



## POLICY 2.57

4-A I recommend that the Board adopt the proposed revised Policy 2.57, entitled “Charter Schools.”

[Contact: Contact: Peter Licata, PX 45820.]

### Adoption

### CONSENT ITEM

- The Board approved development of this revised Policy at the development reading on May 9, 2012. All changes appear in **red**. Since the posting of the revised policy for the first reading, the following significant changes were made:
  - The purpose of the policy was shortened in Paragraph 1.
  - References to particular DOE form numbers were eliminated as the numbers could change. Additionally, footnotes and statements within the policy relating to **future** State Board of Education (SBE) application and evaluation forms and model charter template for virtual charter schools and high performing charter schools were deleted as the SBE has now adopted those forms and modified its template.
  - Previous references in sub-paragraph 3 (c) relating to the performance of an applicant’s other schools were deleted. The State application and evaluation instrument indicate the parameters for evaluation of an applicant and address consideration of other schools.
  - Emphasis is added in sub-paragraph 3 (f) that applicants cannot make substantive changes after the initial review and examples of substantive changes are provided.
  - The interview provided in sub-paragraph 3 (g) expand the interview to include any applicant whose application “Partially Meets the Standards” or “Does Not Meet the Standards”.
  - In paragraph 5, the application process for a conversion charter school is explained in greater detail as provided within SBER 6A-6.0787.
  - In paragraph 10, the School Board’s providing technical assistance to low performing charter schools includes assisting non-graded charter schools with low-performing students.
  - Lines 277-279, added “Failure to participate in the training shall be considered a violation of Florida law and may constitute grounds for

termination of the charter contract.”

- Lines 290-292, added “Failure to present certain of these items, such as a certificate of occupancy, will prevent the school from opening.”
- The Charter Schools policy is being revised to implement changes in Florida law regarding charter schools and to set forth District practices. This includes provisions relating to virtual and high-performing charter schools.
- This policy outlines procedures for the creation, monitoring and termination of charter schools in the School District of Palm Beach County.
- The policy addresses the charter school application process and review, charter school conversion ballot process, charter contract negotiations, ongoing monitoring and administrative compliance, charter amendments, training, procedures for non-renewal or termination of charter schools, the Districts’ assistance to low performing charter schools and the District’s support to charter schools.
- Sub-paragraph 3 (e) is based on the legislative changes as stated within Fla. Stat. §1002.33 (6) (b). This statutory provision states: “Before approving or denying any application, the sponsor [School Board] shall allow the applicant, upon receipt of written notification, at least 7 calendar days to make technical or nonsubstantive corrections and clarifications, including, but not limited to, corrections of grammatical, typographical, and like errors or missing signatures, if such errors are identified by the sponsor [School Board] as cause to deny the application.” This provision does not allow for substantive changes to the application.
- Sub-paragraph 3 (f) provides for an interview for applicants if the reviewers, after the review of the initial application, have determined that the application “Does Not Meet the Standards” or “Partially Meets the Standards.” This provision is not required by statute but was recommended by District staff.
- As stated within sub-paragraph 3 (j) of the proposed policy, if an application, after the opportunity to cure any non-substantive or technical inadequacies, does not meet any standard or partially meets any standard, it will not be recommended by the Superintendent for approval by the School Board.
- Paragraph 8 sets forth the procedure when the term of a charter school’s agreement will be expiring and the school will be undergoing a review by the District for renewal.
- The provisions within the policy requiring charter school representatives to appear before the School Board under certain circumstances [set forth in sub-

paragraphs (7) (h) for monitoring, 8 (c) for renewals, and (10) (b) for assisting low performing charter schools] are not required by statute. However, Fla. Stat. §1002.33 (9) (n) & (p) require that these representatives appear **before the School Board or its staff** for schools receiving a grade of D or if the school has submitted a school improvement plan due to school grades of D for 2 consecutive years or a grade of F or because the school is on probation.

POLICY 2.57

CHARTER SCHOOLS

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2  
3 1. PURPOSE AND INTENT

4 The School Board of Palm Beach County (“School Board” or “Sponsor”) shall  
5 sponsor charter schools to provide educational options in accordance with Florida  
6 law ~~to improve student learning and academic achievement while providing parents~~  
7 ~~with flexibility to choose among diverse education opportunities within the School~~  
8 District (“District”). The provisions within this policy shall be interpreted consistently  
9 with Florida and federal laws.

