org/core/fileparse.php/7674/urlt/0064538-ferpa.pdf>  
**HIPAA**  
<https://www.cdc.gov/php/publications/topic/hipaa.html#one>
- Annually, the Program Coordinator for Charter Schools shares information regarding Student/Parent Rights

[http://www.leg.state.fl.us/statutes/index.cfm?App\\_mode=Display\\_Statute&URL=1000-1099/1002/Sections/1002.20.html](http://www.leg.state.fl.us/statutes/index.cfm?App_mode=Display_Statute&URL=1000-1099/1002/Sections/1002.20.html)

#### Standard 4 (D)

Intervention

#### Sponsor Actions:

- The Sponsor will continuously monitor for compliance throughout a charter school's operation. The Charter Office conducts financial, website, governance, equity, organizational documents, safety drill, compliance summary (charters.link) and facilities checks multiple times throughout the school year. ***See the Financial Reporting Checklist in Attachment 16. Additionally, see the Organizational Documents, Website, Equity Policy, Governance Meetings, and Safety Drill checks in Attachment 17. Please also see the complete Charters.Link process in Attachment 18 and Facilities checklist in Attachment 21.***
- All of the above mentioned checks will provide the schools with any deficiencies and a chance to remedy them. The Charter Office, specifically the Program Coordinator for Charter Schools, will also send the administrators an email indicating deficiencies and a timeline to address.
- Should the charter school not address these deficiencies in a timely manner and are now out of compliance, the administrator will receive a letter of non-compliance issued by the Program Coordinator for Charter Schools. ***See complete Non-Compliance or Out of Compliance process in Attachment 19.***

Standard 4 (E)	Sponsor Actions:
Public Reporting	<ul style="list-style-type: none"> <li>• As the Sponsor receives new charter school applications, the Charter Office will update the FLDOE Charter School SSO (Charter School Portal) New Charter School Annual Survey with this information. The information includes, the school's name, grade levels, Education Service Provider (If applicable), applicant name, type of charter school, education design, anticipated opening year, and other information as requested.</li> <li>• The charter schools are required to annually upload an Accountability Report in the Charter School Portal on the FLDOE website for the prior year of operation. The reports are for the following school year and includes information such as contract terms and length, governing board members, student enrollment, student membership, school grade, and facilities. After these are submitted to the portal, the Sponsor goes in and reviews the submitted information.</li> <li>• The Program Coordinator posts the Directory of Charter Schools on the District's website which includes the name of the charter school, link to charter school website, grade levels served, School Grade, and most recent Annual Review.</li> </ul>

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## Standard 5- Termination and Renewal Decision Making

The Sponsor will utilize the Charter School Renewal-Evaluation of Indicators when making termination and renewal decisions. When a school is up for renewal, the Sponsor will schedule a site visit and review the Charter School Renewal Packet that was submitted by the charter school to the District. The Charter School Renewal-Evaluation of Indicators as well as the Charter School Renewal Packet are posted for charter school administrators to access and review. The focus of the Sponsor when reviewing the renewal packet is to ensure that the charter school is financially and operationally successful. The Sponsor will refer to the charter school's annual review as well as financial reports in order to make the most informed decision. See also **School Board Policy 9800**.

Standard 5 (A)	Sponsor Actions:
Termination	<ul style="list-style-type: none"><li>• When considering termination of a charter school, the Sponsor will review all factors including any non-compliance letters and financial or governance issues to ensure there is good cause and evidence for termination. The Sponsor will also follow all statutory requirements pursuant to <b>F.S. 1002.33 (7)(b) &amp; (8)</b>. <i>See the complete Non-Emergency Termination Process in Attachment 27.</i></li><li>• Should a school be terminated, all items that become property of the Sponsor (items purchased with capital outlay or grant funds) will be inventoried and dispersed as appropriate according to statutory requirements. [<b>F.S. 1002.33 (8)(d)</b>]</li></ul>
Standard 5 (B)	Sponsor Actions:
Renewal/Non-Renewal Decisions Based on Merit and Inclusive Evidence	<ul style="list-style-type: none"><li>• When a charter school is up for renewal, the Program Coordinator for Charter Schools will schedule a meeting with the charter school's governing board in October or November to review the timeline for the <b>Charter Renewal Guidelines and Template</b>. As part of the shared timeline, the Charter Office will conduct a site visit using the <b>Marzano Classroom Walkthrough Checklist</b>. <i>See the Marzano Classroom Walkthrough Checklist in Attachment 22.</i></li><li>• After conducting the walkthrough, the Sponsor will create a summary report of the walkthrough findings and include</li></ul>



	<p>these findings in the Charter Renewal Evaluation of Indicators document that will be presented to the charter school and to the School Board for determinations, by vote, as to renewal/non-renewal.</p> <ul style="list-style-type: none"> <li>• The charter school will submit a Charter Renewal packet (hard copy and digital version) to the Sponsor. During the review process, the Sponsor will look into all sections of the packet and any past audits, compliance checks, and annual reviews to ensure that the school has met or exceeded the indicators included in the <b>Charter Renewal Evaluation of Indicators</b>. An overall evaluation is provided to the charter school's governing board with a recommendation to approve/not-approve the renewal of the charter school based on academic, governance, legal, and fiscal financial viability and sustainability as an organization. The Sponsor will utilize the <b>Charter Contract Renewal-Evaluation of Indicators</b> when conducting the review. <i>See the Charter Contract Renewal-Evaluation of Indicators</i> in <b>Attachment 23</b>.</li> </ul>
<p><b>Standard 5 (C)</b></p> <p>Cumulative Report and Renewal Application</p>	<p><b>Sponsor Actions:</b></p> <ul style="list-style-type: none"> <li>• After reviewing the renewal packet, the Sponsor will inform the District Superintendent staff and the charter school of the renewal recommendation.</li> <li>• The Sponsor will provide the charter school with the completed <b>Charter Contract Renewal- Evaluation of Indicators</b> and provide a reasonable timeline for the charter school to submit any "School comments" pursuant to <b>F.S. 1002.33 (7)(b) &amp; (8)</b>. <i>See the Charter Contract Renewal-Evaluation of Indicators</i> in <b>Attachment 23</b>.</li> </ul>

<p>Standard 5 (D)</p> <hr/> <p>Fair, Transparent Process</p>	<p>Sponsor Actions:</p> <hr/> <ul style="list-style-type: none"> <li>• The Sponsor will provide the charter school with the <b>Charter School Renewal-Evaluation of Indicators</b> which will clearly define any strengths and/or concerns that were identified during the review. Additionally, with the Evaluation of Indicators, the charter school will provide the recommendation of approval/denial to Superintendent staff and Pasco County School Board members. <b><i>See the Charter Contract Renewal-Evaluation of Indicators in Attachment 23.</i></b></li> <li>• The charter school will also be notified of the school board meeting date which will include a vote as to renewal or non-renewal of the Charter. The charter school's governing board chair and representatives will have the opportunity to attend this meeting and provide public comment as desired.</li> </ul>
<p>Standard 5 (E)</p> <hr/> <p>Closures</p>	<p>Sponsor Actions:</p> <hr/> <ul style="list-style-type: none"> <li>• Should a charter school decide to close voluntarily, the Sponsor will work with administration to be sure that all required items (student list, attendance records, academic calendar, class rosters, etc.) are provided to the Sponsor. <b><i>See complete Voluntary Closure/Self-Termination Process in Attachment 13.</i></b></li> <li>• The Sponsor will also conduct an onsite inventory of all items that become property of the Sponsor, such as furniture, fixtures, and equipment as well as any other items purchased with capital outlay funds or under the Federal Charter School Program grant. These items, along with other federally funded items, will be brought back to the District to store temporarily. Subsequently, the Program Coordinator for Charter Schools will follow the appropriate process for disposition and disbursement pursuant to <b><i>F.S. 1002.33 (8)(d).</i></b></li> </ul>

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## Chart of Attachments

## Attachment 1- Human Resource Process

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### **Governing Board**

*Instructional and non-instructional personnel who are hired or contracted to fill positions in any charter school and members of the governing board of any charter school, in compliance with s. 1002.33(12)(g), must, upon employment, engagement of services, or appointment, undergo background screening as required under s. 1012.315, 1012.467, 1012.465 or s. 1012.56, whichever is applicable, by filing with the district school board for the school district in which the charter school is located a complete set of fingerprints taken by an authorized law enforcement agency or an employee of the school or school district who is trained to take fingerprints.*

- Board members are fingerprinted as employees (NOT vendors) under the Pasco County Schools account.
- Pasco County uses FieldPrint to physically collect the fingerprints.
- The Fingerprinting Division at Pasco County Schools will receive the results, review, and evaluate the results, and then monitor the fingerprints.
  - Fingerprints from an outside organization will not be accepted
- FieldPrint will require a specific code associated to Pasco County Schools
  - Pasco County Charter School Code: **FPPascoCharter**
  - The fee is \$61.25
- All board members will need to be entered into MUNIS
  - Use the Personnel Status Code 55 Temporary Part Time (“no salary”)

### **Contractual requirements**

*Upon nomination and prior to appointment to the Governing Board, a member shall be fingerprinted pursuant to section 1002.33(12)(g), Florida Statutes. The cost of the fingerprinting is the responsibility of the School or governing board member. Prospective governing board members whose fingerprint check results warrant disqualification under the Statute shall not be appointed to the board.*

### **Legislative requirements**

*Members of the governing board of the charter school shall also undergo background screening in a manner similar to that provided in s. 1012.32. [F.S. 1002.33(12)(g)1.]*

## **Instructional and Non-Instructional**

*Instructional and non-instructional personnel who are hired or contracted to fill positions in any charter school and members of the governing board of any charter school, in compliance with s. 1002.33(12)(g), must, upon employment, engagement of services, or appointment, undergo background screening as required under s. 1012.315, 1012.467, 1012.465 or s. 1012.56, whichever is applicable, by filing with the district school board for the school district in which the charter school is located a complete set of fingerprints taken by an authorized law enforcement agency or an employee of the school or school district who is trained to take fingerprints.*

- All charter school personnel (instructional and Non-Instructional) are required to pass Level 2 background screening in compliance with the Jessica Lunsford Act (JLA)
- Once the District receives the results, they will be vetted and then a letter will be sent to the charter school stating if the results are approved or not approved.

## **Education Service Providers (ESP)/Management Company Personnel and Vendors/Independent Contractors**

*Instructional and non-instructional personnel who are hired or contracted to fill positions in any charter school and members of the governing board of any charter school, in compliance with s. 1002.33(12)(g), must, upon employment, engagement of services, or appointment, undergo background screening as required under s. 1012.465 or s. 1012.56, whichever is applicable, by filing with the district school board for the school district in which the charter school is located a complete set of fingerprints taken by an authorized law enforcement agency or an employee of the school or school district who is trained to take fingerprints.*

- **ESP**
  - If members of the ESP are going to be on campus, be in direct contact with students, and/or have control of school funds then they will have to be fingerprinted as a "Vendor".
- **Contracted employees/Independent Contractors**
  - Staff who provide services for charter schools for a fee
  - The level of screening will be determined by the level of contact the contractor will have at the school.
  - Contracted personnel will be required to hold the Jessica Lunsford Act Uniform Badge (the blue JLA Badge) in addition to having been vetted through the Fingerprinting Division.
  - A one-time waiver can be requested for this requirement through the fingerprint division. It will be accepted if deemed appropriate.
- Only individuals that will be "tagged" to students for FTE or need to access student systems (myStudent) will need to be entered in MUNIS.
- All approved vendors will be in the fingerprint log (FileMaker Pro based)

- If the Vendor already holds an active JLA Badge from another school district: fill out the Florida Shared School Results (FSSR) request form at the following link:
  - <https://ryu.pasco.k12.fl.us/hreq-mform/view.php?id=12296>
  - The JLA badge lasts for 5 years
- If the Vendor holds a JLA Badge but has lost it: fill out the Florida Shared School Results (FSSR) request form at the following link:
  - <https://ryu.pasco.k12.fl.us/hreq-mform/view.php?id=12296>
  - The JLA badge lasts for 5 years
- The FSSR forms will be reviewed, and an email will be sent to the individual who completed the form with approval or non-approval.
  - The new badge (if requesting due to a previous lost badge) will have a \$10.00 fee.
- If the Vendor does not hold a badge, they will need a new set of fingerprints
- Vendor (Fingerprints with Badge) FieldPrint code: FPPascoVendor
  - Fee: \$89.59
- Vendor (Badge only) FieldPrint code: FPPascoVBadge
  - Fee: \$10.00
- Once the results are received at the District, they will be vetted.
  - If approved, a letter will be sent to the Vendor indicating that the badge is ready to be picked up.

#### **FieldPrint Appointment Instructions**

1. Visit the FieldPrint website and click on the purple “Schedule Appointment” button.
  - a. FIELDPRINT (<http://www.pasco.k12.fl.us/hreq/background/>)
2. If you are a previous user, you will now login.
  - a. New users will create an account
3. After you login, you will enter your unique code.
  - a. Select “I know my FieldPrint Code”
  - b. Do not use the dropdown options
4. Pay for the fingerprints
  - a. Fees will be determinate on the type of employee, contractor, or governing board member.
5. Go to your designated location at your scheduled appointment time.

#### **District Contacts**

##### **Fingerprinting**

Kristen Goodman  
 Office for Human Resources & Educator Quality  
 Background Screening, Badges, & Fingerprinting  
 20430 Gator Lane  
 Land O’ Lakes, FL 34638  
 PH: (813) 794-2521  
[kcgoodma@pasco.k12.fl.us](mailto:kcgoodma@pasco.k12.fl.us)

##### **Munis**

Cathie Petrashek  
 Business Analyst  
 Business Services Team  
 Office For Technology and Information Services  
 Pasco County Schools  
 813-794-2591  
[munishelp@pasco.k12.fl.us](mailto:munishelp@pasco.k12.fl.us)

**Certification:**

HREQ monitors Instructional personnel at the charter schools to ensure that they are teaching in field and/or are working on certifications to be in field.

**Before Hiring:**

- Before hiring an individual, the Charter School has the option to submit the Certification Review Request form to HREQ to request certification look-up.
- HREQ will then look up the status of the potential hires' certification as well as the subject area.

**During Employment:**

- HREQ sends the charter school notifications of all employees with out-of-field certifications and provides the timeline and steps these employees will need to take in order to obtain infield certification.
- The charter schools review and provide their employees the process to take and the timeline in which these requirements should be completed.
- Pursuant to F.S. 1012.42(2), the charter school will provide notification to the parents of students whose teacher is currently teaching out-of-field 30 days prior to each semester.

## Attachment 2- Finance Process

[\(Back to Chart of Attachments\)](#)

**The charter school is required by law to submit to the District:**

**\*\*\* Some items are also reviewed during the Annual Reviews (May/June):**

- 1, 5, and 10 day counts- Reviewed by Planning Services
  - Due by the 1<sup>st</sup>, 5<sup>th</sup>, and 10<sup>th</sup> day of school
- Projected Student Enrollment-Provided to Senior Administration and Finance
  - Due by the last Friday in February (March 1<sup>st</sup> for High Performing Charter Schools)
- Monthly/Quarterly (High Performing schools) Financial Reports-Reviewed by the Finance Department
  - Due by the 15<sup>th</sup> of each month (or the 15<sup>th</sup> quarterly)
- Independent Financial Audit-Reviewed by the Director of Internal Audits
  - The Engagement letter should be board approved and found in the meeting minutes-Documentation reviewed during Annual Reviews
  - Due by August 30<sup>th</sup>
- Annual School Budget-Reviewed by the Charter Office and Finance during the annual reviews
  - The budget and any budget amendments should be approved by the board and in the meeting minutes.
  - Due by August 30<sup>th</sup>
- Program Cost Reports-Reviewed by Finance
  - Due by August 15<sup>th</sup>
- Annual Property Inventory-Reviewed by Finance
  - Due by March 31<sup>st</sup>
- Financial Procedures Manual-Reviewed during the Annual Reviews
  - Should be board approved



## Attachment 3- Itemized Expenditure Report

[\(Back to Chart of Attachments\)](#)

### \*\*Admin Access

- [https://livepascok12fl.sharepoint.com/:x:/r/sites/SSPS\\_Resources/\\_layouts/15/Doc.aspx?source=doc=%7B85677E32-B36A-4AE1-B413-88CA75D8227D%7D&file=Itemized%20Expenditure%20Report%20Template%20\(2\).xlsx&action=default&mobileredirect=true&cid=c78f547f-4e02-45fd-b055-b1eeac03e691](https://livepascok12fl.sharepoint.com/:x:/r/sites/SSPS_Resources/_layouts/15/Doc.aspx?source=doc=%7B85677E32-B36A-4AE1-B413-88CA75D8227D%7D&file=Itemized%20Expenditure%20Report%20Template%20(2).xlsx&action=default&mobileredirect=true&cid=c78f547f-4e02-45fd-b055-b1eeac03e691)

## Attachment 4- Guide to Services and Fees

[\(Back to Chart of Attachments\)](#)

Pasco County Charter School Website-Forms Section

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

## Attachment 5- Charter Services Tracker Process

[\(Back to Chart of Attachments\)](#)

**Charter Services Tracker** is a **myStudent** form generator to process billable and non-billable services provided by District itinerants and supervisors to charter schools. The Sponsor (i.e. District) provides certain services to charter schools under an “administrative fee” withheld and is defined further under statutory or contractual obligations.

All other services/fees are billable as provided under a mutual agreement/understanding. These services and fees are included in the **Guide to Services and Fees for Pasco County Charter Schools** found under the following link:

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

1. The Charter Office will provide trainings for supervisors and itinerants to discuss completing a Charter Services Tracker form (one-on-one trainings as requested)
2. The school itinerant will submit a Charter Services Tracker form in myStudent
  - Billable and Nonbillable services are entered
3. Once submitted, the supervisor will receive a notification of the form
  - Supervisor will approve or send back to itinerant for corrections
  - The Assistant Director of SSPS, Senior Supervisor for the Compliance Team, and the Program Coordinator for Charter Schools are super approvers
    - i. These individuals can approve any form however, the itinerant area supervisor should be the **primary** approver
    - ii. The Program Coordinator for Charter Schools, however, is assigned as the approver for the “Other” provider type
4. Once a form is approved, the form will go through the pathways for Finance to approve for billing
  - There are reports in myStudent for all forms submitted and for each school to see any form assigned to their school

## Attachment 6- New Charter Orientation PowerPoint

[\(Back to Chart of Attachments\)](#)

Annually, the Charter Office invites potential operators to an orientation meeting. Information is presented with respect to the application process (Application Review, Capacity Interview, Recommendation) and statutory timeline (F.S.1002.33). Additional information is presented with respect to key elements of the **Model Florida Charter School Application** and the evaluation criteria that is included in the **Standard Charter School Application Evaluation Instrument**.

### Pasco County Charter School Website Link:

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

Please scroll until you see the title “NEW CHARTER SCHOOL APPLICANT ORIENTATION POWERPOINT PRESENTATION”.

### New Charter Application Process

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

## Attachment 7- New Charter School Application Review Process

[\(Back to Chart of Attachments\)](#)

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

**\*\*Prior to submitting an application, prospective applicants should (but are not required to) attend the Charter School Applicant Orientation meeting in October.**

### **Step 1: Application Submission:**

1. Applicant should submit a letter of intent to the District School Board of Pasco County.
  - Submitted no later than 4 weeks prior to application delivery date.
  - Letter of intent is submitted by mail to the Program Coordinator for Charter Schools.
2. Applicant will submit an application to the Charter Office (during office hours).
  - Applications must be on the FLDOE's Model Florida Charter School Application template (incomplete applications will not be approved for final consideration).
  - Applicants must provide the Charter Office with 3 hard copies and one electronic copy.
  - Applicants must also use the Charter School Application Cover Sheet.
  - The Sponsor has 90 calendar days after receiving an application to accept or deny (unless mutually agreed upon).