10 2. ELIGIBILITY FOR CHARTER SCHOOL APPLICATION (“APPLICATION”)

11 The School Board shall sponsor charter schools, ~~which that~~ serve any of these  
12 grade(s): Pre-kindergarten (Exceptional Student Education Only) and from  
13 kindergarten through grade 12 or as otherwise allowed by Florida law. To establish  
14 a charter school, an applicant must meet the criteria within Fla. Stat. §§ 1002.33(2)  
15 (a) & (b), (3), and (6) (a). In addition, applicants can apply to open virtual charter  
16 schools, high-performing charter schools and blended-learning charter schools in  
17 accordance with Florida law ~~as designated by the Commissioner of Education.~~

18 3. APPLICATION PROCESS AND REVIEW

19 a. Applicants: Applicants are encouraged to participate in the Florida Department  
20 of Education (FLDOE) orientation webinar, if available, to review the charter  
21 school application process. In order for applicants to become familiar with  
22 District procedures, the District strongly encourages applicants to also attend  
23 the applicant training provided by the District. Technical assistance from the  
24 District is available to interested applicants prior to the August 1 deadline and  
25 may be obtained by contacting the Superintendent’s designee. If the applicant  
26 is a management company or other nonprofit organization, it is strongly  
27 encouraged that the charter school principal and the chief financial officer or  
28 his or her equivalents also participate in the training.

29 b. Application Deadline: All applications must be received in the  
30 Superintendent’s designee’s office no later than 5:00 p.m. on August 1 for  
31 prospective charter schools intending to start operations by the beginning of  
32 the subsequent school year. All applications must be complete, containing all  
33 sections of the Model Florida Charter Schools Application and any necessary  
34 exhibits. All applications will be stamped with the date and time when they are  
35 received by the District. Late applications will not be accepted. If August 1  
36 occurs on a Saturday, Sunday, legal holiday, or other non-business day of the  
37 District, the deadline for application submission shall be extended to 5:00 p.m.

38 on the next day that is not a Saturday, Sunday, legal holiday, or other non-  
39 business day of the District.

40 i. Applications must be submitted on the most current ~~and applicable~~ DOE  
41 ~~form IEPG-M1, the~~ Model Florida Charter Schools Application form, in  
42 compliance with Florida State Board Rule of Education (SBER) 6A-  
43 6.0786(1). The Model Florida Charter Schools Applications can be found  
44 on the Florida Department of Education's website.<sup>1</sup>

45 c. Application Review:

46 i. Applications will be separated into component sections and distributed to  
47 various departments within the District or other qualified individuals who  
48 will review sections on behalf of the District. Applications will be  
49 evaluated using ~~DOE form IEPG-M2, the the most current and applicable~~  
50 Florida Charter School Application Evaluation Instrument, ~~as required by~~  
51 ~~SBER 6A-6.0786(2).~~ The Florida Charter School Application Evaluation  
52 Instruments can be found on the Florida Department of Education's  
53 website.<sup>2</sup> As per Fla. Stat. § 1002.33 (6) (a) 6, the District will require an  
54 applicant to provide additional information and/or documents as an  
55 addendum to the charter application, such as a completed budget  
56 worksheet format. Each section of a properly submitted application will  
57 be rated as "Meets the Standard," "Partially Meets the Standard," or  
58 "Does Not Meet the Standard". Persons who review the sections on  
59 behalf of the District shall ~~also~~ provide written commentary to explain the  
60 rating given to each particular section if that section is rated as partially or  
61 does not meet the standard. After evaluation, each reviewer shall provide  
62 to the Superintendent's designee all sections of the application he/she  
63 reviewed as well as completed evaluation instruments for those sections.

64 ii. ~~As part of this evaluation process using the State evaluation instrument,~~  
65 ~~applications for charters by the same entity in subsequent years will be~~  
66 ~~evaluated using criteria for approval that include an examination of that~~  
67 ~~entity's current charter school(s).~~

68 iii. ~~This process will be used to determine whether the entity has a track~~  
69 ~~record of success in operating charter school(s) for the past two (2) fiscal~~  
70 ~~years. This review of the other charter school(s) include:~~

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<sup>1</sup> If the State Board of Education develops in the future a new application for virtual charter and/or high performing charter schools, the District will use those documents as required.