### **Step 2: Application Review Committee (ARC):**

1. The ARC should include District Supervisors, Program Coordinators, Managers, External Reviewer, or aspiring administrators with expertise in a standard area of review.
  - The ARC will be formed prior to August 1<sup>st</sup> and February 1<sup>st</sup>.
  - The names of the ARC will need to be shared with the Chief Academic Officer, Director of SSPS, Assistant Director of SSPS, and Directors or Principals of respective areas.
2. The ARC will review applications for the Fall and then again in the Spring of the calendar year.
3. The Program Coordinator for Charter Schools will notify the ARC once an application is received to set up ARC dates and provide the above-mentioned supervisors/administrators with a timeline.
4. Approved External Reviewers will be notified by the Program Coordinator for Charter Schools to provide contracted services.
  - The External Reviewer will receive a stipend (at District's current rate) for a max of 40 hours per application and should not exceed \$1,000 per application.
5. ARC will meet in person or virtually for meetings as scheduled.

### **Step 3: Capacity Interview:**

1. The Application Review Committee (ARC) can conduct a Capacity Interview to clarify any areas of question in the written application.
  - The applicant may not provide any additional substantive documentation.

- Any documentation requested by the ARC will be formally requested from the Sponsor.
- 2. The applicants and members of the governing board will be invited to the Capacity interview with the ARC.
- 3. The ARC will meet in person or virtually for meetings as scheduled.

**Step 4: District Review of the Charter Application:**

1. The Application Review Committee (ARC) will review the application using the Model Florida Charter Application Evaluation Instrument.
  - ARC members will review the sections applicable to their expertise.
2. Should there be any deficiencies, the District shall notify the applicant of these deficiencies prior to denying the final application,
3. The applicant will have 7 calendar days from the date of notification of deficiencies to request a meeting with the District to discuss.
  - The applicant can provide written technical or non-substantive corrections or clarifications (grammatical, typographical, missing signatures).
  - These corrections or clarifications must be provided to the District in writing within 7 calendar days of the meeting date.
4. Incomplete applications cannot be accepted.
5. The ARC will meet in person or virtually for meetings as scheduled.

**Step 5: Recommendation for Approval or Denial:**

1. After completing the application review, the Application Review Committee (ARC) will submit to the Superintendent the findings.
2. The Superintendent will review and make a recommendation of approval or denial to the School Board of Pasco County.
  - This recommendation will be based on if the applicant meets the standards in Florida Statute, Florida Model Charter School Application, the Florida Model Charter Application Evaluation Instrument, and any other standards defined by FLDOE.
3. The School Board will act on such recommendation at a regularly scheduled public meeting.
  - Applicants should be notified on the Superintendent's recommendation at least 6 days prior to the Board meeting.
4. Any applicant that is denied will have the right to appeal according to F.S. 1002.33(6)(c)/
5. An approved applicant must participate the FLDOE training at least 30 calendar days prior to the first day of classes pursuant to F.S. 1002.22(6)(f).
  - Details can be received by contacting the FLDOE Charter Office.

## Attachment 8-Standard Model Charter School Application Evaluation Instrument (IEPC-M2)

[\(Back to Chart of Attachments\)](#)

### **FLDOE Website Link- Statutes, Rules & Model Forms**

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

## Attachment 9-Contract Amendment Request Process

[\(Back to Chart of Attachments\)](#)

- ❖ *The internal deadline to request a contract amendment is designated on the **Charter School Master Calendar** and due sometime in December.*
- ❖ **Please note:** *Any contract amendment may result in a review of the current charter, after which the Pasco County School Board may determine that other amendments are necessary and appropriate.*

1. The charter school governing board will need to approve an amendment request
  - This must be at a public meeting and in the meeting minutes
2. The charter schools governing board and authorized designee should submit a letter of request to the Program Coordinator for Charter Schools
  - The letter should include the following:
    - i. Request Rationale
    - ii. Written documentation outlining the amendment in detail. If the charter school is requesting an increase in student enrollment or expansion of grade levels served under the provisions of F.S.1002.331(2)(a-b) or high-performing status, then the amendment must be submitted by March 1st . The charter school must show how it will adequately meet the facilities needs of the additional students requested for the upcoming school year. Timelines should be included.
    - iii. Copy of meeting minutes reflecting the amendment approval
3. The request will be submitted to the Superintendent (or designee) by the Program Coordinator for Charter Schools
  - The Assistant Director of SSPS will also be involved in this process
4. The superintendent's formal recommendation to the board and the date of the board meeting will be provided, in writing, to the charter school administrator and governing board president
5. A formal contract amendment will be prepared and submitted to the charter school administrator for board signature
  - This will be provided to the school before School Board approval of the amendment
  - The charter school will provide the District with the signed formal contract amendment prior to the School Board meeting
6. The charter school will be notified in writing following School Board action
7. The signed amendment should be returned to the Program Coordinator for Charter Schools
8. The charter school administrator will receive a copy of the fully executed contract amendment
  - To be "Executed", the contract is signed by both parties



## Attachment 10- Charter Contract Forms (IEPC-SC) and (IEPC-SCR)

[\(Back to Chart of Attachments\)](#)

FLDOE Website Link- Statutes, Rules & Model Forms

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

## Attachment 11- Onboarding Checklist

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### Charter Schools Opening of Schools Timeline (Onboarding Process)

Charter School Name: \_\_\_\_\_

Anticipated Opening: \_\_\_\_\_

Chapter	Item	Completed	Comments
<b>1: Pre-Opening Checklist</b>	The Sponsor has submitted a Master School ID (MSID) application for the new charter school.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	The Sponsor has provided a Pre-Opening checklist for operation of a charter school within the District.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	The Sponsor has provided <b>Addendum 1 (Facility checklist)</b> , which include the facility requirements as identified in F.S. 1002.33 (18).	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	The Sponsor has provided <b>Addendum 2 (Statutory requirements)</b> , which include all of the current statutory requirements for the start of charter school operation.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	The charter school has a School Board approved contract, which includes the approved application.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	The charter school has a website which is in compliance with F.S. 1002.33(9)(p)1-2. This includes the posting of the charter school's governing board approved Controlled Open Enrollment Process. [F.S.1002.31(2)(b&d]	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	The charter school has posted the preliminary out of field teachers on the charter school's website. [F.S. 1012.42(2) and F.S. 1002.33(12)(f)]	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	The charter school has disclosed the qualifications of their teachers to parents. [F.S. 1002.33(12)(f)]	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	The charter school has reviewed Chapters 1000-1013 Florida Education Code to determine which legislation they would be adopting [otherwise exempt as described in F.S. 1002.33 (16)(a)-(b)].	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	The charter school has reviewed the requirements of maximum class size (except the calculations for compliance pursuant to s. 1003.03 shall be the average at the school level). [F.S. 1003.03]	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	The charter school has reviewed the requirements regarding instructional contracts for personnel hired on or after July 1, 2011. [ F.S. 1012.335]	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	The charter school has the required Labor Law posters. <ul style="list-style-type: none"> <li>Fair Labor Standards Act (FLSA) -Florida and Federal Minimum Wage</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No	

	<ul style="list-style-type: none"> <li>• Reemployment Assistance Laws of Florida (USERRA)</li> <li>• Nondiscrimination in Employment Law</li> <li>• Equal Employment Opportunity is the Law</li> <li>• Respect and Civility Statement</li> <li>• Family and Medical Leave Act (FMLA) of 1993</li> </ul> [F.S. Section 448.10, s.1000.05, s. 1001.41(2), Federal Law]		
	The charter school has a detailed Curriculum Plan in place. [F.S. 1002.33(6)(a)2, s. 1002.33(6)(a)4, s. 1002.33(7)(a)2, s. 1002.33(7)(a)4]	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	The charter school has a clear understanding of providing equitable services to students with disabilities and students in English for Speakers of Other Languages programs. [F.S. 1002.33(16)(a)3, s. 1002.33(10)(f)].	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Has the charter school adopted positive behavior interventions and supports and identified all school personnel authorized to use the interventions and supports. [ F.S. 1003.573 (4)(a)]	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	The charter school has a policy for monitoring student performance assessment and an evaluation has been created/adopted. [F.S.1002.33(6)(a)2; s.1002.33(7)(a)3; s.1002.33(7)(a)4; s.1002.33(7)(a)5]	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>2: Organizational Requirements</b>	The governing board has developed their Articles of Incorporation.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	The governing board has received their 501(c)3 status. [F.S. 1002.33 (12)(i.)]	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	The governing board names, contact information, and parent representative are listed on the charter school's website.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	The governing board has completed their background check requirements. [F.S. 1002.33(12)(g)1. ]	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	The governing board members have received governance training. [F.S. 1002.33(9)(j)5; F.A.C. 6A-6.0784].	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	The charter school has purchased insurance coverages that include the minimum limits of liabilities. For owned facilities, this includes property insurance. [F.S. 1002.33(7)(a.)11.]	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>3: Financial Oversight</b>	The Sponsor has provided a schedule of Florida Education Finance Program (FEFP) payments.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	The charter school's Chief Financial Officer/Finance manager has provided the Sponsor with ACH deposit information (ex: Bank account, etc.) for Accounts Payable.	<input type="checkbox"/> Yes <input type="checkbox"/> No	

	The Sponsor has provided the stipend reimbursement process for federally funded grants where the charter school has elected to participate.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	The Sponsor has provided the charter school with the process for setting up vendor accounts.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	The charter school has submitted requests for personnel access to vendor supplies/warehouse supplies.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	For charter schools that are a sub-grantee under the Public Charter School Program (CSP) grant, the Sponsor has provided information on the reimbursement and amendment (Program or Budget) process. The Sponsor has also provided the District's Finance/Grant contacts.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	The Sponsor has provided the charter school with the monthly financial submission process.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	The charter school has received a letter of engagement from their independent financial auditor for the annual financial audit report and provided this information to the Sponsor.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	The charter school has established a Food and Nutrition Services contract with the Sponsor/vendor under the National School Lunch Program and received reporting requirements from the Food Service Authority (FSA). [F.S. 1002.33 (20)(a.)1.]	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	The charter school has submitted a letter of credit to the Sponsor for supplemental sources of funding (as applicable).	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>4: School Operations</b>	The charter school has established Human Resources policies and procedures.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	The Sponsor has provided the charter school with the teacher certification review/reporting requirements which include reporting to the governing board, letters to parent/guardians, notifications to teachers, and state reporting procedures under survey periods.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	The charter school has a governing board approved Teacher and Administrator Evaluation Plan. [F.S. 1012.34]	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	The charter school has established a compensation and salary schedule for their employees. [F.S. 1012.22(1)(c)]	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	The charter school has reviewed the statutory Workforce reduction requirements. [F.S. 1012.33(5)]	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	The charter school has a governing board approved/adopted Student Code of Conduct [F.S. 1006.07(2)] and has clear policies on which incidents require consultation or referral to law enforcement [ F.A.C. 6A-10018, Subsections (11), (19), and (20)].	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	The charter school has governing board approved Equity policies and has a posted this information on their	<input type="checkbox"/> Yes <input type="checkbox"/> No	

	website for compliance with Federal requirements. [F.S. 1000.05 Discrimination]		
	The charter school has governing board approved complaint/grievance process and this information is posted on the charter school's website.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	The charter school has established standards and protocol for communication (ex: public records requests, school messaging, point of contact for press). [Chapter 119]	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	The charter school has employed administration and staffing for adequate school operation.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	The charter school personnel have received access to the Sponsor's Employee Management System or has a system in place.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	The charter school has established governing board non-discrimination policies and has posted a notice of non-discrimination in a clear location on the charter school's website. [F.S. 1000.05, Florida Educational Equity Act]	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	The charter school has established a governing board approved Employee Handbook to share with respective staff.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	The charter school's governing board has adopted policies establishing standards of ethical conduct for educational support employees, instructional personnel, and school administrators. [F.S. 1002.33(12)(g)(3.)]	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>5: Accountability during Year Zero</b>	The Sponsor has provided their Assessment schedule to the charter school for the upcoming school year.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	The charter school administration and staff have completed the required training for administering the required statewide assessments.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	The charter school's administration and assessment coordinator have received access to the statewide assessment portal and data for their respective students.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>6: District/Sponsor Procedures during Year Zero</b>	The charter school has attended a Principals/Directors meeting prior to the start of school year.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	The charter school's administration has reviewed their charter contract, statutory requirements, projected enrollments, and assessment schedule.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	The Sponsor has provided the District point of contact list for respective areas (Student Supportive Services, ESE/ESOL, etc.) and communication process to reach out to respective Departments.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	The charter school's administration staff/designees have completed training under the Compliance Database Management System (ex: Charter Tools, Charters.link, etc.)	<input type="checkbox"/> Yes <input type="checkbox"/> No	

	The charter school has provided the Sponsor with the administration's emergency contact information.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	The Sponsor has provided the charter school with the District's schedule/calendar for compliance items (ex: annual performance goals, Mental Health plans, student enrollment counts, elected services, important deadlines, etc.)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	The Sponsor has provided the charter school with their Guide to Services and Fees (or equivalent) which includes notification of those services received under the administrative fee withheld. [F.S. 1002.33(20)]	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	The Sponsor has provided the charter school with the Pre-Opening checklist.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	The Sponsor has provided the charter school with "check-in" dates and a site visit schedule.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	The charter school has received access and information related to Professional Development activities available to the charter school (i.e. generally or federally funded).	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	The Sponsor has provided information on how to set up e-mail addresses for charters school employees and any associated fees.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	The Sponsor has provided the charter school with Instructional Technology (IT) services and fees.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>7: Students</b>	The charter school has an established/adopted governing board approved Student Progression Plan.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	The charter school has and established/adopted governing board approved Student Code of Conduct.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	The Sponsor has provided the charter school with the <b>School Environmental Safety Incident Reporting (SESIR)</b> state reporting procedures and coding in the student data management system. [F.S. 1006.07(9), F.A.C. 6A-1.0017]	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	The Sponsor has provided the charter school with the process for Recommendation for Expulsion/Disciplinary Alternative Placement (DAP) Procedures Administrative Action Steps.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	The charter school has reviewed the Florida Standards and aligned course expectations/local assessments to these standards.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	The charter school has an established/adopted English Language Learners (ELL) Plan.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	The Sponsor has provided an itinerant area of assignments for those supportive services provided by the Sponsor (ex: Social Worker, School Psychologist,	<input type="checkbox"/> Yes <input type="checkbox"/> No	

	School Nurse, etc.) under the administrative fee withheld.		
	The charter school has identified and designated trained/qualified staff to provide Health Services to students.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	The charter school has purchased/acquired their Sharps container, locking medication cabinet, and other mandatory items required for medication storage and removal.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	The charter school has identified a process/plan for entering and monitoring student enrollment information throughout the school year.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	The charter school has developed an enrollment packet that includes a Home Language Survey.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>8: School Safety Requirements</b>	The charter school has established policies/procedures and resources that comply with Marjorie Stoneman Douglas and statutes related to school safety [F.S. 1006.12, F.S. 1002.33(7)(a)11; s. 1002.33(16)(b)8, 12, and 14; F.S. 1006.07(4)(c); and F.A.C. 6A-1.0018]	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	The charter school has an established check-in program to scan driver's licenses to screen as to whether visitors are on the sexual predator list and has an established/adopted procedure to determine if volunteers and employees meet the fingerprint background and screening requirements. [F.S. 1012.465; s. 1012.467; s. 1012.468; s. 1022.33(12)(g)(1); s. 1012.32(b)(1 and 2)]	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	The school has identified their Florida Schools Safety Portal (FSSP) contact(s) and submitted this to the Sponsor. Additionally, the charter school has been added in the system and the contacts have received access to the Florida Schools Safety Portal (FSSP). [F.S. 1001.212(6)]	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	The charter school has a plan to utilize a mobile panic alert system that connects to a real time crime center. [F.A.C. 1.0018, Section 8 (Alyssa's Alert)]	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	The school has identified their Florida Safe Schools Assessment Tool (FSSAT) contact(s) and submitted this to the Sponsor. Additionally, the charter school has been added in the system and the contacts have received access to the FSSAT. [F.S. 1006.07(6)(a)(4); F.A.C. 6A-1.0018(10) and (19); F.S. 1006.1493]	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	The charter school has a governing board approved Behavioral Threat Assessment Policy and Procedures. [F.S. 1006.08(7)] which include the Comprehensive	<input type="checkbox"/> Yes <input type="checkbox"/> No	

	School Threat Assessment Guidelines (CSTAG). [F.A.C. 6A-1.0018 subsections (10) and (19)].		
	The charter school has conducted the First Responder/Law Enforcement Agency tour of the charter school's site (every 3 years thereafter). [F.S. 1006.07(6)(b)]	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	The charter school has incorporated a mobile suspicious activity reporting tool (ex: FortifyFL). [F.S. 943.082(4)(b); F.A.C. 6A-1.0018, Subsections (9) and (19)].	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	The charter school has identified their FortifyFL contacts and submitted this information to the Sponsor.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	The charter school's staff and administrators have completed the following training: Active Assailant situation training including local Law Enforcement by July 30, 2022 [F.S. 1006.07 (4)(b)(1), F.A.C. 6A-1.0018, Subsections (15) and (19)]; Youth Mental Health Awareness and Assistance [F.S. 1012.584]; Annual Bullying and Harassment Prevention [F.S. 1006.147].	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	The charter school has a governing board approved/adopted Emergency Management Plan and Emergency Procedures. [F.S. 1006.07(4)(a)-(b)]	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>9: Facilities</b>	The charter school has purchased the required insurance coverages for operation. If the facility is owned, the charter school has purchased property insurance. [F.S. 1002.33(7)(a)(11)] <b>See Addendum 1 (Facility checklist).</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	The Sponsor has provided the charter school with a copy of the Interlocal Agreement (as applicable) as an election option to fast track the permitting, permissions, and approval process for vertical/horizontal construction projects.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	The charter school has provided the Sponsor with a copy of their Lease Agreement.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	The charter school has received the required facility inspections and passed all areas. [F.S. 1002.33(18)] <b>See Addendum 1 (Facility checklist).</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	The charter school has received their Certification of Occupancy as defined by F.S. 1002.33 (7)(a)13. <b>See Addendum 1 (Facility checklist).</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	The charter school has posted the state motto "In God We Trust", which is located in a conspicuous place in each building. [F.S. 15.0301]	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>10: Transportation</b>	For charter schools providing student bus transportation, the charter school has established a Transportation Plan to ensure transportation is not a barrier and identified the reasonable transportation distance (beyond a 2 mile radius from the school). [F.S.	<input type="checkbox"/> Yes <input type="checkbox"/> No	



	1002.33(20)(c); s.1012.45; s. 1006.10, Chapter 1006-subpart I.E.]		
	For charter schools providing student bus transportation and will be claiming FTE Transportation Ridership, the Sponsor has provided the charter school with FTE Transportation ridership reporting and claiming procedures under the Survey windows.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	For charter schools providing student bus transportation, the charter school bus drivers have received the required certification/training. <i>This includes a Valid Florida CDL license, DMV License check, Pre-employment and annual physical, Dexterity Test, Fingerprinting/Background checks, Pre-employment drug testing, School Bus Operator class, Annual In-service training.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	For charter schools providing student bus transportation, the charter school has purchased the proper insurance coverage and minimum limits of liability.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	For charter schools providing student bus transportation, the charter school bus(es) have received the required state quarterly and monthly inspections as identified by the Florida Department of Transportation (FDOT).	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	The charter school has identified the parent/guardian and bus transportation drop-off/pick-up traffic procedures and patterns to ensure safety and security for all students.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	For charter schools providing student bus transportation, School Bus Operators received notification of OTETA Random Drug Testing. [49 CFR Part 40]	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>11: State Resources</b>	Public Charter School Program (CSP) Grant <a href="https://www.fldoe.org/schools/school-choice/charter-schools/charter-school-program-grant/">https://www.fldoe.org/schools/school-choice/charter-schools/charter-school-program-grant/</a>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Florida Department of Education (FDOE) Charter School Resources <a href="https://www.fldoe.org/schools/school-choice/charter-schools/">https://www.fldoe.org/schools/school-choice/charter-schools/</a>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	FDOE State, Rules, Model Forms <a href="https://www.fldoe.org/schools/school-choice/charter-schools/charter-school-reference/">https://www.fldoe.org/schools/school-choice/charter-schools/charter-school-reference/</a>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	FDOE Frequently Asked Questions <a href="https://www.fldoe.org/schools/school-choice/charter-schools/charter-school-faqs.shtml">https://www.fldoe.org/schools/school-choice/charter-schools/charter-school-faqs.shtml</a>	<input type="checkbox"/> Yes <input type="checkbox"/> No	