<sup>2</sup> If the State Board of Education develops in the future a new evaluation instrument for virtual charter schools and/or high performing charter schools, the District will use those documents as required.

- 71 A. ~~remaining in full compliance with its charter;~~
- 72 B. ~~demonstrating fulfillment of the statutory purposes of charter schools;~~
- 73 C. ~~for schools subject to state performance grades, maintaining a~~  
74 ~~performance grade of at least B or demonstrating significant annual~~  
75 ~~learning gains amongst the students attending.~~
- 76 iv. The applicant and Sponsor School Board may mutually agree, in writing,  
77 to extend the statutory timeline for the District to consider the charter  
78 application. Such agreement shall detail the extension date or timeframe.
- 79 v. The Superintendent will recommend approval only if ~~if~~ the application  
80 meets all the standards, the Superintendent will recommend approval.
- 81 d. Applicant Notification and Limited Opportunity to Cure: The Superintendent's  
82 designee shall in writing notify by email with read receipt requested (if email  
83 address is known) and mail the applicant the results of the charter application  
84 evaluation, noting which sections have been rated "Partially Meets the  
85 Standard," or "Does Not Meet the Standard".
- 86 e. Within seven (7) calendar days after receipt of the District's written notice, an  
87 applicant may submit in writing, per Fla. Stat. §1002.33 (6) (b), technical and  
88 non-substantive corrections and clarifications, including, but not limited to,  
89 corrections of grammatical, typographical, and like errors or missing  
90 signatures, that relate to any deficiency noted by a reviewer on the application  
91 evaluation instrument, if such errors are identified by the District as cause to  
92 deny the application. Technical corrections and clarifications cannot materially  
93 alter the application. Applicants may NOT submit this additional information  
94 after the seven (7) calendar day period expires and the District will NOT  
95 consider substantive changes.
- 96 f. ~~Applicants shall not be provided with the opportunity to correct make~~  
97 ~~substantive changes, but shall retain the right to reapply for a charter school in~~  
98 ~~the subsequent school year without prejudice. Examples of substantive~~  
99 ~~changes include, but are not limited to, the school's mission, the students to~~  
100 ~~be served, the ages and grade to be included, the focus of the curriculum, the~~  
101 ~~instructional methods to be used, and distinctive instructional techniques to be~~  
102 ~~employed.~~
- 103 g. Applicant Interview and Notification of Interview (if applicable)
- 104 i. ~~After submission by the applicant of any technical and non-substantive~~  
105 ~~changes in response to the District's written notice, the Superintendent's~~  
106 ~~designee shall contact the applicant for an interview if any non-~~  
107 ~~substantive or technical clarifications or corrections in the application are~~

108 deemed needed by the Sponsor to respond to errors identified by the  
109 District as cause to deny the application. Should the initial application be  
110 deemed to “Not Meet the Standards” or “Partially Meet the Standards”, a  
111 Superintendent’s designee shall offer the applicant an interview to  
112 discuss the concerns. This interview shall be offered to applicants,  
113 whether or not they will be provided an opportunity to remedy a technical  
114 or non-substantive error in the application. Where the errors are deemed  
115 to be substantive in nature, the purpose of the interview shall be to assist  
116 the applicant in successfully applying for a charter school in the  
117 subsequent school year.

118 ii. Reviewers for the District, who have rated any section of a charter  
119 application as “Partially Meets the Standard” or “Does Not Meet the  
120 Standard” ~~where any non-substantive or technical clarifications or~~  
121 ~~corrections in the application are deemed needed,~~ shall be present during  
122 the interview. Should the District reviewer be unable to attend, a  
123 designee will attend. The interview will be conducted with the applicant’s  
124 founding board member(s). Management company representatives,  
125 attorneys and/or consultants may attend the interview.

126 iii. At the interview, NO ADDITIONAL WRITTEN INFORMATION WILL BE  
127 ACCEPTED FROM THE APPLICANT OR ON THE APPLICANT’S  
128 BEHALF.