	FDOE Charter School Capital Outlay Funding <a href="https://www.fldoe.org/finance/fco/charter-school-capital-outlay/">https://www.fldoe.org/finance/fco/charter-school-capital-outlay/</a>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	FDOE Funding and Financial Reporting <a href="https://www.fldoe.org/finance/fl-edu-finance-program-fefp/">https://www.fldoe.org/finance/fl-edu-finance-program-fefp/</a>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	FDOE Charter School Reports <a href="https://www.fldoe.org/schools/school-choice/charter-schools/charter-school-program-reports/">https://www.fldoe.org/schools/school-choice/charter-schools/charter-school-program-reports/</a>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	FDOE Interactive Reporting <a href="https://www.fldoe.org/accountability/accountability-reporting/interactive-reporting/">https://www.fldoe.org/accountability/accountability-reporting/interactive-reporting/</a>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	FDOE School Grades <a href="https://www.fldoe.org/accountability/accountability-reporting/school-grades/">https://www.fldoe.org/accountability/accountability-reporting/school-grades/</a>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>12. Interscholastic Extracurricular Activities</b>	The charter school has governing board approved/defined policies/procedures related to interscholastic extracurricular participation at the public school to which the student would be otherwise assigned to attend pursuant to s. <a href="#">1006.15(3)(d)</a> . [F.S. 1002.33(11) and F.S. 1006.15(3)(d)].	<input type="checkbox"/> Yes <input type="checkbox"/> No	

## STATUTORY REQUIREMENTS

<p>The charter school maintains a school website with the following provided to the public:</p> <ul style="list-style-type: none"> <li>• Information pertaining to the school</li> <li>• Academic Performance of the school</li> <li>• Governing Board Member names (including the parent representative and their contact information)</li> <li>• Programs offered</li> <li>• Management Company, service providers, or education management corporations (if applicable)</li> <li>• Annual Budget</li> <li>• Annual Independent Fiscal Audit (after year 1)</li> <li>• School grade</li> <li>• Board meeting minutes on a quarterly basis</li> <li>• School capacity and Controlled Open Enrollment Plan</li> </ul>	<ul style="list-style-type: none"> <li>• F.S. 1002.33 (9)(p)</li> <li>• F.S. 1002.33(9)(p)2</li> <li>• S. 1008.34</li> <li>• F.S. 1002.31(2)(b&amp;d)</li> </ul>
The charter school is organized or operated by a nonprofit organization and has obtained 501(c)3 status.	<ul style="list-style-type: none"> <li>• F.S. 1002.33(12)(i)</li> </ul>
A sponsor shall provide certain administrative and educational services to charter schools.	<ul style="list-style-type: none"> <li>• F.S. 1002.33(20)</li> </ul>

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 F.S. 1002.33(17)(b) calculated based on weighted full-time equivalent students.	<ul style="list-style-type: none"> <li>F.S. 1002.33(20)(a)2</li> </ul>
The charter school has posted the Notice of Nondiscrimination in a clear location on the website.	<ul style="list-style-type: none"> <li>Title IX</li> <li>F.S. 1000.05-The Florida Educational Equity Act</li> </ul>
Equity Policies have been established and are included on the charter school's website in a clear location. These policies should also include the name, title, and contact information for the Equity Coordinator/Manager.	<ul style="list-style-type: none"> <li>F.S. 1000.05-The Florida Educational Equity Act</li> </ul>
The charter school has posted the Preliminary "Out of Field" and letters sent to parents no later than 30 days prior to the start of <b>EACH</b> semester.	<ul style="list-style-type: none"> <li>F.S. 1012.42(2)</li> <li>F.S. 1002.33(12)(f)</li> </ul>
<p>The charter school shall be exempt from chapters 1000-1013 (Florida Educational Code), except as required by F.S. 1002.33 (16)(a)-(b). In general, these are aligned to the following:</p> <ul style="list-style-type: none"> <li>Pertaining specifically to Charter Schools</li> <li>Student Assessment Program and school grading system</li> <li>Provisions of services to students with disabilities</li> <li>Civil Rights related to discrimination</li> <li>Student health, safety, and welfare</li> </ul>	<ul style="list-style-type: none"> <li>Chapters 1000-1013 (exempt) except as required by F.S. 1002.33(16)(a)-(b)</li> <li>F.S. 1000.05</li> </ul>
A charter school should be in compliance related to public meetings and records, public inspection, and criminal and civil penalties.	<ul style="list-style-type: none"> <li>F.S. 286.011</li> </ul>
The charter school will comply relating to public records.	<ul style="list-style-type: none"> <li>Chapter 119</li> </ul>
The charter school will meet the requirements of maximum class size (except the calculations for compliance pursuant to s. 1003.03 shall be the average at the school level).	<ul style="list-style-type: none"> <li>F.S. 1003.03</li> </ul>
Requirements regarding compensation and salary schedules will be met by the charter school.	<ul style="list-style-type: none"> <li>F.S. 1012.22(1) (c)</li> </ul>
Workforce reduction requirements	<ul style="list-style-type: none"> <li>F.S. 1012.33(5)</li> </ul>
Requirements regarding instructional contracts for personnel hired on or after July 1, 2011.	<ul style="list-style-type: none"> <li>F.S. 1012.335</li> </ul>
<p>The charter school has the required Labor Law posters.</p> <ul style="list-style-type: none"> <li>Fair Labor Standards Act (FLSA) -Florida and Federal Minimum Wage</li> <li>Reemployment Assistance Laws of Florida (USERRA)</li> <li>Nondiscrimination in Employment Law</li> <li>Equal Employment Opportunity is the Law</li> <li>Respect and Civility Statement</li> </ul>	<ul style="list-style-type: none"> <li>F.S. Section 448.110</li> <li>Federal Law</li> <li>F.S. 1000.05</li> <li>Federal Law</li> <li>F.S. 1001.41(2)</li> <li>Federal Law</li> </ul>

<ul style="list-style-type: none"> <li>Family and Medical Leave Act (FMLA) of 1993</li> </ul>	
Substantive requirements for instructional personnel and school administrator performance evaluations.	<ul style="list-style-type: none"> <li>F.S. 1012.34</li> </ul>
The charter school will meet the Safe-School Officer Requirements.	<ul style="list-style-type: none"> <li>F.S. 1006.12</li> </ul>
The Governing Board has adopted a Behavioral Threat Assessment Policy and Procedures, which include the Comprehensive School Threat Assessment Guidelines (CSTAG).	<ul style="list-style-type: none"> <li>F.S. 1006.08(7)</li> <li>F.A.C 6A-1.0018, Subsections (10) and (19)</li> </ul>
The charter school has formed a Threat Assessment Team at the school and hold meetings monthly at a minimum.	<ul style="list-style-type: none"> <li>F.S. 1006.07(7)</li> <li>F.A.C. 6A-1.0018 Section 10 and 19</li> </ul>
The charter school has a governing board approved/adopted Emergency Management Plan and Emergency Procedures.	<ul style="list-style-type: none"> <li>F.S. 1006.07(4)(a)-(b)</li> </ul>
The charter school has established policies/procedures and resources that comply with Marjorie Stoneman Douglas and statues related to school safety.	<ul style="list-style-type: none"> <li>F.S.1006.12</li> <li>F.S. 1002.33(7)(a)(11)</li> <li>F.S. 1002.33(16)(b)(8), (12), and (14)</li> <li>F.S. 1006.07(4)(c)</li> <li>F.A.C. 6a-1.0018</li> </ul>
Reporting of School Environmental Safety Incident	<ul style="list-style-type: none"> <li>F.S. 1006.07(9)</li> <li>F.S. 1001.212(8)</li> </ul>
The charter school will receive access to the Florida Schools Safety Portal (FSSP).	<ul style="list-style-type: none"> <li>F.S. 1001.212(6)</li> </ul>
The school has adopted an Active Assailant Response Plan.	<ul style="list-style-type: none"> <li>F.S. 1006.07(6)(c)</li> </ul>
The charter school has conducted the First Responder/Law Enforcement Agency tour of school site (every 3 years thereafter). The initial tour was completed by July 30,2022.	<ul style="list-style-type: none"> <li>F.S. 1006.07(6)(b)</li> </ul>
The charter school will be using the Florida Safe School Assessment Tool, complete a School Security Risk Assessment by October 1 of each year.	<ul style="list-style-type: none"> <li>F.S. 1006.07(6)(a)(4)</li> <li>F.A.C. 6A-1.0018(10) and (19)</li> <li>F.S. 1006.1493</li> </ul>
The school has adopted a Student Code of Conduct.	<ul style="list-style-type: none"> <li>F.S. 1006.07(2)</li> <li>F.A.C. 6A-1.0018 Subsections (11), (19), and (20)</li> </ul>
The school has incorporated a mobile suspicious activity reporting tool (FortifyFL).	<ul style="list-style-type: none"> <li>F.S. 943.082(4)(b)</li> <li>F.A.C. 6A-1.0018, Subsections (9) and (19)</li> </ul>
The charter school has a plan to utilize a mobile panic alert system that connects to a real time crime center.	<ul style="list-style-type: none"> <li>F.A.C. 6A-1.0018, Section 8 (Alyssa's Alert)</li> </ul>
The school has a detailed Curriculum Plan in place.	<ul style="list-style-type: none"> <li>F.S. 1002.33(6)(a)2</li> <li>F.S. 1002.33(6)(a)4</li> <li>F.S. 1002.33(7)(a)2</li> <li>F.S. 1002.33(7)(a)4</li> </ul>
A policy for monitoring student performance, assessment, and evaluation has been created.	<ul style="list-style-type: none"> <li>F.S. 1002.33(6)(a)3</li> <li>F.S. 1002.33(7)(a)3</li> <li>F.S. 1002.33(7)(a)4</li> <li>F.S. 1002.33(7)(a)5</li> </ul>

The school has a clear understanding of providing equitable services to exceptional students and English Language Learners	<ul style="list-style-type: none"> <li>• F.S. 1002.33(16)(a)3</li> <li>• F.S. 1002.33(10)(f)</li> </ul>
The state motto “In God We Trust” is located in a conspicuous place in each building.	<ul style="list-style-type: none"> <li>• F.S.15.0301</li> </ul>
Districts and charter schools are required to establish/conduct School Environmental Safety Incident Reporting (SESIR) procedures and reporting to the state.	<ul style="list-style-type: none"> <li>• F.S. 1006.07(9)</li> <li>• F.A.C. 6A-10017</li> <li>• F.S. 1001.212(8)</li> </ul>
The Governing Board has established a policy or procedure for determining which incidents require consultation or referral to law enforcement (SESIR). The charter school may adopt the sponsor’s policy.	<ul style="list-style-type: none"> <li>• F.A.C. 6A-1.0018, Subsections (11) section (19) and (20)</li> </ul>
<p>Staff and administrators have completed the following trainings:</p> <ul style="list-style-type: none"> <li>• Active Assailant Situation training including local Law Enforcement by July 30, 2022.</li> <li>• Youth Mental Health Awareness and Assistance</li> <li>• Annual Bullying and Harassment Prevention</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• F.S. 1006.07(4)(b)(1)</li> <li>• F.A.C. 6A-1.0018, Subsections (15) and (19)</li> <li>• F.S. 1012.584</li> <li>• F.S. 1006.147</li> </ul>
The charter school has an established check-in program to scan driver’s licenses to screen as to whether visitors are on the sexual predator list and has an established/adopted procedure to determine if volunteers meet the fingerprint background and screening requirements. [ F.S. 1012.468, F.S. 1012.32(b)(1 and 2)]	<ul style="list-style-type: none"> <li>• F.S. 1012.465</li> <li>• F.S. 1012.467</li> <li>• F.S. 1012.468</li> <li>• F.S. 1022.33(12)(g)(1)</li> <li>• F.S. 1012.32(b)(1&amp;2)</li> </ul>
Each school district shall adopt positive behavior interventions and supports and identify all school personnel authorized to use the interventions and supports. Each school district shall develop policies and procedures consistent with this section.	<ul style="list-style-type: none"> <li>• F.S. 1003.573(4)(a)</li> </ul>
The Federal Omnibus Transportation Employee Testing Act (OTETA) mandates random testing for substance and/or alcohol abuse whenever a person is the holder of a Commercial Driver’s License (CDL) and uses it in the course of their employment.	<ul style="list-style-type: none"> <li>• 49 CFR Part 40</li> </ul>

## Federal Laws

Reemployment Assistance Laws of Florida (USERRA):

<https://osc.gov/Services/Pages/USERRA.aspx#:~:text=%E2%80%8BThe%20Uniformed%20Services%20Employment,a%20period%20of%20uniformed%20service.>

Equal Employment Opportunity is the Law:

[https://www.eeoc.gov/overview#:~:text=The%20U.S.%20Equal%20Employment%20Opportunity,national%20origin%2C%20age%20\(40%20or](https://www.eeoc.gov/overview#:~:text=The%20U.S.%20Equal%20Employment%20Opportunity,national%20origin%2C%20age%20(40%20or)

Family and Medical Leave Act (FMLA) of 1993:

<https://www.dol.gov/general/topic/workhours/fmla>

## Attachment 12- Charter School Renewal Process

[\(Back to Chart of Attachments\)](#)

*At least 90 days before renewing, nonrenewing, or terminating a charter, the sponsor shall notify the governing board of the school of the proposed action in writing. The notice shall state in reasonable detail the grounds for the proposed action and stipulate that the school's governing board may, within 14 calendar days after receiving the notice, request a hearing. The hearing shall be conducted by an administrative law judge assigned by the Division of Administrative Hearings. The hearing shall be conducted within 90 days after receipt of the request for a hearing and in accordance with chapter 120. The administrative law judge's final order shall be submitted to the sponsor. The administrative law judge shall award the prevailing party reasonable attorney fees and costs incurred during the administrative proceeding and any appeals. The charter school's governing board may, within 30 calendar days after receiving the final order, appeal the decision pursuant to s. [120.68](#). [F.S. 1002.33(8)(b)]*

### **Sponsor's responsibility:**

1. Provide Charter Renewal Packet to charter school
  - School responses should be narrative and include supportive data
2. Hold Charter renewal meeting with charter school staff and governing board representatives
  - Held by the Program Coordinator for Charter Schools
3. District school site visit
  - Classroom walkthroughs
4. Charter Schools renewal packet is due to the District's Program Coordinator for Charter Schools
  - 2 bound copies and 1 electronic copy
  - The Transmittal Cover Sheet should be included in the front of the renewal binder
5. District staff reviews renewal documents
  - Using the Evaluation of Indicators document
  - Reviewed by the Charter Office and Finance (Sections as applicable)
  - Draft Evaluation of Indicators provided to the Assistant Director of SSPS
6. Staff recommendation submitted to the Superintendent
  - Program Coordinator for Charter Schools accompanied by the Assistant Director of SSPS
7. School Board meeting to approve Superintendent's recommendation to renew or not approve charter renewal by Board action
  - Meeting attended by Program Coordinator for Charter Schools.
8. Contract development (Initial proposed, Revised, Final)
  - Reviewed by Program Coordinator for Charter Schools, Assistant Director of SSPS, School Board Members, and Legal Counsel.
9. Statutory deadline for 90-day notification prior to the end of school to charter school's governing board chair based on School Board decision to nonrenewal based on a contract end-date of contact.
10. New charter contract submitted for School Board approval (if renewal is approved) . If the decision is not to renew, please refer to **Attachment 13- Voluntary Closure/Non-Renewal Process**.

## Attachment 13- Voluntary Closure/Self-Termination Process

[\(Back to Chart of Attachments\)](#)

*A charter may be terminated by a charter school's governing board through voluntary closure. The decision to cease operations must be determined at a public meeting. The governing board shall notify the parents and sponsor of the public meeting in writing before the public meeting. The governing board must notify the sponsor, parents of enrolled students, and the department in writing within 24 hours after the public meeting of its determination. The notice shall state the charter school's intent to continue operations or the reason for the closure and acknowledge that the governing board agrees to follow the procedures for dissolution and reversion of public funds pursuant to paragraphs (8)(e)-(g) and (9)(o). [F.S. 1002.33(7)(e)]*

Should a charter school opt for voluntary closure/non-renewal, the Sponsor will fulfill any statutory requirements pursuant to **F.S. 1002.33(7)(e), paragraphs (8) (e)-(g), and (9)(o)**, as well as any District procedures.

### **Sponsor's Responsibility:**

1. Receive the charter schools' voluntary closure notification from the governing board chair or board director.
2. Attend public meeting held by the charter school's governing board where the voted to cease operations is presented.
3. Receive letter or surrender/voluntary closure signed by the governing board chair
4. Provide a letter of response/acknowledgement signed by the Superintendent to the charter school's governing board
5. Program Coordinator for Charter School submits an agenda item to be placed on the next School Board agenda for a vote to terminate the Charter.
6. Program Coordinator for Charter Schools provides steps and timeline for the school closure under a document entitled **Pasco County Charter School Voluntary Closure/Non-Renewal Checklist**.
7. Program Coordinator for Charter School holds a meeting with the charter board chair and representatives in order to get needed signatures and review checklist
  - The Superintendent/designee, Assistant Director of SSPS, and Program Coordinator for Charter Schools shall be in attendance
8. The Sponsor shall provide assistance for student placement
  - ESE, home school information, out-of-area information, choice options, etc. assistance
9. Provide parents in writing the date in which the school will close and a timeline
  - This should include options available to students
  - Superintendent, Assistant Director for SSPS, and Program Coordinator for Charter Schools will be involved in this
10. Compare course completion percentages with the actual FTE reporting data
11. The Sponsor shall follow all state statutes with receipt and disbursement of unencumbered funds.
  - Finance and Internal Audits shall be involved in this process.
12. Schedule a special pick up for inventory identified as being purchased with public funds
  - Date and time shall be mutually agreed upon
13. Provide school with information for items purchased with Title I funds and the Charter Start-Up Grant



- Finance, Internal Audits, and Program Coordinator for Charter Schools will be involved in this process
- 14. Keep documentation of final tax payments for reference and auditing purposes
  - Finance and Internal Audits will be involved
- 15. Keep documentation of financial records for reference and auditing purposes
  - Finance and Internal Audits will be involved
- 16. Work with the school to complete the ESE paperwork and staffings prior to school closure
- 17. House cumulative folders until students' new school is identified
  - Forward to new schools and maintain a list of disposition of student records
- 18. Store plan books, grade books, and administrative records are required by law and future audits
- 19. Keep board members and school contacts informed of closure process
- 20. HR keeps documentation for audit purposes and future references of staff member documentation
  - Teacher certification documents
  - Out-of-Field paperwork
  - Highly qualified teacher/paraprofessional documents
  - Supporting documents for proper parent notification to parents for Out-of-Field teachers
- 21. Complete on-site inventory once closure is decided.
  - Arrange for pickup and redistribution
  - Cross reference with financial statements and reconcile major expenditures
  - Finance and Internal Audits are involved in this
- 22. Store information from administrators' computers and assure all computers are turned over to Pasco and redistributed
  - OTIS, Finance, and Internal Audits are involved in this
- 23. Review all monthly financials with school contacts and governing board chair to reconcile statements
  - Finance is involved in this
- 24. Once the final audit is completed, reconcile school property records and related costs in audit
  - Unencumbered costs as well
  - Work with the governing board to return any property and/or unencumbered funds to the District
  - Finance and Internal Audits are involved in this
- 25. Refer inquiries to the school board form charter employees, parents, debt collectors, etc. to identified contact
  - Charter Office, Finance, Internal Audits, and Planning Services are involved In this
- 26. Refer insurance and/or risk management inquiries to identified contact
  - Finance and Employee Benefits and Risk Management are involved in this
- 27. Provide teachers who have payment and/or process inquiries the school contact information
  - HR, Finance, and Internal Audits are involved in this
- 28. Provide FDOE with cost report
  - Finance and Internal Audits are involved in this

## Attachment 14- Annual Review Process

[\(Back to Chart of Attachments\)](#)

- Annually the District will review each charter school
  - Determine the school's adherence to:
    - Charter terms
    - Compliance with federal, state, and local requirements
- Annual review areas are mentioned and recorded on the "Charter School Annual Review Composite" summary form
  - This form is separated by the monitoring areas below and include key points to review for each
- On-site (virtual as needed) monitoring reviews are conducted
  - Governance
  - Finance and Operations
  - Insurance
  - Human Resources and Teacher Certifications
  - Facilities
  - Exceptional Student Education (FTE Survey 2 and 3 audits)
  - Food and Nutrition Services
- Charter Schools should provide all evaluation tools prior to visit
- Members of the above-mentioned departments will review their corresponding areas (as applicable)
- Each charter school will be sent a copy of their reviews upon completion
  - The schools will be given time to provide school comments to the Program Coordinator for Charter Schools.
- The Program Coordinator will share the completed Annual Review with School Comments to the Superintendent for their review
- The Program Coordinator will submit the composite Annual Reviews to the School Board as an informational item in September or October once School Accountability Grades have been released by FDOE.

## Attachment 15- Sample Annual Review Template

[\(Back to Chart of Attachments\)](#)



### 2021-22 Charter School Annual Review

**Charter School:** \_\_\_\_\_

**Summary:** In its role as the Sponsor, the district annually reviews each charter school to determine the school's adherence to the terms of its charter and compliance with federal, state, and local requirements. On-site monitoring reviews were conducted for the following areas: Governance, Finance and Operations, Insurance, Human Resources and Teacher Certification, Facilities, Exceptional Student Education (FTE Survey 2 and 3 audits), Food and Nutrition Services. Charter schools were provided all monitoring evaluation tools prior to the visit. Upon completion of the reviews, each charter school was sent a copy of their reviews and were provided the opportunity to provide a written response in the form of School comments. Below is a composition of the final report.

#### Pasco County Schools

#### 2021 – 2022 SY Annual Charter School Review

#### GOVERNANCE

**Charter School:**

**Reviewer:**

**Review Date:**

		YES	NO	INC	N/A	DISTRICT COMMENTS	SCHOOL COMMENTS
1.	With respect to governance, the school is in compliance with its charter contract.						
2.	The makeup of the governing board reflects expertise that serves the school well, including members with financial, legal, & business backgrounds. (Include the make-up of board in the Comments section, if appropriate.)						
3.	There is a seat or seats for parents to serve on the board.						

4.	Incorporation papers with bylaws are on file at the school.						
5.	The charter school contract and application, with amendments, are on file at the school.						
6.	All board members have received a copy of the current corporate by-laws and charter contract.  <i>(Charter school will be asked to provide verification.)</i>						
7.	All governing board members have been fingerprinted and documentation is on file.						
8.	New board members are promptly fingerprinted and reported to the district's Charter Schools Department.  <i>(Charter school: Please have evidence available for the reviewer.)</i>						

		YES	NO	INC	N/A	DISTRICT COMMENTS	SCHOOL COMMENTS
9.	All governing board members have participated fully in the FDOE requirement board training. (SBE Rule 6A-6.0784)						
10.	If a board member did not fully participate in the required board training and receive a certificate from the trainer within the timeline established by FDOE, identify how the governing board addressed this situation.						

11.	The school provides the district with a list of governing board members prior to the start of the school year and provides updates throughout the year, as necessary.						
12.	The school promptly notifies the district when there is a change in board membership.						
13.	Board meeting minutes are submitted to the district in a timely manner.						
14.	Announcements for upcoming board meetings are publicly noticed and are posted in a public location at the school.						
15.	Board meetings are held at a time and location so parents and community members can attend.						
16.	The governing board meeting schedule for the current year has been provided to the district.						
17.	A set of documents, organized chronologically, include governing board announcements, meeting agendas and minutes signed and dated by the chairperson or board secretary, and are readily accessible.						
18.	<p>The governing board has an adopted Governance Policies and Procedures manual that addresses all issues necessary to ensure quality governance and oversight.</p> <p><i>(Charter School: Please have an extra copy of the policies and procedures manual available for the reviewer, along with meeting</i></p>						

	<i>minutes demonstrating board approved.)</i>						
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		YES	NO	INC	N/A	DISTRICT COMMENTS	SCHOOL COMMENTS
19.	The governing board has an <b>adopted</b> policy or guidelines that informs parents on how to register a comment or complaint and how to contact members of the board. These policies or guidelines are noted in the school's Governance Policies and Procedures Manual and have been made available to parents.						
20.	The governing board has adopted the necessary policies and procedures specifically related to employees under Section 1002.33, Florida Statutes. Any charter school policies and procedures on ethical standards for educators should be consistent with State Board Rules 6A-10.0181 FAC., the Code of Ethics and Principles of Professional Conduct. The following are consistent with Florida Statutes and State Board Rule.						
a.	The board has adopted standards of ethical conduct for instructional personnel and school administrators and these are in writing.						
b.	The governing board's approved Ethical Standards for Educators includes the responsibility and duty of any instructional personnel or school administrator to report alleged misconduct by instructional or administrative personnel which affects the health, safety or welfare of a student and written procedures for the reporting of such misconduct have been developed.						
c.	The governing board's approved Ethical Standards for Educators						

	includes a written policy that expressly prohibits a charter school or any of its employees from entering into a confidentiality agreement regarding terminated or dismissed instructional personnel or school administrators (including those who resign in lieu of termination), based in whole or in part on misconduct that affects the health, safety, or welfare of a student. The policy further prohibits the recommendation of the terminated individual to another educational setting without disclosing the misconduct.						
d.	Instructional personnel and administrative staff have been provided information on liability protections pursuant to § 39.202, F.S., or § 768.095, F.S.						

		YES	NO	INC	N/A	DISTRICT COMMENTS	SCHOOL COMMENTS
e.	All administrative and instructional staff has been provided with a copy of the board approved ethical standards for educators. <i>Charter school: Please provide evidence to the reviewer.</i>						
f.	All administrative and instructional staff completed training on the standards of ethical conduct. <i>Charter school: Please provide evidence to the reviewer.</i>						

		YES	NO	INC	N/A	DISTRICT COMMENTS	SCHOOL COMMENTS
21.	The governing board has an adopted policy to ensure that no board member, or any member of his/her family, can directly or indirectly profit from his/her position with the charter school governing board.  <i>S. 1002.33(25)(a), F.S.- A member of a governing board of a charter</i>						

	<i>school, including a charter school operated by a private entity, is subject to ss. 112.313(2), (3), (7), and (12) and FL Statute 112.3143(3).</i>						
22.	The governing board has an adopted policy stating that the charter school cannot employ or promote a relative if he or she exercises jurisdiction or control over the individual.  F.S. 1002.33(24)						
23.	The governing board has an adopted nepotism policy.						
24.	The governing board has an adopted policy that prohibits the solicitation and acceptance of gifts, business transactions, and conflicting employment or contractual relationships.  F.S. 112.313(2), (3), (7)						

		YES	NO	INC	N/A	DISTRICT COMMENTS	SCHOOL COMMENTS
25.	The governing board has an adopted policy that addresses a member who is related to a school employee will abstain from commenting or voting on any issue that may be considered a conflict of interest.						
26.	The governing board receives monthly financial reports, as evidenced in the board minutes.						
27.	The governing board approves the annual budget, all budget amendments, and all purchases over an agreed-upon dollar amount, as evidenced in board policy and demonstrated in the board minutes.						



28.	The governing board has established an audit committee for the primary purpose of selecting an auditor to conduct the annual financial audit, as required in s. 218.93, F.S., and as evidenced in the board minutes.						
29.	The governing board annually enters into a contract with an auditor to conduct the annual financial audit, as evidenced in the board minutes.						
30.	The independent financial auditor attended a board meeting to present a final report to the governing board and this is reflected in the board minutes.						
31.	The board has a written process in place to annually evaluate the performance of the school administrator.						
32.	The school administrator is evaluated annually by the governing board and evidence is provided.  <i>(Charter school: Please have the most recent performance evaluation available for the reviewer.)</i>						

		YES	NO	INC	N/A	DISTRICT COMMENTS	SCHOOL COMMENTS
33.	The school conducts an annual parent survey at the end of the school year and submits the results to the DSBPC.  <i>(Charter school: Please have a copy of the most recent parent survey available for the reviewer.)</i>						
34.	The state-required Charter School Annual Accountability Report was submitted on time, and was accurate and complete.						
35.	Signed FTE documentation is on file at the charter school.						

**District School Board of Pasco County**  
**2021-22 SY Annual Charter School Review**

**FINANCE AND OPERATIONS**

**Charter School:**

**Reviewers:**

**Review Date:**

		YES	NO	INC	N/A	DISTRICT COMMENTS	SCHOOL COMMENTS
<b>1.</b>	<b>Financial and Operations Overview</b>						
a.	The charter school has an up-to-date finance and operations policies and procedures manual that has been approved by the governing board.						
b.	The finance and operations manual is sufficient to guide the operations of the school and to document actual procedures, including bids, contracts, NSF checks, support organizations, collections and expenditures.						
c.	Monthly/Quarterly financial reports have been submitted to the sponsor on time.						
d.	Monthly/Quarterly financial reports did not reveal any areas of concern for the sponsor. (Questions provided for review)						
e.	The independent financial audit did not identify any findings that should be brought to the attention of the sponsor. (Questions provided for review)						

		YES	NO	INC	N/A	DISTRICT COMMENTS	SCHOOL COMMENTS
<b>2.</b>	<b>Budget</b>						
a.	The school's annual budget was prepared and approved by its governing board.						
b.	The school submitted its annual budget to the district and it was submitted when due.						
c.	If there were any budget amendments, they were approved by the governing board.						
d.	All budget amendment approvals are reflected in the board meeting minutes.						
e.	There is evidence of regular comparisons of the budget to actual revenue and expenditure activity in the board minutes.						

<b>3.</b>	<b>Tangible Personal Property (Rule Chapter 69I-72, F.A.C.)</b>						
a.	<p>All property is annually inventoried and the inventory record is current.</p> <p><i>(Reviewer: Please request a copy of the current inventory record and attach it to your final report.)</i></p>						

**Reviewer's Comments:**

**Pasco County Schools**  
**2021 – 2022 SY Charter School Annual Review**

**INSURANCE**

**Charter School:**

**Reviewer:**

**Review Date:**

		YES	NO	INC	N/A	Amount of Insurance required under Charter Contract	District Comments	School Comments
1.	Policies of Insurance are on file to document active coverage.							
2.	The school carries the required minimum limits for all insurance coverage as set forth in the charter contract or charter amendments.							
3.	Certificates of Insurance for all required coverage have been provided to the district office.							
4.	The district is named as an additional insured.							
5.	School Leaders-Errors & Omissions					Maximum deductible not to exceed \$5,000 per claim  Minimum limits:  \$1 million per claim  \$2 million per annual aggregate		

6.	Commercial General Liability					\$1 million/occurrence \$2 million/annual aggregate		
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		YES	NO	INC	N/A	Amount of Insurance required under Charter Contract	District Comments	School Comments
7.	Property Damage Liability					Maximum deductible: \$1,000/occurrence		
8.	Workers' Compensation/Employers Liability					Coverage as required under Chapter 440, F.S.		
9.	Property Insurance					Is Facility Leased or Owned?		
a.	If the school is the owner of the building(s), the school carries the required minimum limits for Property Insurance coverage as set forth in the charter contract or charter amendments.							
b.	Business Personal Property Insurance					<i>(See explanation on page 4)</i>		
c.	All Perils (except Wind and Named Storm)					Maximum deductible: \$25,000 per claim		
d.	Wind and Named Storm					Subject to a deductible of 5% of the total insurable value or		

						a \$25,000 minimum.		
e.	Risk Replacement Cost Property Insurance					Required.  DSBPC must be listed as additional insured.		

		YES	NO	INC	N/A	Amount of Insurance required under Charter Contract	District Comments	School Comments
10.	Automobile and Bus Insurance					\$1 million/occurrence  Coverage must extend to employees, agents, and volunteers of the School who utilize personal vehicles within the course and scope of their employment or service.		

		YES	NO	INC	N/A	Amount of Insurance required under Charter Contract	District Comments	School Comments
11.	Fidelity insurance					Minimum limits:  \$100,000 for employee dishonesty;  \$100,000 for forgery and alteration;  \$100,000 for embezzlement;  \$100,000 for computer crime.		
12.	<p>Insurers are required in the charter contract to meet the following minimum requirement:</p> <p>Insurers are authorized by certificates of authority from the Department of Insurance of the State of Florida, or an eligible surplus lines insurer under Florida Statutes.</p> <p><i>CHARTER SCHOOL: PLEASE PROVIDE COPIES OF THIS EVIDENCE TO THE REVIEWER.</i></p>							

		YES	NO	INC	N/A	Amount of Insurance required under Charter Contract	District Comments	School Comments
13.	<p>Insurers are required in the charter contract to meet the following minimum requirement:</p> <p>A Best's Rating of "A-" or better and a Financial Size Category of "VII" or better, according to the latest edition of Best's Key Rating Guide, published by A.M. Best Company.</p>							

	CHARTER SCHOOL: PLEASE PROVIDE COPIES OF <b>Best's Ratings</b> TO THE REVIEWER.							
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**Business Personal Property Insurance Requirements:**

If the school **leases** the facility, **Business Personal Property** insurance, to include furniture, fixtures, equipment and machinery, is required.

The School and its agents shall accept all risk of loss for property owned or leased by the School and/or its agents and will provide proof

of the Risk Replacement Cost Property Insurance of limits commensurate with the **replacement cost of property**, and the District School

Board of Pasco County shall be listed as additional insured.



**Pasco County Schools**  
**2021 – 2022 SY Annual Charter School Review**

**HUMAN RESOURCES & TEACHER CERTIFICATION**

**Charter School:**

**Reviewer:**

**On site visit date:**

		YES	NO	INC	N/A	DISTRICT COMMENTS	SCHOOL COMMENTS
<b>1.</b>	<b>Screening and Fingerprinting</b>						
a.	All employees have been fingerprinted at the district's Human Resources Department (Fingerprinting), Pasco County Schools, and verification is on file at the school.						

		YES	NO	INC	N/A	DISTRICT COMMENTS	SCHOOL COMMENTS
<b>2.</b>	<b>Teacher Certification</b>						
a.	The charter school's instructional staff in compliance with state and federal certification requirements.						
b.	Teachers assigned to teach out-of-field have been submitted for the charter school governing board for approval prior to the Survey 2 FTE period.						
c.	Parents have received proper out-of-field notification prior to the FTE survey period.						
d.	Out-of-field teachers are in compliance with previous out-of-field assignments.						

		YES	NO	INC	N/A	DISTRICT COMMENTS	SCHOOL COMMENTS
e.	Indicate the number of teachers teaching out-of field and the percentage of the total.						
f.	All teachers are state certified.						
g.	If all teachers are <u>not</u> state certified, indicate the number of teachers that are not state certified and the percentage of the total.						
h.	If the charter school is contracting with outside agencies for ESE services, the contract is on file at the school. (These include Speech/Language Pathologists, Physical Therapists and Occupational Therapists.)						
i.	If the charter school contracts for services with Speech/Language Pathologists, Physical Therapists and/or Occupational Therapists, licenses are current.						

		YES	NO	INC	N/A	DISTRICT COMMENTS	SCHOOL COMMENTS
<b>3.</b>	<b>Personnel Files</b>						
a.	Personnel files are kept locked and access is limited.						
b.	<p>Personnel files contain the following documents:</p> <p>Photocopies of: social security card, drivers license, and picture ID; official transcripts, teaching certificate, and professional license.</p> <p>Originals of: employment application, employment contract</p>						

	<p>or letter of employment (if applicable), references and performance evaluations.</p> <p>I-9 Form, W-4 Form, payroll deductions, medical information and performance evaluations are maintained as confidential information.</p>						
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		YES	NO	INC	N/A	DISTRICT COMMENTS	SCHOOL COMMENTS
<b>4.</b>	<b>Recruitment/Hiring Procedures</b>						
a.	The school's recruitment and hiring procedures are in writing and reflect Equal Employment Opportunity Commission Practice.						
b.	<p>Prior to employment, a check of each candidate's previous employer is conducted and the findings are documented in writing by the administrator.</p> <p>(§1002.33(12)(g) 4 – 5, F.S.) (See below)</p> <p><i>Charter school: Please have documentation ready for the reviewer.</i></p>						
c.	Prior to employment, individuals undergo background screening.						
d.	Job descriptions are on file for all employees, including the principal.						

		YES	NO	INC	N/A	DISTRICT COMMENTS	SCHOOL COMMENTS
<b>5.</b>	<b>Staff Management</b>						
	a. A complete list of charter school employees is on file.						
	b. Staff sign-in sheets are on file for the current school year.						
	c. Sick leave/personal leave policies are on file.						
	d. Records of sick leave/personal leave are on file.						
	e. An employee handbook, which includes personnel policies, has been provided to all personnel.						

		YES	NO	INC	N/A	DISTRICT COMMENTS	SCHOOL COMMENTS
f.	The qualifications of the teachers have been disclosed to the parents. [§1002.33(12)(f), F.S.]						
g.	Posters outlining federal and state laws are current and clearly displayed.						
h.	A copy of the school's Drug-Free Workplace policy is on file, if applicable.						

		YES	NO	INC	N/A	DISTRICT COMMENTS	SCHOOL COMMENTS
<b>6.</b>	<b>Notification of School Employees to the sponsor</b>						
a.	The school has provided the sponsor all necessary information regarding teachers and staff at the beginning of the school year.						
b.	The school has provided the sponsor with information regarding personnel changes in a timely manner.						

		YES	NO	INC	N/A	DISTRICT COMMENTS	SCHOOL COMMENTS
<b>7.</b>	<b>State Credentialing Requirements</b>						
a.	If the school receives Title I funds, parents have been provided with appropriate parental notification of teachers who have not met state certification standards.						
b.	If the school receives Title I funds, all paraprofessionals meet state paraprofessional (Instructional Assistant) credentialing standards.						

		YES	NO	INC	N/A	DISTRICT COMMENTS	SCHOOL COMMENTS
8.	<b>Standards of Ethical Conduct. The school is in compliance with §1002.33(12)(g)3, F.S. (See below)</b>						
a.	All instructional personnel and school administrators have completed training on standards of ethical conduct, as defined in §1002.33(12)(g)3, F.S.						

**Pasco County Schools**  
**2021 – 2022 SY Annual Charter School Review**

**FACILITIES and EMERGENCY DRILL COMPLIANCE**

**Charter School:**

**Reviewer:**

**On-site Visit:**

		YES	NO	INC	N/A	District Comments	School Comments
1.	A copy of the Certificate of Compliance issued by Pasco County is on file at the school.						
2.	A copy of the annual Fire Safety Inspection performed by the Fire Marshall of jurisdiction is on file at the school and has been submitted to the district.						
3.	A copy of the annual County Health Department sanitation inspection is on file at the school and submitted to the district.						
4.	A copy of the current building floor plans indicating all rooms, corridors, doors, windows, and fire exits are posted in every occupied room. All rooms are labeled and a Fire Exiting Path is indicated for each occupied space.						
5.	The school performed a fire drill in the first week of school and in the second week of school. (FL Fire Prevention Code) Documentation has been submitted to the district.						
6.	Fire drills are performed monthly. Logs are on file at the school and are regularly						

	submitted to the district in a timely manner.						
7.	The school performed one Active Threat Plan (ATP) drill by the end of December and a second lockdown drill by the end of May. The school submitted the Active Threat Plan Drill reports to the district.						
8.	The school performed one severe weather drill by the end of September and a second severe weather drill by the end of February. The school submitted its Severe Weather Emergency Drill reports to the district.						