129 iv. The ~~Sponsor School Board~~ will attempt to electronically record the  
130 interview but the ~~Sponsor School Board~~ is not required to have it  
131 transcribed.

132 h. Reviewer(s) on behalf of the District will evaluate deficient sections  
133 considering the applicant’s written non-substantive or technical  
134 corrections/clarifications and interview responses. The reviewers will then  
135 submit their results to the Superintendent’s designee. The District will request  
136 that an applicant undergoing this review agree to an extension of the statutory  
137 time for application approval or denial by the School Board for at least thirty  
138 (30) days.

139 i. Non-substantive Application Evaluation Notification: After the technical and  
140 non-substantive evaluations described above in sub-paragraphs (3) (e) & (f),  
141 the Superintendent’s designee shall contact each applicant in writing to inform  
142 it of the results of the interview and application evaluations. This written  
143 notification will include the Superintendent’s recommendation that will be  
144 made to the School Board, as well as notice of the time and date of the School  
145 Board meeting for action on the application.

146 j. If a charter application has received from the reviewer a rating of “Partially

147 Meets” or “Does Not Meet the Standard” in any evaluation section, after the  
148 opportunity to cure as stated above, if applicable, then the overall assessment  
149 of the application will warrant denial and the application will NOT be  
150 recommended for approval by the ~~Superintendent’s designee or by the~~  
151 Superintendent ~~to the School Board.~~

152 k. ~~Recommendations and School Board Meeting: The Superintendent’s~~  
153 ~~designee shall report all completed application evaluations to the~~  
154 ~~Superintendent with a recommendation. The Superintendent shall then make~~  
155 ~~a recommendation to the School Board to accept or deny the application~~  
156 ~~based on the overall assessment as to whether any deficiency (ies) remains.~~  
157 ~~The recommendation shall then be placed on the School Board’s agenda for~~  
158 ~~action.~~

159 i. In determining whether to approve or deny an application for a charter school  
160 (except for a ~~an application filed by a~~ high-performing charter school or  
161 system), the School Board shall consider whether the application meets the  
162 criteria set forth in Fla. Stat. §1002.33, the ~~applicable~~ State Board of Education  
163 approved DOE ~~Application~~ form ~~IEPG-M2~~, and the ~~applicable~~ Florida Charter  
164 School Application Evaluation Instrument<sup>3</sup> as required by SBER 6A-6.0786(2).

165 m. The School Board shall by majority vote, approve or deny the application.  
166 During the public meeting where the vote is taken, the applicant shall have the  
167 opportunity to be heard by the Board if the applicant makes the appropriate  
168 and timely request as required by the Board’s public comment procedures or if  
169 Board Members have questions to ask the applicant. The Board shall vote on  
170 every application within sixty (60) calendar days of the District’s receipt of the  
171 application unless an extension of time is mutually agreed upon in writing or as  
172 provided herein and by statute.

173 n. Notice and Appeal: Within ten (10) calendar days after the School Board’s  
174 decision to deny an application, the School Board shall provide written notice  
175 to the applicant, per the provisions of SBER 6A-6.0781, of the specific  
176 reasons, based upon good cause, for the denial of any application along with  
177 supporting documentation. The letter shall also state the procedure to appeal  
178 and shall be sent to the Florida Department of Education. Pursuant to Fla.  
179 Stat. §1002.33(6) (c), an applicant may appeal to the Florida State Board of  
180 Education a denial of the application or the School Board’s failure to timely act  
181 on an application pursuant to the procedure as set forth in SBER 6A-6.0781.  
182 The applicant must also ~~then~~ file a copy of its appeal notice and supporting  
183 documents with the School Board’s clerk or as otherwise provided by statute  
184 or rule.

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<sup>3</sup> ~~If the State Board of Education develops in the future a new evaluation instrument for virtual charter schools, the District will use that evaluation instrument as required.~~



185 4. SPECIAL APPLICATION PROCEDURES FOR HIGH-PERFORMING CHARTER  
186 SCHOOLS

187 a. Applications submitted by a high-performing charter school are governed by  
188 Fla. Stat. §§1002.33(6) and 1002.331. The application process for a charter  
189 school that is defined as a high-performing charter school is determined by the  
190 Commissioner of Education per the provisions of Fla. Stat. §1002.331(3) (a).