**Pasco County Schools**  
**2021 – 2022 SY Annual Charter School Review**

**STUDENT SUPPORT PROGRAMS AND SERVICES-Survey 2 and 3 FTE ESE Audit**

**Charter School:**

**Reviewer:**

**On-site Visit:**

		<b>100% No Corrective Action Plan Required</b>	<b>100% Corrective Action Plan Submitted</b>	<b>Not in compliance (see notes)</b>	<b>District Comments</b>	<b>School Comments</b>
1.	All Exceptional Student Education (ESE) Files were up to date and in compliance with ESE compliance audit guidelines. [Oct. Survey 2 FTE]					

Note: Compliance audits were conducted by the Office for Student Support Programs and Services Department after each Survey period (Survey 2-October, Survey 3-February)

**Pasco County Schools**  
**2021 – 2022 SY Annual Charter School Review**

**Food and Nutrition Services**

**Charter School:**

**Reviewer:**

**On-site Visit:**

		<b>100% No Corrective Action Plan Required</b>	<b>100% Corrective Action Plan Submitted</b>	<b>Not in compliance (see notes)</b>	<b>District Comments</b>	<b>School Comments</b>
1.	By on-site review, the charter school's meal counting and claiming system and procedures are in compliance as determined by the School Food Authority (SFA).					

Note: In accordance with 7CFR210.8(a)(1), an on-site review was conducted prior to February 1st by the Internal Audit Department on behalf of Food and Nutrition Services. The review contained portions of the Accuclaim Audit applicable to charter schools that are receiving Food and Nutrition Services provided by the Sponsor (i.e. District) at the charter school under a Food and Nutrition Services (FNS) contract.

## Attachment 16- Financial Reporting Checklist

[\(Back to Chart of Attachments\)](#)

# MONTHLY FINANCIAL REPORT CHECKLIST

**School**

**Month**

**Cost Center #**

### Reports Submitted

1. Balance Sheet
2. Statement of Revenues, Expenses and Fund Balance
3. Budget vs. Actual
4. Monthly Warrant Register/Check Register
5. Monthly Deposit Register
6. Copy of All Bank Statement  
(Checking, Savings, Money Market)  
including copy of cancelled checks
7. Copy of Bank Reconciliation Sheet
8. Accounts Receivable Report
9. Accounts Payable Report
10. Transaction Journal Entries Report

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**PLEASE PUT REPORT IN ORDER  
ACCORDING TO THE ABOVE LIST.**

### Statement Checks

1. TOTAL ASSETS = TOTAL LIABILITIES & FUND EQUITY
3. Cash on Demand on the Balance Sheet = Bank Reconciliation


Bookkeeper Signature

Date

Director/Principal Signature

Date

Reviewed By Financial Specialist,  
Charter Schools, Signature

Date

Reviewed By Finance Services Director  
Signature

Date

## Attachment 17- Organizational Documents, Website, Equity Policy, Governance Meetings, Governance Trainings and Safety Drill Checks

[\(Back to Chart of Attachments\)](#)

### Organizational Documents

- \_\_\_\_\_ 501(3)c status
- \_\_\_\_\_ AdvancED Accreditation letter
- \_\_\_\_\_ Bylaws
- \_\_\_\_\_ Certificate of Occupancy (All Buildings)
- \_\_\_\_\_ Charter Contract Amendment
- \_\_\_\_\_ Charter School Contract
- \_\_\_\_\_ Current Certificate of Occupancy (New facilities or additions only)
- \_\_\_\_\_ Current Employee Handbook
- \_\_\_\_\_ Ethics Training Acknowledgement and Form (current school year)-1 copy with date
- \_\_\_\_\_ Finance Operations and Procedures Manual
- \_\_\_\_\_ Governing Board Policies and Procedures
- \_\_\_\_\_ Incorporation Papers
- \_\_\_\_\_ Lease Agreement or Ownership documents (New or amended facilities only)
- \_\_\_\_\_ Student Code of Conduct (if adopting the District's plan, then upload this document)
- \_\_\_\_\_ Student Progression Plan (if adopting the District's plan, then upload this document)
- \_\_\_\_\_ Management Organization Agreement (If Applicable)

## Website Checks

District School Board of Pasco County  
2021 – 2022 SY Annual Charter School Review

**CHARTER SCHOOL WEBSITE – STATUTORY REQUIREMENTS**

**Charter School:**

Reviewer:

Review Date:

		YES	NO	INC	N/A	DISTRICT COMMENTS	SCHOOL COMMENTS
	<b>In accordance with s. 1002.33(9)(p)1-2, F.S., the charter school's website enables the public to obtain information on:</b>						
1.	The school's academic performance.						
2.	The names of the governing board members.						
3.	The contact information for the parent representative/liaison. [F.S. 1002.33(9)(p)2.]						
4.	The programs at the school.						
5.	Any management companies, service providers, or educational management companies associated with the school.						
6.	The school's annual budget (FY 21-22).						

7.	The school's annual independent financial audit (FY 20-21).						
8.	The school's grade pursuant to s. 1008.34, F.S.  <b>NOTE:</b> The Charter School will upload their School Accountability Grades once received in September/October.						
9.	On a quarterly basis, the minutes of governing board meetings.						
10.	Equity and Anti-Discrimination Policies (Administrative, Instructional, Non-Instructional, Student) <b>Important:</b> The charter school would provide the contact information for the school's Equity Coordinator (not the District's Equity Coordinator).						
11.	Reporting process for alleged Bullying						
12.	Complaint/Grievance Process ("Expressed Concern") involving the governing board and/or parent representative.						
13.	Enrollment Application Process						
14.	Controlled Open Enrollment Plan and Capacity  <b>[F.S. 1002.31(2)(b &amp;d)]</b>						
15.	Preliminary "Out of Field" posted no later than 30 days prior to each semester. [F.S. 1012.42(2)] Due by July 11, 2021 (1 <sup>st</sup> sem) and December 5, 2021 (2 <sup>nd</sup> sem).						

**Important:** Charter school administrators should review their current charter contract and amendments to determine specific requirements under governance.

*(p)1. Each charter school shall maintain a website that enables the public to obtain information regarding the school; the school's academic performance; the names of the governing board members; the programs at the school; any management companies, service providers, or education management corporations associated with the school; the school's annual budget and its annual independent fiscal*

*audit; the school's grade pursuant to s. 1008.34; and, on a quarterly basis, the minutes of governing board meetings. [F.S. 1002.33 (9)(p)1]*

*2. Each charter school's governing board must appoint a representative to facilitate parental involvement, provide access to information, assist parents and others with questions and concerns, and resolve disputes. The representative must reside in the school district in which the charter school is located and may be a governing board member, a charter school employee, or an individual contracted to represent the governing board. If the governing board oversees multiple charter schools in the same school district, the governing board must appoint a separate representative for each charter school in the district. The representative's contact information must be provided annually in writing to parents and posted prominently on the charter school's website. The sponsor may not require governing board members to reside in the school district in which the charter school is located if the charter school complies with this subparagraph. [F.S. 1002.33 (9)(p)2]*

## Equity Policy

### Checklist of Items for Charter School's Website-Equity Policies

#### Equity Policies (Administrative)

- ☐ ANTI-HARASSMENT (Anti-Harassment (including sexual harassment), Anti-Harassment Compliance Officer)
- ☐ ADMINISTRATIVE COMPLAINTS AND GRIEVANCES
- ☐ ADMINISTRATIVE NON-DISCRIMINATION and EQUAL EMPLOYMENT OPPORTUNITIES
- ☐ Training on anti-bullying/harassment, investigation and reporting processes

#### Equity Policies (Instructional, Non-Instructional)

- ☐ ANTI-HARASSMENT (Anti-Harassment (including sexual harassment), Anti-Harassment Compliance Officer)
- ☐ INSTRUCTIONAL COMPLAINTS AND GRIEVANCES
- ☐ SUPPORT STAFF COMPLAINTS AND GRIEVANCES (Non-Instructional only)
- ☐ NON-DISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITIES
- ☐ Training on anti-bullying/harassment, investigation and reporting processes

#### Equity Policies (Student)

- ☐ NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY
- ☐ ANTI-HARASSMENT (Harassment (including sexual harassment), Sexual Harassment, Anti-harassment Compliance Officer, Reporting, Investigation process)
- ☐ ANIT-BULLYING (Compliance Officer, Reporting, Investigation process)
- ☐ NONDISCRIMINATION GRIEVANCE PROCEDURE
- ☐ STUDENT'S COMPLAINTS AND GRIEVANCES
- ☐ Formal Complaint Procedure
- ☐ Method for publishing equity policies for parents (e.g. website, handbook, newsletter)

☐ The charter school's governing board approved Equity Policies and Procedures are listed on the charter school's website.

**Note:** The charter school may use the District's Equity Policies and adapt to the charter school, but the plan must include the steps that will be taken during an equity investigation and the charter school should have a trained designee. The Equity Policies must also be approved by the charter school's governing board.

☐ The Charter School's equity manager/coordinator/designee is referred to in all of their publications.

**Note:** The Charter School must list the Equity policies (i.e. Student, Administrative, Instructional, Non-Instructional) and Equity Manager on the charter school's website.

#### District website (Equity policies)

<http://www.pasco.k12.fl.us/er/equity/>



**Governance Meetings:**

- The Charter Office will review and monitor that charter schools are uploading their meeting schedule to their website and charters.link.
- The Charter Office will provide the charter school a summary of any meetings and meeting minutes that have not been reported to the website and charters.link before Quarterly Principals Meetings.
- The charter school is required to add their meeting minutes to the website and charters.link within 10 days after approval.

**Governance Training:**

- All governing board members are required to participate in the FDOE board training (SBE Rule 6A-6.0784) and receive background and fingerprint checks through Pasco County (via Fieldprint).
- These background/fingerprint checks and governance training certificates must be added to charters.link and kept up to date (training certificate -every 3 years, fingerprint/background checks-every 5 years).
- The Charter School Compliance Specialist will continuously monitor these dates and send reminders to the school to keep these up-to-date.
- Should these dates expire, the governing members will be considered inactive members until the requirements are completed.

*(b) Each governing board member must complete a minimum of four (4) hours of instruction focusing on government in the sunshine, conflicts of interest, ethics, and financial responsibility as specified in Section 1002.33(9)(k), F.S. After the initial four (4) hour training, each member is required, within the subsequent three (3) years and for each three (3) year period thereafter, to complete a two (2) hour refresher training on the four (4) topics above in order to retain his or her position on the charter school board. Any member who fails to obtain the two (2) hour refresher training within any three (3) year period must take the four (4) hours of instruction again in order to remain eligible as a charter school board member.*

Safety Drill Checks:



PASCO COUNTY SCHOOLS  
EMERGENCY DRILL RECORD FOR CHARTER SCHOOLS  
2021-22 School Year

Charter School: \_\_\_\_\_

Date of Drill: \_\_\_\_\_ Start Time of Drill: \_\_\_\_\_ Duration (min): \_\_\_\_\_ No. of students: \_\_\_\_\_

Type of Drill: ☐ FIRE ☐ SEVERE WEATHER ☐ ACTIVE THREAT PLAN  
☐ AED ☐ MISSING/ENDANGERED PERSON

Was the Drill announced in advance? ☐ Yes ☐ No How much prior notice was given? \_\_\_\_\_

Was the Drill initiated by an outside source? ☐ Yes ☐ No If so, who? \_\_\_\_\_

Outside participants/observers (Fire, Law Enforcement, etc.): \_\_\_\_\_

Results of Drill:

\_\_\_\_\_  
\_\_\_\_\_

Needs/Plans for Next Drill:

\_\_\_\_\_  
\_\_\_\_\_

Administrator's Name: \_\_\_\_\_ Title: \_\_\_\_\_

PRINT

Administrator's Signature: \_\_\_\_\_

**EMERGENCY DRILL REQUIREMENTS:**

**FIRE DRILL:** Conduct one (1) Fire Drill in the first week (August 10-20, 2021) while school is in session. Thereafter, conduct one (1) fire drill each month from September 2021 through May 2022 while school is in session. **Submit completed forms to: Charters.link** within 10 days of drill. **IMPORTANT:** All Fire drills should be announced.

**SEVERE WEATHER:** Conduct one (1) severe weather drill before the end of the 1<sup>st</sup> semester and one (1) drill before the end of the 2<sup>nd</sup> semester. **Submit completed forms to: Charters.link** within 10 days of drill.

**ACTIVE THREAT PLAN:** Conduct ACTIVE THREAT Plan drills according to the 2021-22 School Safety Drill Requirements memo (dated July 1, 2021) from Betsy Kuhn, Assistant Superintendent for School Operations. **Submit completed forms to: Charters.link** within 10 days of drill.

**MISSING/ENDANGERED PERSON:** Conduct one (1) Missing/Endangered drill before the end of the 1<sup>st</sup> semester and one (1) drill before the end of 2<sup>nd</sup> semester. **Submit completed forms to: Charters.link** within 10 days of drill.

**AED:** (automated external defibrillator) Drills required if school has onsite AED. One drill within the first six weeks of each semester. **Submit completed forms to: Charters.link** within 10 days of drill.

**BUS EVACUATION:** USE THE BUS EVALUATION DRILL REPORT FORM PROVIDED UNDER SEPARATE COVER.

The **Pasco Schools Active Threat Plan (ATP) Drill Observation Report** is completed as part of the **Active Threat Plan (ATP)** Emergency Drills. All Emergency Drills align to **Pasco County Schools Site Threat Continuum** model.

The **Pasco Schools Active Threat Plan (ATP) Drill Observation Report** includes the following:

- Logistics/Security
- Pre-Drill Planning
- Notifications
- Drill Execution
- Post Drill Observations
- Post Drill, Review and Documentation
- Follow-Up

## Attachment 18- Charters.Link (Compliance Database Management System) Process

[\(Back to Chart of Attachments\)](#)

Charters.link is a compliance database management system that is funded and maintained in partnership between FDOE and the **Building Hope Foundation** under the **Charter School Program (CSP) Grant**. This is available to districts at no cost. **Pasco County Schools** Charter Office uploads submission items with deadlines that are based on legislative or contractual requirements. These submission items are included on the **Charter School Master Calendar** as well which is provided to all charter school administrators and posted on the District's website. The system tracks charter school compliance through a summary report and includes a component for communication feedback and automatic reminders.

### **Sponsor Responsibility:**

1. Assign new users to the system
  - New school users and new District reviewers based on position changes
2. Annually add new submission items based on the Charter School Master Calendar and other items that may come up throughout the school year
3. Review and accept or provide feedback to charter schools based on submission item uploads
4. Pull Compliance Reports prior to each Principals meeting
5. Review and create a summary of Organizational Documents before each Principals meeting
6. Review and create a summary of Governing Board meeting minutes before each Principals meeting
7. Review and create a summary of Emergency Drills before each Principals meeting
8. At the end of each month, send schools a list of their Past Due Items
9. Reach out to Charters Support as needed
  - Glitches and to remove items
10. Provide trainings to new users and District reviewers as needed

### **School Responsibility:**

1. Annual updates (schools should refer to their contract for specific requirements)
  - Governing board meeting schedules
    - i. Provide the sponsor with reasonable notice of any changes
  - Parent Representative
  - Organizational Documents
2. Updates as needed (schools should refer to their contract for specific requirements)
  - Governing board members
    - i. Provide the sponsor notice of changes within 5/10 (see contracts) business days
  - Governing board members fingerprints
    - i. Prior to expiration
  - Governing board members training certificates
    - i. Prior to expiration
3. Upload approved governing board meeting minutes within 60 days (schools should refer to their contract for specific requirements)
  - Provide to the sponsor within 10 business days (see contract)
4. By the 15<sup>th</sup> of each month (or quarterly, see school contract), upload the schools financial report
5. Submit all required submission items in a timely manner

## Attachment 19-Non-Compliance or Out of Compliance Process

[\(Back to Chart of Attachments\)](#)

**Note:** First, the Program Coordinator for Charter Schools will notify the school's administrator through email of any deficiencies as required by F.S. 1002.33 and the charter contract.

If a charter school is still "out of compliance", after the email is sent, the following steps are conducted:

- 1.) An "out of compliance" letter is sent to the charter school's governing board and administrator from the Charter office. This typically requires input from legal counsel and affected departments (ex: Finance, Human Resources, Transportation, etc.). The Program Coordinator for Charter Schools receives direction from the Superintendent's staff (ex: Transportation), supervisors, and legal counsel, in this process. Certainly, if School Board members see that there are other "out of compliance" areas that should be reviewed by legal counsel, then they could make a recommendation or bring this to the attention of the Superintendent or Charter office.
- 2.) If the concern rises to the level of considerations of good cause for cancellation or termination of their Charter contract, the Program Coordinator for Charter Schools would forward this to our legal counsel for review with feedback/recommendation as to violations/breach of the charter school's contract. Based on input from legal counsel, the Charter office would make a recommendation to the Superintendent in cases of non-renewal or good cause for determination of termination. This would be presented to the School Board for discussion/consideration and action at a public. School Board meeting and include a decision (i.e. non-renewal, termination proceedings).
- 3.) Subsequently, a formal letter would be sent to the charter school's governing board as part of this process and would include a timeline including Corrective Action (ex: Financial or School Improvement) by statute or 30-day notice to "cure".

So, the School Board (Sponsor), is responsible for determinations for cancellation or termination of the Contract with notices of non-compliance, termination, cancellation and default being issued by the Superintendent or superintendent's designee (see contract language below). Keep in mind that there are provisions (ex: 30 days to cure) embedded in the contract language in cases of cancellation or termination of the Charter contract.

### ***Non-Renewal/Cancellation and Termination (Standard 5)***

***This Contract may be cancelled or terminated during its term for good cause, including but not limited to, those specified in this contract and state law. Notices of non-compliance, termination, cancellation and default may be issued by the Sponsor's superintendent or superintendent's designee. The Sponsor will give the School notice and thirty (30) days to cure.***

- 1. Reasons for Termination/Non-Renewal: The Sponsor may terminate the Contract during its term or not renew the Contract at the end of the current term, for any of the following reasons...***

Under the Renewal Process (last term of the Charter contract), staff review various areas in a Renewal Packet and submit a recommendation to the Superintendent, who in turn would make a recommendation to the School Board. The School Board would vote on renewal or non-renewal of the Charter school's contract. If renewed, the School Board would also approve the length of their renewal term period.

## Attachment 20-Charter School Master Calendar

[\(Back to Chart of Attachments\)](#)

The Charter School Master Calendar includes important legislative and contractual reporting deadlines for charter schools as well as important due dates for reporting to FDOE. This calendar is intended to serve as a guide for charter school administrators. 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. This calendar is posted and maintained on the District's website.

Pasco County Charter School Website-Forms Section

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

## Attachment 21- Facilities Checklist

[\(Back to Chart of Attachments\)](#)

Description	Statute (if applicable)	Completed (Y/N)	School Comments
The charter school has identified the type of facility and location.	<ul style="list-style-type: none"> <li>F.S. 1002.33(7)(a)(13)</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
The charter school has provided the Sponsor with the following information as evidence of a secured location: <ul style="list-style-type: none"> <li>Physical address</li> <li>Documentation from the Municipal Zoning department stating that the proposed address is zoned for a charter school.</li> <li>Detailed building plan, including a timeline and scope of work for any proposed facility approvals or refurbishments.</li> <li>Mortgage/ Lease agreements.</li> </ul>		<input type="checkbox"/> Yes <input type="checkbox"/> No	
The facility is in compliance with the Florida Building Code.	<ul style="list-style-type: none"> <li>Chapter 553, except for State Requirements for Educational Facilities (SREF). <b>[Section 5 E.1., Florida Standard Charter Contract]</b></li> <li>F.S. 1002.33 (18)(a)</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
The charter school has maintained the following records on-site: <ul style="list-style-type: none"> <li>Necessary local government documents (site plans, licenses, permits, zoning, use approval, and facility certifications)</li> <li>Loans from the management organization</li> </ul>	<ul style="list-style-type: none"> <li>F.S. 1013.33</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
The charter school has obtained the required Certificate of Occupancy (CO) or Temporary		<input type="checkbox"/> Yes <input type="checkbox"/> No	

Certificate of Occupancy (until CO is received)-no later than 15 days prior to the start of school.			
The charter school has the required Certificate of Use-no later than 15 days prior to the start of school.		<input type="checkbox"/> Yes <input type="checkbox"/> No	
The charter school's current Fire Permit is posted at the school.	<ul style="list-style-type: none"> <li>F.s. 1002.33 (18)(b)</li> <li>F.S. 633.208</li> <li>Section 5 E.2., Florida Standard Charter Contract</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
The charter school has provided a copy of the most recent Fire Marshal Inspection Report to the Sponsor.		<input type="checkbox"/> Yes <input type="checkbox"/> No	
The charter schools current Health Permit is posted at the school.		<input type="checkbox"/> Yes <input type="checkbox"/> No	
The charter school has obtained the Florida Department of Health Operating Permit.		<input type="checkbox"/> Yes <input type="checkbox"/> No	
The charter school campus has the appropriate ventilation, lighting, and functionality to ensure safety, health, and welfare of all staff and students.		<input type="checkbox"/> Yes <input type="checkbox"/> No	
The charter school does not have religious artifacts (symbols, statutes, etc.) on or around the campus.		<input type="checkbox"/> Yes <input type="checkbox"/> No	
If the charter school is an approved feeding site, the school has the appropriate facilities. Additionally, the charter school has a plan in place for ensuring these facilities stay clean.		<input type="checkbox"/> Yes <input type="checkbox"/> No	
The charter school has a plan in place to keep the campus grounds and facilities cleaned and maintained.		<input type="checkbox"/> Yes <input type="checkbox"/> No	
The charter school has obtained the following required insurance policies and limits: <ul style="list-style-type: none"> <li>School Leaders-Errors &amp; Omissions (\$5,000 Max Deductible, \$1 million per claim, and \$2 million per annual aggregate)</li> <li>Commercial General Liability (\$1 million per</li> </ul>		<input type="checkbox"/> Yes <input type="checkbox"/> No	



<p>occurrence and \$2 million per annual aggregate)</p> <ul style="list-style-type: none"> <li>• Property Damage Liability (\$1 million per occurrence max deductible)</li> <li>• Workers' Compensation/Employers Liability</li> <li>• Business Personal Property Insurance</li> <li>• Property Insurance (to include the following if the facility is <b>OWNED</b>) <ul style="list-style-type: none"> <li>○ All Perils (except Wind and Named Storm) [\$25,000 max deductible]</li> <li>○ Wind and Named Storm (5% of the total insurable value or a \$25,000 minimum)</li> <li>○ Risk Replacement Cost Property Insurance</li> </ul> </li> <li>• Automobile and Bus Insurance (\$1 million per occurrence)</li> <li>• Fidelity Insurance (Minimum limits: \$100,000 for employee dishonesty; \$100,000 for forgery and alteration; \$100,000 for embezzlement; \$100,000 for computer crime)</li> </ul>			
The charter school has the District School Board listed as additional insurance for all policies.		<input type="checkbox"/> Yes <input type="checkbox"/> No	

*Florida Building Code: The School shall use facilities that comply with Florida Building Code, pursuant to Chapter 553, except for State Requirements for Educational Facilities (SREF). [Section 5 E.1.]*

*The School shall use facilities that comply with the Florida Fire Prevention Code [Section 5 E.2.]*

*The School's operation shall be subject to necessary local government approvals including site plan approval pursuant to F.L. Stat. 1013.33 and if applicable, review of traffic studies/analysis*

## Attachment 22-Marzano Classroom Walkthrough Checklist

[\(Back to Chart of Attachments\)](#)

Teacher/Grade/Subject:  ___ Date/Start Time/End Time:	<b>CLASSROOM WALKTHROUGH CHECKLIST</b>	<b>LEGEND</b> 0-Evidence   NE - NO Evidence   NA- Not Applicable
<b>Focus on LEARNERS &amp; RELEVANCE</b>	<b>Focus on INSTRUCTION &amp; RIGOR</b>	<b>Focus on ENVIRONMENT &amp; Culture</b>
<b>Student Engagement</b>  <b>D Authentically On Task</b>  <input type="checkbox"/> <b>Passive/Compliant</b>  <b>D Disengaged/Disruptive</b>  <b>Whole Class</b> <input type="checkbox"/> Asking & responding to questions <input type="checkbox"/> Listening & note taking <input type="checkbox"/> Participating in discussion <input type="checkbox"/> Participating in guided practice  <b>Small Group or Paired</b> <input type="checkbox"/> Students have defined responsibilities <input type="checkbox"/> Students encourage one another <input type="checkbox"/> Collaboratively producing a product <input type="checkbox"/> Collaboratively problem-solving <input type="checkbox"/> Participating in discussion <input type="checkbox"/> Presenting  <b>Individual</b> <input type="checkbox"/> Independently producing a product <input type="checkbox"/> Independently solving a problem <input type="checkbox"/> Independent practice/application <input type="checkbox"/> Presenting <input type="checkbox"/> Silent reading <input type="checkbox"/> Writing activities <input type="checkbox"/> Researching information  <b>Level(s) of Student Work</b> <input type="checkbox"/> Remembering <input type="checkbox"/> Understanding <input type="checkbox"/> Applying <input type="checkbox"/> Analyzing <input type="checkbox"/> Evaluating <input type="checkbox"/> Creating	<div style="border: 1px solid black; padding: 5px;"> <input type="checkbox"/> Standards-Based Learning Objectives (posted/written)   <input type="checkbox"/> Evidence of Lesson Plan   <input type="checkbox"/> Fidelity of Core Programs (effective use of core program components/materials to provide quality standards-based lessons)         </div> <div style="border: 1px solid black; padding: 5px; text-align: center;"> <b>Instructional Practices &amp; Strategies</b> </div> <div style="display: flex;"> <div style="flex: 1; border-right: 1px solid black; padding: 5px;"> <b>Differentiation</b>  <input type="checkbox"/> Content  <input type="checkbox"/> Learning Process  <input type="checkbox"/> Student Product  <input type="checkbox"/> Skill Development  <input type="checkbox"/> Support  <input type="checkbox"/> Learning time  <input type="checkbox"/> Flexible, fluid groupings   <b>Lesson Design</b>  <input type="checkbox"/> Alternating whole &amp; small group activity  <input type="checkbox"/> Efficient transitions  <input type="checkbox"/> Equitable student participation   <b>Direct Instruction</b>  <input type="checkbox"/> Modeling  <input type="checkbox"/> Think-alouds  <input type="checkbox"/> Re-teaching  <input type="checkbox"/> "I do, we do, you do"  <input type="checkbox"/> Mini-lessons/focus lessons (5-7 mins)  <input type="checkbox"/> Scaffolding  <input type="checkbox"/> Guided practice  <input type="checkbox"/> Lecture/Presentation  <input type="checkbox"/> Visual Aids   <b>Classroom Discussion</b>  <input type="checkbox"/> Student-lead discussion/presentation  <input type="checkbox"/> Teacher-directed Q &amp; A   <b>Check for Learning/Understanding</b>  <input type="checkbox"/> Verbal questioning  <input type="checkbox"/> Monitoring student practice  <input type="checkbox"/> Total Group Response (e.g., white boards, show of hands, choral response)  <input type="checkbox"/> Writing to learn activity  <input type="checkbox"/> Formative Assessments (e.g., quizzes -oral/written)         </div> <div style="flex: 1; padding: 5px;"> <b>Research-based strategies</b>  <input type="checkbox"/> Cooperative learning  <input type="checkbox"/> Vocabulary instruction (six-step model)  <input type="checkbox"/> Think-pair-share  <input type="checkbox"/> Reciprocal teaching  <input type="checkbox"/> SDAIE strategies  <input type="checkbox"/> Frontloading strategies  <input type="checkbox"/> Thinking Maps  <input type="checkbox"/> Write from the Beginning  <input type="checkbox"/> Teach for Success techniques  <input type="checkbox"/> GLAD (Guided Language Acquisition Design) strategies  <input type="checkbox"/> Cornell note-taking strategies   <b>Embedded Literacy</b>  <input type="checkbox"/> Writing across the curriculum  <input type="checkbox"/> Reading in content areas  <input type="checkbox"/> Evidence of writing process   <b>Instructional Materials/Technology</b>  <input type="checkbox"/> Manipulatives/hands-on materials used  <input type="checkbox"/> Technology resources from adopted programs used  <input type="checkbox"/> Other technology resources used by teacher to enhance teaching and learning  <input type="checkbox"/> Technology equipment used by teacher to enhance lesson delivery (e.g., computer, document camera, projector, audio, smartboard)  <input type="checkbox"/> Technology used by students to master grade-level content standards (e.g., computer, online resources, podcasting)         </div> </div>	<b>Classroom Appearance</b> <input type="checkbox"/> Organized, neat & uncluttered <input type="checkbox"/> Learning goals/data is displayed <input type="checkbox"/> Standards-based student work is displayed <input type="checkbox"/> Other visuals support learning  <b>Classroom Management</b> <input type="checkbox"/> Safe & orderly environment <input type="checkbox"/> Routines & procedures are evident <input type="checkbox"/> Evidence that students understand behavioral expectations <input type="checkbox"/> Evidence that students share responsibility for effective operations <input type="checkbox"/> Positive behavior is reinforced <input type="checkbox"/> Negative behavior is addressed through re-directing <input type="checkbox"/> Teacher circulates throughout the classroom <input type="checkbox"/> Teacher manages/monitors many activities simultaneously <input type="checkbox"/> Teacher manages proactively & calmly <input type="checkbox"/> Teacher displays energy & enthusiasm <input type="checkbox"/> Time is used effectively & efficiently  <b>Classroom Culture</b> <input type="checkbox"/> Respectful, positive student-teacher relationships are evident <input type="checkbox"/> Students demonstrate mutual respect <input type="checkbox"/> Students are comfortable sharing ideas, questions, concerns, or needs <input type="checkbox"/> Evidence of celebrating student success <input type="checkbox"/> Evidence of developing leadership skills (e.g., using Leader in Me components)

## Attachment 23-Charter Contract Renewal Evaluation Of Indicators

[\(Back to Chart of Attachments\)](#)



### Charter Contract Renewal-Evaluation of Indicators

<b>Charter School:</b>	<b>Contract Expiration date:</b>
<b>Final Renewal Report Date:</b>	<b>Current Term of Charter:</b>

*Overall, a summary or total of the evaluation indicator ratings reflect that the charter school has received the following:*

Meets the Standard ☐ Partially Meets the Standard ☐ Does not Meet the Standard ☐

*Based on the evidence provided by the charter school and verified by the Sponsor, the overall recommendation is to:*

☐ *Approve the renewal of the charter*      ☐ *Not approve the renewal of the charter*

*Below is a detailed report for each of the evaluation indicators based on evidence provided by the charter school. The evidence includes information obtained from the charter school and verified by the Sponsor (District) in consideration of a recommendation for renewal of the charter contract.*

#### Section 1: Has the School Been Successful in Increasing Student Achievement

Meets the Standard	Partially Meets the Standard	Does Not Meet the Standard

**1.a. Did the School Make progress in meeting its established educational goals during the term of the charter?**

Meets the Standard	Partially Meets the Standard	Does Not Meet the Standard

**Supportive evidence requested:**

- Clear Quantitative evidence that the school has made satisfactory progress in student academic performance objectives.

- Evidentiary support. The response should include FCAT (or FSA) results for all appropriate grade levels. Additional assessment data may be used.
- Data should be disaggregated and include at a minimum, grade, gender, ESE, socio-economic, and minority populations

**Strengths:**

**Concerns/Recommendations:**

**School Comments:**

**1.b. Did the charter school meet statewide accountability requirements (no required Corrective Action Plan or School Improvement Plan under F.A.C. 6A-1.099827)?**

Meets the Standard	Partially Meets the Standard	Does Not Meet the Standard

**Supportive evidence requested:**

- Statewide Accountability results for each of the past five years should be included. Please include Learning Gains and Learning Gains (lowest 25%). (See template on pages 19 – 20).

**Strengths:**

**School Comments:**

**1.c. Compare and evaluate the rates of progress of the students in the charter school with the rates of progress of other comparable student populations in the school district. Comparable schools should be within a five-mile radius of the charter school.**

Meets the Standard	Partially Meets the Standard	Does Not Meet the Standard

**• Supportive evidence requested:**

1. Please provide a comparative summary of schools within a five-mile radius including a four-year comparison on student performance for the FSA English Language Arts (ELA) and FSA Mathematics assessments. The data should include Learning Gains and the Lowest 25%. (See template on pages 18-21) -

**Concerns/Recommendations:**

**School Comments:**

**1.d. Did the percent of students who were proficient or higher in reading, writing, math, and science meet or exceeded the state and district average?**

Meets the Standard	Partially Meets the Standard	Does Not Meet the Standard

**Supportive evidence requested:**

- Please provide evidence related to your FCAT (FSA) scores by year for the past five years, including the percent of students at the unsatisfactory, partially proficient, proficient, and advanced levels.

**Strengths:**

**Concerns/Recommendations:**

**School Comments:**

**1.e. Did the percentage of students who were proficient or higher in reading, writing, math, and science meet or exceed that of similar district schools?**

Meets the Standard	Partially Meets the Standard	Does Not Meet the Standard

**Supportive evidence requested:**

- Please provide evidence related to FCAT (FSA) performance by year for the past five years.

**Strengths:**

**Concerns/Recommendations:**

**School Comments:**

**1.f. Identification of the school's goals for the term of the charter.**

Meets the Standard	Partially Meets the Standard	Does Not Meet the Standard

**Supportive evidence requested:**

- Did the school meet its student achievement objectives each year? If the school did not meet its objectives and explanation as to why and what the school will do differently in the future to help ensure that the goals will be met.

**Strengths:**

**Concerns/Recommendations:**

**School Comments:**

**1.g. Over the term of the charter, was the school’s educational program and design aligned with the mission and guiding principles of the school? Please describe.**

Meets the Standard	Partially Meets the Standard	Does Not Meet the Standard

**Supportive evidence requested:** Initial charter school application (or amendments/appendices) and contract including Academic Accountability Plan (if required)

**Strengths:**

**Concerns/Recommendations:**

**School Comments:**

## **Section 2: Is the School an Effective, Viable Organization?**

Meets the Standard	Partially Meets the Standard	Does Not Meet the Standard

**2.a. Is the school financially solvent and stable?**

Meets the Standard	Partially Meets the Standard	Does Not Meet the Standard

**Supportive evidence requested:**

- Please describe and provide supporting evidence.

**Strengths:**

**Concerns/Recommendations:**

**School Comments:**

**2.b. Has the school competently and effectively managed its finances?**

Meets the Standard	Partially Meets the Standard	Does Not Meet the Standard

**Supportive evidence requested:**

- The school should provide a financial statement that discloses the costs of administration, instruction, and other spending categories for the charter school that is understandable to the general public and that will allow comparison of such costs to other schools.
- The response should address any negative findings from independent audits and/or budget deficits in any of the fiscal years the school has been in operation, and how the school has responded.

**Strengths:**

**Concerns/Recommendations:**

**School Comments:**

**2.c. Describe the school's financial management systems and staffing arrangement for financial management and reporting.**

Meets the Standard	Partially Meets the Standard	Does Not Meet the Standard

**Supportive evidence requested:** Staffing plan for next 5 years of the renewal.  
Refer to Financial Policies and Procedures (Appendix 6) and Board Policies and Procedures (Appendix 5).

**Strengths:**

**Concerns/Recommendations:**

**School Comments:**

**2.d. Describe the school's success in achieving a balanced budget during the last five years of the contract period.**

Meets the Standard	Partially Meets the Standard	Does Not Meet the Standard

**Supportive evidence requested:**

2. As verified by Finance, based on previous year annual budgets (2021-2022, 2020-2021, 2019-2020, 2018-2019, 2017-2018)

**Strengths:**

**Concerns/Recommendations:**

**School Comments:**

**2.e. Describe the school's plan for financial management and oversight for the term of the new charter.**

Meets the Standard	Partially Meets the Standard	Does Not Meet the Standard

**Supportive evidence requested:** Description of financial management and oversight, Financial Policies and Procedures

**Strengths:**

**Concerns/Recommendations:**

**School Comments:**

**2.f. Provide projected budgets, estimated revenues and expenditures, and projected cash flow for the next five years of the charter renewal.**

Meets the Standard	Partially Meets the Standard	Does Not Meet the Standard

**Supportive evidence requested:** Five Year Budget Projection

**Strengths:**

**Concerns/Recommendations:**

**School Comments:**

**2.g. Describe how the school has been effectively governed.**

Meets the Standard	Partially Meets the Standard	Does Not Meet the Standard

**Supportive evidence requested:**

- The strength and stability of the school's governing board, along with a discussion of board turnover during the term of its charter (including reasons for that turnover), should also be detailed.
- If the charter school contracts with an Education Service Provider, please discuss the governing board's record of providing appropriate oversight, detailing specifically the steps taken to monitor the performance of the management organization. Did the board use a formal review process and what were the essential metrics? Please include copies of the final reviews
- Identify and discuss specific board actions and systems that successfully supported the school in its efforts to improve student achievement. These may include financial, educational, or legal challenges that school has faced.



- The discussion of effective governance should also include a review of the charter school's conflict of interest policies and the school's record in carrying out those policies. In this regard, the school should discuss and disclose key transactions (if any) involving conflicts of interest that occurred during the current charter.
- In particular, a school must identify those transactions that presented actual conflicts (or the appearance thereof) and specify the policies and procedures used to mitigate those conflicts. In answering this question, the school may wish to review the conflicts of interest statements that the members of the school's board filed as part of the record.
- The school should also discuss how the governing board evaluates its own effectiveness, and the governance training and development opportunities the board has pursued over the course of the charter period.
- Provide evidence that the governing board has responded effectively to complaints (both internal and external).

**Strengths:**

**Concerns/Recommendations:**

**School Comments:**

### **Section 3: Is the School Fiscally Sound?**

Meets the Standard	Partially Meets the Standard	Does Not Meet the Standard

**3.a. There is sufficient evidence that the school has competently and effectively managed the finances.**

Meets the Standard	Partially Meets the Standard	Does Not Meet the Standard

**Supportive evidence requested:**

- Please provide a clear, concise narrative statement that includes sufficient evidence that the school has competently and effectively managed its finances. The statement should address any negative findings from independent audits and/or budget deficits in a fiscal year, and explain how the school responded to either. Future major expenditures should be included, as well as the academic benefit(s) of said expenditures.
- Suggested sources of evidence: Results from independent financial audits, financial audits, and annual financial statements, as appropriate.

**Strengths:**

**Concerns/Recommendations:**

**School Comments:**

**3.b. Is the school's enrollment stable and near or at capacity?**

Meets the Standard	Partially Meets the Standard	Does Not Meet the Standard

**Supportive evidence requested:**

- The school's response should include a concise statement about the history of student enrollment during the term of current charter. Document demand and student turnover, with a clear explanation of the reasons for turnover. Specific attention and detail should be included regarding ESE and minority population numbers.