191 b. If the applicant is requesting to replicate a high-performing charter school, the  
192 applicant shall use the most current and applicable State Board of Education  
193 approved form and the ~~Spenser~~ School Board shall:

194 i. request a copy of the required letter from the Commissioner of Education  
195 verifying high-performing status of the school to be replicated;

196 ii. evaluate whether adequate evidence exists of substantial replication of  
197 the educational program of the existing high-performing school;

198 iii. require that the applicant clearly articulate in the body of the application  
199 that the proposed school is being submitted as a replication under Fla.  
200 Stat. § 1002.331 (3) (a); and

201 iv. require information that substantiates that the applicant has not submitted  
202 a high-performing application to any other school district in Florida during  
203 the current application cycle.

204 ~~e. Applications submitted by a high-performing charter school are governed by~~  
205 ~~Fla. Stat. §§1002.33(6) and 1002.331. The application process for a charter~~  
206 ~~school that is defined as a high-performing charter school is determined by the~~  
207 ~~Commissioner of Education per the provisions of Fla. Stat. §1002.331 (3)(a).~~

208 d. In determining whether to approve or deny an application ~~from~~ for a high-  
209 performing charter school, the School Board shall consider whether the  
210 application meets the criteria set forth in Fla. Stat. §1002.33 (6) (b) (3) b and  
211 any applicable State Board of Education approved evaluation instrument form  
212 as required by SBER 6A-6.0786(2).

213 i. Per Florida Statutes, to deny the application, the School Board ~~would~~  
214 ~~need to~~ ~~must~~ demonstrate by clear and convincing evidence that at least  
215 one of the criteria was not met.

216 ii. In the event that a high-performing ~~charter school's~~ application does not  
217 comply with the requirements of the law, including but not limited to, the  
218 provisions related to substantial replication, the application ~~will~~ ~~shall~~ be  
219 deemed to be a traditional application and evaluated under the standard  
220 provisions of charter law.

221 5. **CHARTER SCHOOL CONVERSION ~~BALLOT~~ PROCESS**

222 a. Per the provisions of SBER 6A-6.0787(1), the “[S]chool Board, the principal,  
223 teachers, parents, and/or the school advisory council at an existing public  
224 school that has been in operation for at least two (2) years may submit a  
225 request in writing to the school administrator to conduct a vote for conversion.  
226 The request shall be submitted no later than ninety (90) days prior to the  
227 August 1 deadline for charter applications. The administrator shall initiate the  
228 ballot process within sixty (60) days of receipt of the written request and the  
229 ballot process shall be completed no less than thirty (30) days prior to the  
230 charter application deadline.

231 b. An application ~~The secret ballots~~ proposing to convert an existing public  
232 school to a charter school must demonstrate the support of teachers and a  
233 majority of the teachers employed at the school and a majority of the voting  
234 parents in accordance with Fla. Stat. §1002.33(3) (b) and SBER 6A-6.0787(2).  
235 A majority of parents eligible to vote must participate in the ballot process. See  
236 SBER 6A-6.0787(5)(d).

237 c. “If a majority of teachers employed at the school and a majority of voting  
238 parents support the charter proposal, the conversion charter application must  
239 be submitted by the application deadline that follows the ballot. The ballot  
240 results may not carry over to another school year or application period. ...If a  
241 majority of parents and/or teachers do not support the charter proposal, the  
242 application may not be submitted to the sponsor.” See SBER 6A-6.0787(3).

243 6. **CONTRACT NEGOTIATIONS, LAPSE, AND AMENDMENTS**

244 a. Pursuant to Fla. Stat. §1002.33 (6) (h): Within 60 days after approval of an  
245 application by the School Board, the District ~~will~~ shall forward to the charter  
246 school applicant a contract proposal that is consistent with Florida and federal  
247 laws and in the ~~most current~~ format as prescribed by SBER 6A-6.0786(3)  
248 (~~DOE form IEPC-M3~~, Florida Model Charter Contract Format) as an initial  
249 proposed charter.<sup>4</sup> Within seventy-five (75) days after receipt of the District’s  
250 initial proposed charter, the charter school and the District shall negotiate the  
251 terms of the charter contract (based upon the District’s proposed Charter) and  
252 the agreed upon contract shall be noticed to the School Board for final  
253 approval. An extension of this time period is possible upon the agreement of  
254 the parties. If the parties do not reach agreement, the Department of  
255 Education shall provide mediation services and, if needed, the other  
256 procedures within Fla. Stat. §1002.33 (6) (h) would apply.