**Strengths:**

**Concerns/Recommendations:**

**School Comments:**

**3.c. Is the professional staff of the charter school competent and resourceful?**

Meets the Standard	Partially Meets the Standard	Does Not Meet the Standard

**Supportive evidence requested:**

- Provide evidence that the professional staff is highly qualified and have performed capably, including specific information regarding professional development and ongoing staff training, and the plan to address teacher retention and professional development in the upcoming renewal charter period.
- Suggested sources of evidence: Evaluations, surveys, formal complaints, teacher turnover rates, qualifications of teachers and staff, administrative leadership changes, examples of staff issues and how they were addressed.

**Strengths:**

**Concerns/Recommendations:**

**School Comments:**

**3.d. During the term of the charter, has there been a high level of parent and community involvement?**

Meets the Standard	Partially Meets the Standard	Does Not Meet the Standard

**Supportive evidence requested:**

- To demonstrate student and parent satisfaction with the school, please provide a history of the school's enrollment during the term of its charter, and comprehensively address demand and persistence patterns. Specifically, the applicant should provide data on a year-to-year basis of the number of students who stayed in the school and those who left over the past five years. Also include the number of students on a waiting list for enrollment in the school.
- Provide parent and student survey results or other verifiable data that attest to parent satisfaction with the school's program. The school should demonstrate that the surveys were administered and analyzed using generally accepted evaluation methods (including method of administration, time of year, and adequate response rate).
- Provide specific evidence of parent satisfaction and participation over the past three years.
- Describe how parents and members of the community have been involved in the school over the past three years.
- Describe how the school anticipates that parents and members of the community will be involved in the school in the coming charter renewal period.

**Strengths:**

**Concerns/Recommendations:**

**School Comments:**

**Section 4: Compliance and Faithfulness to the Terms of the Contract and Applicable Law**

Meets the Standard	Partially Meets the Standard	Does Not Meet the Standard

**4.a. Has the charter school has been faithful to the terms of its contract?**

Meets the Standard	Partially Meets the Standard	Does Not Meet the Standard

**Supportive evidence requested:** Charter School Annual Reviews (past 3 years)

**Strengths:**

**Concerns/Recommendations:**

**School Comments:**

**4.b. Explain how the charter school has complied with all financial requirements.**

Meets the Standard	Partially Meets the Standard	Does Not Meet the Standard

**Supportive evidence requested:** Monthly/Quarterly Financial Reports, annual budget, independent financial audit

**Strengths:**

**Concerns/Recommendations:**

**School Comments:**

**4.c. School Enrollment Process**

Meets the Standard	Partially Meets the Standard	Does Not Meet the Standard

**Supportive evidence requested:**

- Please describe how the school has established a fair and appropriate pupil enrollment process. Include a copy of your application, lottery and enrollment policies and procedures for the past five years.

**Strengths:**

**Concerns/Recommendations:**

**School Comments:**

**4.d. Services for Students with Special Education Needs**

**The charter school has fulfilled its legal obligations related to access and services to students with disabilities, including students with a 504 Plan.**

Meets the Standard	Partially Meets the Standard	Does Not Meet the Standard

**Supportive evidence requested:**

- Explain how the school has fulfilled its legal obligations related to access and services to students with disabilities, including students with a 504 Plan. Include information regarding special education staffing, the percentage of students receiving special education and 504 services, and the number of special education students who have left your school and their reason for leaving.

- Explain how the school has utilized the Problem Solving/Response to Intervention process.

**Strengths:**

**Concerns/Recommendations:**

**School Comments:**

#### **4.e. Services for English Language Learners**

The charter school has fulfilled its legal obligation related to access and services to English Language Learners.

Meets the Standard	Partially Meets the Standard	Does Not Meet the Standard

**Supportive evidence requested:**

- Explain how the school has fulfilled its legal obligation related to access and services to English Language Learners. Describe the steps the school undertakes to provide support to students who are limited English proficient. Documentation should include summaries of home language survey data and English language assessments conducted by the school (i.e. number/percent of students assessed, number/percent found to be limited English proficient for each year of the charter).

**Strengths:**

**Concerns/Recommendations:**

**School Comments:**

#### **4.f. Student Discipline**

The charter school has maintained a low number of suspensions (in-school and out-of-school) as a result of behavioral interventions, strategies, or initiatives (ex: PBIS).

Meets the Standard	Partially Meets the Standard	Does Not Meet the Standard

**Supportive evidence requested:**

- Include summary data of the number of suspensions issued for the last three years of the current charter. Include both in-school and out-of-school suspensions.

**Strengths:**

**Concerns/Recommendations:**

**School Comments:**

**4.g. Compliance with the Florida statutes related to Student with Reading Deficiencies and student progress.**

Meets the Standard	Partially Meets the Standard	Does Not Meet the Standard

**Supportive evidence requested:**

- Describe how the school is fulfilling its legal obligations under Florida statute related to students with reading and math deficiencies.

**Strengths:**

**Concerns/Recommendations:**

**School Comments:**

**4.h. Provide evidence of professional development activities supported by the school over the past three years of the current charter.**

Meets the Standard	Partially Meets the Standard	Does Not Meet the Standard

**Supportive evidence requested:** Professional Development Timeline of Activities (current school year)

**Strengths:**

**Concerns/Recommendations:**

**School Comments:**

**Section 5: What are the School's Plans for the TERM of the New Charter?**

Meets the Standard	Partially Meets the Standard	Does Not Meet the Standard

**5.a. Please describe the school's proposed educational program for the term of the new charter.**

Meets the Standard	Partially Meets the Standard	Does Not Meet the Standard

**Supportive evidence requested:**

- For those schools that are essentially making no material changes to their educational program (including adding no new grades), the narrative response should so indicate and include plans for sustaining and/or improving student outcomes.

**Strengths:**

**Concerns/Recommendations:**

**School Comments:**

**5.b. Please describe any facility plans, a general timeline, and an explanation of how the school will achieve its plans for the term of the new charter.**

Meets the Standard	Partially Meets the Standard	Does Not Meet the Standard

**Supportive evidence requested:**

- Provide the school's plans for the facility over the next five years. Please include a description of the plan, a general timeline, and an explanation of how the school will achieve its plan.

**Strengths:**

**Concerns/Recommendations:**

**School Comments:**

**Section 6: Understanding the Organization's Plans for the Future (include at least five years)**

**6.a. Please describe the organization's plans (i.e. five-year strategic plan) for the next five years in the term of the new charter.**

Meets the Standard	Partially Meets the Standard	Does Not Meet the Standard

**Supportive evidence requested:**

- Provide a copy of the organization's five-year strategic plan. The plan should be inserted in the Exhibits section (tab 9) at the back of the renewal binder

**Strengths:**

**Concerns/Recommendations:**

**School Comments:**

## Section 7: Legal

**7.a. Please provide information concerning any and all pending and threatened legal actions involving the school, including an estimate of potential exposure.**

Meets the Standard	Partially Meets the Standard	Does Not Meet the Standard

**Supportive evidence requested:**

- Provide information concerning any and all pending and threatened legal actions involving the school, including an estimate of potential exposure.

**Strengths:**

**Concerns/Recommendations:**

**School Comments:**



**Exhibit 1: \_\_\_\_\_ Progress toward meeting Stated Academic Goals and Objectives**  
**(Last 5 years in term of Charter, 2017-2022)**

	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
<b>Year in 5-year term</b>					
<b>School Accountability Grade</b>					
<b>Grades represented for data collection</b>					
<b>Stated Goals and Objectives-ELA-percent proficient</b>					
<b>ELA- School Actual % Proficient</b>					
<b>ELA-District- % Proficient</b>					
<b>ELA-State- % Proficient</b>					
<b>Goal Met (Yes or No)</b>					
<b>Stated Goals and Objectives- Mathematics-percent proficient</b>					
<b>Mathematics-School Actual % Proficient</b>					
<b>Mathematics- District % Proficient</b>					
<b>Mathematics- State % Proficient</b>					
<b>Mathematics Goal Met (Yes or No)</b>					
<b>Stated Goals and Objectives- Science-percent proficient</b>					
<b>Science-School Actual % Proficient</b>					
<b>Science- District % Proficient</b>					
<b>Science- State % Proficient</b>					
<b>Science Goal Met (Yes or No)</b>					

**Exhibit 2: \_\_\_\_\_ Accountability by Category and Subgroups- Last 5 years in term of Charter (2017-2022)**

<b>Category</b>	<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>
Grades served					
School Grade					
Proficiency in ELA- <b>School</b>					
Proficiency in ELA- <b>District</b>					
Proficiency in ELA- <b>State (used edstats.fldoe.org)</b>					
Proficiency in Mathematics- <b>School</b>					
Proficiency in Mathematics- <b>District</b>					
Proficiency in Mathematics- <b>State (used edstats.fldoe.org)</b>					
Proficiency in Writing- <b>School</b>	Not reported separately	Not reported separately	Not reported separately	Not reported separately	Not reported separately
Proficiency in Writing- <b>District</b>	Not reported separately	Not reported separately	Not reported separately	Not reported separately	Not reported separately
Proficiency in Science- <b>School</b>					
Proficiency in Science- <b>District</b>					
Proficiency in Science- <b>State (used edstats.fldoe.org)</b>					

**Exhibit 2 (continued): \_\_\_\_\_ Accountability by Category and Subgroups-  
Last 5 years in term of Charter (2017-2022)**

Proficiency in Science- <b>State</b> (used edstats.fldoe.org)					
Math Learning Gains Lowest 25%- <b>School</b>					
Math Learning Gains Lowest 25%- <b>District</b>					
Math Learning Gains Lowest 25%- <b>State</b>					
Math Learning Gains- <b>School</b>					
Math Learning Gains - <b>District</b>					
Math-Learning Gains- <b>State</b>					
ELA Learning Gains Lowest 25%- <b>School</b>					
ELA Learning Gains Lowest 25%- <b>District</b>					
ELA Learning Gains Lowest 25%- <b>State</b>					
ELA Learning Gains- <b>School</b>					
ELA Learning Gains- <b>District</b>					
ELA Learning Gains- <b>State</b>					

**Note:** No Accountability Grades were issued in 2019-20 due to Pandemic.

In 2020-21, only those charter schools that opted-in, received a school grade under this Accountability Period.

**Exhibit 3: \_\_\_\_\_ Statistical Overview of Student Enrollment- Last Five Years in term of Charter (2017-2022)**

	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
<b>Total Student Enrollment (Survey 3)</b>					
<b>Total Enrollment Change from Prior school year (Survey 3)</b>					
<b>Student enrollment capacity designated in charter contract</b>					
<b>Percent of Total Student Enrollment Capacity out of Enrollment Capacity designated in contract</b>					
<b>Student enrollment capacity of building</b>					
<b>Percent of Total Student Enrollment Capacity out of Enrollment Capacity of building</b>					
<b>Lottery applications (previous Spring)</b>					
<b>Percent of SWD</b>					
<b>Percent of ELLs</b>					
<b>Percent of Minority</b>					
<b>Percent of FRL</b>					
<b>Total number of teachers</b>					

**\_\_\_\_\_ Statistical Overview of Projected Student Enrollment-Five Year Charter (2022-2027)**

	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027
	Phase 1	Phase 2	Phase 2	Phase 2	Phase 2
<b>Student Enrollment Capacity</b>					
<b>Budgeted Enrollment</b>					
<b>Total Instructional Classrooms</b>					

\*Pending addition of new facility or determinations of increased capacity.

[illegible]









## Attachment 24-Schools of Hope Review Process

[\(Back to Chart of Attachments\)](#)

<b>Schools of HOPE-Sponsor Process</b> <b>(Pursuant to F.S. 1002.333 and F.A.C.6A-1.0998271)</b>	
<ol style="list-style-type: none"> <li>1. Upon receipt, the Sponsor will review the intent and Performance-Based Agreement (between the Sponsor and School of Hope Operator).               <ul style="list-style-type: none"> <li>• The Sponsor will provide the Hope Operator and the Department the date of receipt. This date will then act as the start of the 60 days to enter the Performance-Based Agreement.</li> </ul> </li> <li>2. The Sponsor shall inform the School of Hope Operator of any errors in the intent or Performance-Based Agreement within 10 days.               <ul style="list-style-type: none"> <li>• The Hope Operator will then have 10 days to resubmit these forms.</li> </ul> </li> <li>3. The Sponsor has 60 days after receiving the notice of intent to enter into a Performance-Based Agreement.               <ul style="list-style-type: none"> <li>• The Sponsor will utilize the template for this agreement created by the State Board of Education.</li> <li>• If this does not happen within the 60 days, the administrative fees withheld will then be reduced to 1 percent for all charter schools within the school district.</li> <li>• Once the agreement is executed, the sponsor may return to withholding the full amount however, they may not recover the fees lost during the period of noncompliance.                   <ul style="list-style-type: none"> <li>• A copy of the executed agreement will also be provided to the Hope Operator and the Department within 10 days.</li> </ul> </li> <li>• The Sponsor will record monthly a detailed plan of the reduction in administrative fees.</li> </ul> </li> <li>4. Should a school of Hope close, the Sponsor will follow the statutory requirements (F.S. 1002.333(10)(a)(6)) regarding the property, furniture, equipment, etc.</li> </ol>	

<b>Schools of HOPE</b>
<p><b>Description:</b> A charter school operated by a hope operator which serves students from one or more persistently low-performing schools; is located in the attendance zone of a persistently low-performing school or within a 5-mile radius of such school, whichever is greater; and is a Title I eligible school.</p> <p>A hope operator is a nonprofit organization with tax exempt status under s. 501(c)(3) of the Internal Revenue Code that operates three or more charter schools that serve students in grades K-12 in Florida or other states with a record of serving students from low-income families and is designated by the State Board of Education as a hope operator based on a determination that:</p> <ol style="list-style-type: none"> <li>a. The past performance of the hope operator meets or exceeds the following criteria:               <ol style="list-style-type: none"> <li>1. The achievement of enrolled students exceeds the district and state averages of the states in which the operator's schools operate;</li> <li>2. The average college attendance rate at all schools currently operated by the operator exceeds 80 percent, if such data is available;</li> <li>3. The percentage of students eligible for a free or reduced price lunch under the National School Lunch Act enrolled at all schools currently operated by the operator exceeds 70 percent;</li> </ol> </li> </ol>

4. The operator is in good standing with the authorizer in each state in which it operates;
5. The audited financial statements of the operator are free of material misstatements and going concern issues; and
6. Other outcome measures as determined by the State Board of Education;
- b. The operator was awarded a United States Department of Education Charter School Program Grant for Replication and Expansion of High-Quality Charter Schools within the preceding 3 years before applying to be a hope operator;
- c. The operator receives funding through the National Fund of the Charter School Growth Fund to accelerate the growth of the nation's best charter schools; or
- d. The operator is selected by a district school board in accordance with s. [1008.33](#).

Section	Statutory Language
<b>APPLICATION FOR CHARTER STATUS</b>	<p><i>A hope operator seeking to open a school of hope must submit a notice of intent to the school district in which a persistently low-performing school has been identified by the State Board of Education pursuant to subsection (10).</i></p> <p><i>(a) The notice of intent must include:</i></p> <ol style="list-style-type: none"> <li><i>1. An academic focus and plan.</i></li> <li><i>2. A financial plan.</i></li> <li><i>3. Goals and objectives for increasing student achievement for the students from low-income families.</i></li> <li><i>4. A completed or planned community outreach plan.</i></li> <li><i>5. The organizational history of success in working with students with similar demographics.</i></li> <li><i>6. The grade levels to be served and enrollment projections.</i></li> <li><i>7. The proposed location or geographic area proposed for the school and its proximity to the persistently low-performing school.</i></li> <li><i>8. A staffing plan.</i></li> </ol> <p><i>(b) Notwithstanding the requirements of s. <a href="#">1002.33</a>, a school district shall enter into a performance-based agreement with a hope operator to open schools to serve students from persistently low-performing schools. <b>[F.S. 1002.33(4)]</b></i></p>
<b>STATUTORY AUTHORITY</b>	<p><i>(a) A school of hope or a nonprofit entity that operates more than one school of hope through a performance-based agreement with a school district may be designated as a local education agency by the department, if requested, for the purposes of receiving federal funds and, in doing so, accepts the full responsibility for all local education agency requirements and the schools for which it will perform local education agency responsibilities. A nonprofit entity designated as a local education agency may report its students to the department in accordance with the definitions in s. 1011.61 and pursuant</i></p>

to the department's procedures and timelines. Students enrolled in a school established by a hope operator designated as a local educational agency are not eligible students for purposes of calculating the district grade pursuant to s. 1008.34(5).

(b) For the purposes of tort liability, the hope operator, the school of hope, and its employees or agents shall be governed by s. 768.28. The sponsor shall not be liable for civil damages under state law for the employment actions or personal injury, property damage, or death resulting from an act or omission of a hope operator, the school of hope, or its employees or agents. This paragraph does not include any for-profit entity contracted by the charter school or its governing body.

(c) A school of hope may be either a private or a public employer. As a public employer, the school of hope may participate in the Florida Retirement System upon application and approval as a covered group under s. 121.021(34). If a school of hope participates in the Florida Retirement System, the school of hope's employees shall be compulsory members of the Florida Retirement System.

(d) A hope operator may employ school administrators and instructional personnel who do not meet the requirements of s. 1012.56 if the school administrators and instructional personnel are not ineligible for such employment under s. 1012.315.

(e) Compliance with s. 1003.03 shall be calculated as the average at the school level.

(f) Schools of hope operated by a hope operator shall be exempt from chapters 1000-1013 and all school board policies. However, a hope operator shall be in compliance with the laws in chapters 1000-1013 relating to:

1. The student assessment program and school grading system.
2. Student progression and graduation.
3. The provision of services to students with disabilities.
4. Civil rights, including s. 1000.05, relating to discrimination.
5. Student health, safety, and welfare.

6. Public meetings and records, public inspection, and criminal and civil penalties pursuant to s. 286.011. The governing board of a school of hope must hold at least two public meetings per school year in the school district in which the school of hope is located. Any other meetings of the governing board may be held in accordance with s. 120.54(5)(b)2.

7. Public records pursuant to chapter 119.

8. The code of ethics for public officers and employees pursuant to ss. 112.313(2), (3), (7), and (12) and 112.3143(3).

	<p>(g) <i>Each school of hope that has not been designated as a local education agency shall report its students to the school district as required in s. <u>1011.62</u>, and in accordance with the definitions in s. <u>1011.61</u>. The school district shall include each charter school's enrollment in the district's report of student enrollment. All charter schools submitting student record information required by the department shall comply with the department's guidelines for electronic data formats for such data, and all districts shall accept electronic data that complies with the department's electronic format.</i></p> <p>(h) <i>A school of hope shall provide the school district with a concise, uniform, quarterly financial statement summary sheet that contains a balance sheet and a statement of revenue, expenditures, and changes in fund balance. The balance sheet and the statement of revenue, expenditures, and changes in fund balance shall be in the governmental fund format prescribed by the Governmental Accounting Standards Board. Additionally, a school of hope shall comply with the annual audit requirement for charter schools in s. <u>218.39</u>.</i></p> <p><i>A school of hope is in compliance with subparagraph 1. if it is operated by a nonprofit entity designated as a local education agency and if the nonprofit submits to each school district in which it operates a school of hope:</i></p> <p><i>a. A concise, uniform, quarterly financial statement summary sheet that contains a balance sheet summarizing the revenue, expenditures, and changes in fund balance for the entity and for its schools of hope within the school district.</i></p> <p><i>b. An annual financial audit of the nonprofit which includes all schools of hope it operates within this state and which complies with s. 218.39 regarding audits of a school board. [F.S. 1002.333(6)]</i></p>
<b>PERFORMANCE BASED AGREEMENT</b>	<p>PERFORMANCE-BASED AGREEMENT.—The following shall comprise the entirety of the performance-based agreement:</p> <p>(a) The notice of intent, which is incorporated by reference and attached to the agreement.</p> <p>(b) The location or geographic area proposed for the school of hope and its proximity to the persistently low-performing school.</p> <p>(c) An enumeration of the grades to be served in each year of the agreement and whether the school will serve children in the school readiness or prekindergarten programs.</p> <p>(d) A plan of action and specific milestones for student recruitment and the enrollment of students from persistently low-performing schools, including enrollment preferences and procedures for conducting transparent admissions lotteries that are open to the public. Students from persistently low-performing schools shall be exempt from any enrollment lottery to the extent permitted by federal grant requirements.</p>

	<p>(e) A delineation of the current incoming baseline standard of student academic achievement, the outcomes to be achieved, and the method of measurement that will be used.</p> <p>(f) A description of the methods of involving parents and expected levels for such involvement.</p> <p>(g) The grounds for termination, including failure to meet the requirements for student performance established pursuant to paragraph (e), generally accepted standards of fiscal management, or material violation of terms of the agreement. The nonrenewal or termination of a performance-based agreement must comply with the requirements of s. <u>1002.33(8)</u>.</p> <p>(h) A provision allowing the hope operator to open additional schools to serve students enrolled in or zoned for a persistently low-performing school if the hope operator maintains its status under subsection (3).</p> <p>(i) A provision establishing the initial term as 5 years. The agreement shall be renewed, upon the request of the hope operator, unless the school fails to meet the requirements for student performance established pursuant to paragraph (e) or generally accepted standards of fiscal management or the school of hope materially violates the law or the terms of the agreement.</p> <p>(j) A requirement to provide transportation consistent with the requirements of ss. <u>1006.21-1006.27</u> and s. <u>1012.45</u>. The governing body of the school of hope may provide transportation through an agreement or contract with the district school board, a private provider, or parents of enrolled students. Transportation may not be a barrier to equal access for all students residing within reasonable distance of the school.</p> <p>(k) A requirement that any arrangement entered into to borrow or otherwise secure funds for the school of hope from a source other than the state or a school district shall indemnify the state and the school district from any and all liability, including, but not limited to, financial responsibility for the payment of the principal or interest.</p> <p>(l) A provision that any loans, bonds, or other financial agreements are not obligations of the state or the school district but are obligations of the school of hope and are payable solely from the sources of funds pledged by such agreement.</p> <p>(m) A prohibition on the pledge of credit or taxing power of the state or the school district. <b>[F.S. 1002.333(5)]</b></p>
<b>ELIGIBLE STUDENTS</b>	<p><i>A charter school operated by a hope operator which serves students from one or more persistently low-performing schools; is located in the attendance zone of a persistently</i></p>

	<i>low-performing school or within a 5-mile radius of such school, whichever is greater; and is a Title I eligible school; [F.S. 1002.333(1)c.]</i>
<b>EMPLOYEES OF CHARTER SCHOOLS</b>	<p><i>A school of hope may be either a private or a public employer. As a public employer, the school of hope may participate in the Florida Retirement System upon application and approval as a covered group under s. <u>121.021</u>(34). If a school of hope participates in the Florida Retirement System, the school of hope's employees shall be compulsory members of the Florida Retirement System. [F.S. 1002.333(6)c.]</i></p> <p><i>Instructional and noninstructional personnel who are hired or contracted to fill positions in a school of hope as defined in s. 1002.333, and members of the governing board of such school of hope, shall file with the school of hope a complete set of fingerprints taken by an authorized law enforcement agency, by an employee of the school of hope or school district who is trained to take fingerprints, or by any other entity recognized by the Department of Law Enforcement to take fingerprints. [F.S. 1002.333(16)b.]</i></p>
<b>FACILITIES</b>	<p><i>FACILITIES.—</i></p> <p><i>(a) A school of hope shall use facilities that comply with the Florida Building Code, except for the State Requirements for Educational Facilities. A school of hope that uses school district facilities must comply with the State Requirements for Educational Facilities only if the school district and the hope operator have entered into a mutual management plan for the reasonable maintenance of such facilities. The mutual management plan shall contain a provision by which the district school board agrees to maintain the school facilities in the same manner as its other public schools within the district. The local governing authority shall not adopt or impose any local building requirements or site-development restrictions, such as parking and site-size criteria, student enrollment, and occupant load, that are addressed by and more stringent than those found in the State Requirements for Educational Facilities of the Florida Building Code. A local governing authority must treat schools of hope equitably in comparison to similar requirements, restrictions, and site planning processes imposed upon public schools. The agency having jurisdiction for inspection of a facility and issuance of a certificate of occupancy or use shall be the local municipality or, if in an unincorporated area, the county governing authority. If an official or employee of the local governing authority refuses to comply with this paragraph, the aggrieved school or entity has an immediate right to bring an action in circuit court to enforce its rights by injunction. An aggrieved party that receives injunctive relief may be awarded reasonable attorney fees and court costs.</i></p> <p><i>(b) Any facility, or portion thereof, used to house a school of hope shall be exempt from ad valorem taxes pursuant to s. <u>196.1983</u>. Library, community service, museum,</i></p>

	<p><i>performing arts, theatre, cinema, church, Florida College System institution, college, and university facilities may provide space to schools of hope within their facilities under their preexisting zoning and land use designations without obtaining a special exception, rezoning, or a land use change.</i></p> <p><i>(c) School of hope facilities are exempt from assessments of fees for building permits, except as provided in s. <u>553.80</u>; fees for building and occupational licenses; impact fees or exactions; service availability fees; and assessments for special benefits.</i></p> <p><i>(d) No later than January1, the department shall annually provide to the school districts a list of all underused, vacant, or surplus facilities owned or operated by the school district as reported in the Florida Inventory of School Houses. A school district may provide evidence to the department that the list contains errors or omissions within 30 days after receipt of the list. By each April 1, the department shall update and publish a final list of all underused, vacant, or surplus facilities owned or operated by each school district, based upon updated information provided by each school district. A hope operator establishing a school of hope may use an educational facility identified in this paragraph at no cost or at a mutually agreeable cost not to exceed \$600 per student. A hope operator using a facility pursuant to this paragraph may not sell or dispose of such facility without the written permission of the school district. For purposes of this paragraph, the term “underused, vacant, or surplus facility” means an entire facility or portion thereof which is not fully used or is used irregularly or intermittently by the school district for instructional or program use.</i></p> <p><i>(8) NONCOMPLIANCE.—A school district that does not enter into a performance-based agreement within 60 days after receipt of a notice of intent shall reduce the administrative fees withheld pursuant to s.<u>1002.33</u>(20) to 1 percent for all charter schools operating in the school district. Upon execution of the performance-based agreement, the school district may resume withholding the full amount of administrative fees, but may not recover any fees that would have otherwise accrued during the period of noncompliance. Any charter school that had administrative fees withheld in violation of this subsection may recover attorney fees and costs to enforce the requirements of this subsection. A school district subject to the requirements of this section shall file a monthly report detailing the reduction in the amount of administrative fees withheld. <b>[F.S. 1002.333(7)]</b></i></p>
<b>SERVICES</b>	<p><i>A school district that does not enter into a performance-based agreement within 60 days after receipt of a notice of intent shall reduce the administrative fees withheld pursuant to s. <u>1002.33</u>(20) to 1 percent for all charter schools operating in the school district. Upon execution of the performance-based agreement, the school district may resume withholding the full amount of administrative fees, but may not recover any fees that</i></p>

	<p>would have otherwise accrued during the period of noncompliance. Any charter school that had administrative fees withheld in violation of this subsection may recover attorney fees and costs to enforce the requirements of this subsection. A school district subject to the requirements of this section shall file a monthly report detailing the reduction in the amount of administrative fees withheld. <b>[F.S. 1002.333(8)]</b></p>
<b>FUNDING</b>	<p>(9) <b>FUNDING.—</b></p> <p>(a) Schools of hope shall be funded in accordance with s. <u>1002.33(17)</u>.</p> <p>(b) Schools of hope shall receive priority in the department’s Public Charter School Grant Program competitions.</p> <p>(c) Schools of hope shall be considered charter schools for purposes of s. <u>1013.62</u>, except charter capital outlay may not be used to purchase real property or for the construction of school facilities.</p> <p>(d) Schools of hope are eligible to receive funds from the Schools of Hope Program.</p> <p>(e) For a nonprofit entity designated by the department as a local education agency pursuant to paragraph (6)(h), any unrestricted current and capital assets identified in the annual financial audit required by sub-subparagraph (6)(h)2.b. may be used for any other school of hope operated by the local education agency within the same district. Unrestricted current assets shall be used in accordance with s. 1011.62, and any unrestricted capital assets shall be used in accordance with s. 1013.62(2).<b>[F.S. 1002.333(9)]</b></p> <p>(10) <b>SCHOOLS OF HOPE PROGRAM.—</b>The Schools of Hope Program is created within the Department of Education.</p> <p>(a) A school of hope is eligible to receive funds from the Schools of Hope Program for the following expenditures:</p> <ol style="list-style-type: none"> <li>1. Preparing teachers, school leaders, and specialized instructional support personnel, including costs associated with: <ol style="list-style-type: none"> <li>a. Providing professional development.</li> <li>b. Hiring and compensating teachers, school leaders, and specialized instructional support personnel for services beyond the school day and year.</li> </ol> </li> <li>2. Acquiring supplies, training, equipment, and educational materials, including developing and acquiring instructional materials.</li> <li>3. Providing one-time startup costs associated with providing transportation to students to and from the charter school.</li> <li>4. Carrying out community engagement activities, which may include paying the cost of student and staff recruitment.</li> </ol>



	<p>5. Providing funds to cover the nonvoted ad valorem millage that would otherwise be required for schools and the required local effort funds calculated pursuant to s. <u>1011.62</u> when the state board enters into an agreement with a hope operator pursuant to subsection (5).</p> <p>(b) A traditional public school that is required to submit a plan for implementation pursuant to s. <u>1008.33</u>(4) is eligible to receive up to \$2,000 per full-time equivalent student from the Schools of Hope Program based upon the strength of the school's plan for implementation and its focus on evidence-based interventions that lead to student success by providing wrap-around services that leverage community assets, improve school and community collaboration, and develop family and community partnerships. Wrap-around services include, but are not limited to, tutorial and after-school programs, student counseling, nutrition education, parental counseling, and adult education. Plans for implementation may also include models that develop a culture of attending college, high academic expectations, character development, dress codes, and an extended school day and school year. At a minimum, a plan for implementation must:</p> <ol style="list-style-type: none"> <li>1. Establish wrap-around services that develop family and community partnerships.</li> <li>2. Establish clearly defined and measurable high academic and character standards.</li> <li>3. Increase parental involvement and engagement in the child's education.</li> <li>4. Describe how the school district will identify, recruit, retain, and reward instructional personnel. The state board may waive the requirements of s. <u>1012.22</u>(1)(c)5., and suspend the requirements of s. <u>1012.34</u>, to facilitate implementation of the plan.</li> <li>5. Identify a knowledge-rich curriculum that the school will use that focuses on developing a student's background knowledge.</li> <li>6. Provide professional development that focuses on academic rigor, direct instruction, and creating high academic and character standards.</li> </ol> <p>(c) The state board shall:</p> <ol style="list-style-type: none"> <li>1. Provide awards for up to 25 schools and prioritize awards for plans submitted pursuant to paragraph (b) that are based on whole school transformation and that are developed in consultation with the school's principal. <b>[F.S. 1002.333(10)]</b></li> <li>2. Annually report on the implementation of this subsection in the report required by s. <u>1008.345</u>(5), and provide summarized academic performance reports of each traditional public school receiving funds. <b>[F.S. 1002.333(6)]</b></li> </ol>
References	<p><a href="http://www.leg.state.fl.us/statutes/index.cfm?App_mode=Display_Statute&amp;Search_String=&amp;URL=1000-1099/1002/Sections/1002.333.html">http://www.leg.state.fl.us/statutes/index.cfm?App_mode=Display_Statute&amp;Search_String=&amp;URL=1000-1099/1002/Sections/1002.333.html</a></p>

## Attachment 25-Consolidation of Multiple Charters Process

[\(Back to Chart of Attachments\)](#)

According to **F.S. 1002.33(7)(d)** (HB 225, approved 5/26/22), a charter school can request a consolidation of charters as long as they are operated by the same governing board.

- This request can come at any time during the charter term no matter the renewal cycle.
- “A charter school that is not subject to a school improvement plan and that closes as part of a consolidation shall be reported by the sponsor as a consolidation.”

After receiving the request for consolidation, the Sponsor shall:

- Provide the approval or renewal of the consolidation request within 60 days.
- If denied, provide reason for denial in detail within 10 days to the charter school governing board.
- If approved, the Sponsor will inform Senior Administration and submit for School Board approval.

## Attachment 26-Charter School Review Commission Process

[\(Back to Chart of Attachments\)](#)

According to F.S. 1002.33 (SB 758, approved 5/26/22), the Department of Education created the Charter School Review Commission. This commission has the ability to review and approve charter applications that are overseen by district school board.

Sponsor process:

1. After receiving the charter application from the applicant (within 3 days of the application being provided to the commission), the Pasco Charter Office will provide input to the commission within 30 calendar days (SB 758).
  - The commission is to consider this input while reviewing the application.
2. Should the application be approved, the Pasco Charter Office will provide the applicant an initial proposed charter contract within 30 calendar days of the commission's decision.
3. Once the final contract is executed, the Sponsor and applicant will continue discuss the onboarding checklist prior to the first year of operation.

## Attachment 27-Non-Emergency Termination Process

[\(Back to Chart of Attachments\)](#)

### (8) CAUSES FOR NONRENEWAL OR TERMINATION OF CHARTER.—

(a) The sponsor shall make student academic achievement for all students the most important factor when determining whether to renew or terminate the charter. The sponsor may also choose not to renew or may terminate the charter if the sponsor finds that one of the grounds set forth below exists by clear and convincing evidence:

1. *Failure to participate in the state’s education accountability system created in s. 1008.31, as required in this section, or failure to meet the requirements for student performance stated in the charter.*
2. *Failure to meet generally accepted standards of fiscal management.*
3. *Material violation of law. [F.S. 1002.33 (8)(b)]*

#### **Sponsor Responsibility:**

- When considering non-emergency termination of a charter school, the Sponsor will review all factors including any non-compliance letters and financial or governance issues to ensure there is sufficient evidence for termination. The Sponsor will also follow all statutory requirements pursuant to **F.S. 1002.33 (7)(b) & (8)**.
- Review factors of non-compliance as sufficient evidence for non-emergency termination with Superintendent and legal counsel. Sufficient evidence for justification should center on at least one or more of the following:
  1. *Failure to participate in the state’s education accountability system created in s. 1008.31, as required in this section, or failure to meet the requirements for student performance stated in the charter.*
  2. *Failure to meet generally accepted standards of fiscal management.*
  3. *Material violation of law. [F.S. 1002.33 (8)(b)]*

*Please note that if the charter school is in a deteriorating financial condition, then please refer to **F.S. 1002.345** for further requirements on the part of the Sponsor.*

*If the charter school has earned a second consecutive grade of “F”, then these are specific grounds for termination as specified under **F.S. 1002.33(9)(n)2.c**.*

*If the charter school has earned a school grade of a “D” or “F”, then please refer to **F.S. 1002.33(9)(n)1** for further requirements.*

- Send letter of non-compliance to governing board chair with noted areas of deficiencies with 30 day notice to cure/correct by a specific deadline
- Provide notification to School Board through an informational agenda item of notice of non-compliance and areas of deficiencies.
- Review received evidence to cure/correct prior to the deadline
- Should there be remaining evidence of non-compliance and sufficient grounds for non-emergency termination, then this would be reviewed by the Superintendent for further determinations for non-emergency termination proceedings
- If deficiencies remain, then the School Board or Superintendent would send a letter of termination with respect to the terms of the charter contract to the governing board chair no later than 90 days prior to the end of the year.
- If the charter school's governing board elects Voluntary Closure/Non-Renewal, please refer to **Attachment 2- Voluntary Closure/Non-Renewal Process**. As part of the process, the charter school will be provided with the **Pasco County Charter School Voluntary Closure/Non-Renewal Checklist**.
- If the charter school's governing board is not in agreement with the non-emergency termination, the charter school may request a hearing in accordance with F.S. 1002.33(8)(b). See below.

*At least 90 days before renewing, nonrenewing, or terminating a charter, the sponsor shall notify the governing board of the school of the proposed action in writing. The notice shall state in reasonable detail the grounds for the proposed action and stipulate that the school's governing board may, within 14 calendar days after receiving the notice, request a hearing. The hearing shall be conducted by an administrative law judge assigned by the Division of Administrative Hearings. The hearing shall be conducted within 90 days after receipt of the request for a hearing and in accordance with chapter 120. The administrative law judge's final order shall be submitted to the sponsor. The administrative law judge shall award the prevailing party reasonable attorney fees and costs incurred during the administrative proceeding and any appeals. The charter school's governing board may, within 30 calendar days after receiving the final order, appeal the decision pursuant to s. [120.68](#). [F.S. 1002.33(8)(b)]*

- If the charter school's governing board requests a hearing, the Program Coordinator for Charter schools would send a **Termination of Process Hearing Request** to the **Department of Administrative Hearings** with supportive documentation.
- If the decision by the **Administrative Law Judge** is to terminate the Charter, the charter school's governing board would schedule a governing board meeting to vote to cease operations on a determined date.
- Program Coordinator for Charter Schools would attend the public meeting held by the charter school's governing board where the board would approve to cease operations on a designated date.
- Sponsor would receive a letter of surrender/voluntary closure signed by the governing board chair

- Sponsor would send a letter of response/acknowledgement signed by the Superintendent to the charter school's governing board
- Program Coordinator for Charter School submits an agenda item to be placed on the next School Board agenda for a vote to terminate the Charter.
- Program Coordinator for Charter Schools provides steps and timeline for the school closure under a document entitled ***Pasco County Charter School Voluntary Closure/Non-Renewal Checklist***.
- Should a charter school be terminated, all items that become property of the Sponsor (items purchased with capital outlay or grant funds) will be inventoried and dispersed as appropriate according to statutory requirements. ***F.S. 1002.33 (8)(d)***

**Note:** Any step-in agreements would be fully executed.

## Attachment 28- Post-Secondary Institute Application Approval Process

[\(Back to Chart of Attachments\)](#)

The 2021 Legislation [F.S. 1002.33(5)(a)3.b.] authorized the Florida College System (FCS) and State University System (SUS) to solicit charter school applications and act as the charter school sponsor.

*A Florida College System institution may, upon approval by the Department of Education, solicit applications and sponsor a charter school in any county within its service area to meet workforce demands and may offer postsecondary programs leading to industry certifications to eligible charter school students. A charter school established under subparagraph (b)4. may not be sponsored by a Florida College System institution until its existing charter with the school district expires as provided under subsection (7).*

*c. Notwithstanding paragraph (6)(b), a state university or Florida College System institution may, at its discretion, deny an application for a charter school. [F.S. 1002.33(5)(a)3.b.]*

### **District Responsibilities:**

1. If requested, the district will work with the Florida College System (FCS) or State University System (SUS) to aid in developing charter schools that offer secondary education.
  - a. Pursuant to F.S. 1002.33(5)(a)3.b, the district in conjunction with the FCS or SUS will ensure that these charter schools will provide students the opportunity to receive an associate degree at the time of their high school graduation.
2. In accordance with F.S. 1002.33(5)(a)3.b, the district will assist the FCS with charter applications.
  - a. FCS applications for charter schools are not held to the same timeframes and deadlines as outlined in subsection (6). These applications can be approved by the district school board any time throughout the year.
3. Pursuant to F.S. 1002.33(5)(a)3.b, the district will not calculate a student that is enrolled at a charter school sponsored by an FCS or SUS into the school district's grade in which the student resides (s. 1008.34 (5)).
4. The district will follow any statutory requirements pursuant to F.S. 1002.33(5)(a)3.b. in regards to the funding of students enrolled in charter schools.