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<sup>4</sup> If the State Board of Education develops a new model charter format for virtual charter schools and/or high performing charter schools, the District will use those model formats as required to develop its model charter contract to commence negotiations.

- 257 b. An existing charter contract may be amended in writing upon mutual  
258 agreement between the charter school and the School Board.<sup>5</sup>
- 259 i. The School Board reserves the right to deny any such proposed  
260 amendment if the proposed amendment does not contain appropriate  
261 documentation or does not conform with existing federal or State law or  
262 rules or the District's model charter agreement.
- 263 ii. Requests for amendments involving an increase in student enrollment will  
264 require, unless otherwise provided by Florida law, at minimum, updated  
265 budget information and documented facility capacity to accommodate the  
266 increase in student enrollment.
- 267 iii. Charter schools requesting the addition of grades, i.e. elementary schools  
268 requesting to add middle school grades, unless otherwise provided by  
269 Florida law, must submit detailed plans, including but not limited to, those  
270 involving budget, facility, curriculum, transportation and food service.
- 271 c. Charter contract negotiations between the District and a high-performing  
272 charter school and amendments to its charter are governed by Fla. Stat.  
273 §§1002.33(6) & 1002.331.

274 7. **ONGOING MONITORING AND ADMINISTRATIVE COMPLIANCE**

- 275 a. All applicants must participate in the applicant training provided by the Florida  
276 Department of Education ("DOE") pursuant to SBER 6A-6.0785 ~~and its~~  
277 ~~referenced Form IEPC-TS. Failure to participate in the training shall be~~  
278 ~~considered a violation of Florida law and may constitute grounds for~~  
279 ~~termination of the charter contract.~~ This training occurs after the approval of  
280 the application but at least 30 days before the first day of classes at the  
281 charter school. Dates for such DOE-sponsored training will be posted when  
282 available on the Florida Department of Education's Charter School website.  
283 The District shall provide notification of the applicant training requirement by  
284 sending written or electronic notification to all approved charter school  
285 applicants for the most recent application cycle. The notification shall include  
286 the Florida Department of Education's Charter School website.
- 287 b. All charter schools shall submit to the District certificates of occupancy,  
288 inspection reports, insurance premiums and other documentation listed on the  
289 Opening of Schools Checklist ("Checklist") PBSB 2414 prior to or at the  
290 beginning of each school year of the term of its contract. ~~Failure to present~~  
291 ~~certain of these items, such as a certificate of occupancy, will prevent the~~  
292 ~~school from opening.~~ The Checklist will be provided to all charter schools by  
293 the Superintendent's designee and must be timely completed and returned to

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<sup>5</sup> The Charter Contract may also provide that the Charter is modified by changes in the law.

294 the District. Each document must be submitted by the corresponding due date  
295 on the Checklist. This Checklist is incorporated herein as part of this policy  
296 and can be found on the District's website at  
297 <http://www.palmbeachschools.org/forms/index.asp>.

298 c. All charter schools are subject to monitoring by ~~the District subject matter~~  
299 ~~experts~~ pursuant to applicable law. Visits, as deemed necessary by the  
300 District, may be made by the District personnel to observe operations and to  
301 provide technical assistance when applicable. A mid-year and/or end-of-year  
302 review as determined by the Superintendent's designee shall be completed.  
303 The mid-year and/or end-of-year reviewers will review the academic,  
304 operations, governance and compliance of each charter school as well as its  
305 revenues, expenditures and financial status. Monitoring will occur to determine  
306 whether the school is meeting the goals and standards stated within its charter  
307 contract. These reviews will monitor compliance requirements including those  
308 legally mandated and those that are essential to fulfilling the District's  
309 oversight responsibility. The charter schools' failure to timely submit complete  
310 requisite documentation to the District may constitute good cause for non-  
311 renewal or termination of the charter school's charter.

312 d. If a charter school has a ~~substantially~~ deficient mid-year or annual review or  
313 repetitive and/or an unresolved compliance issue, a Corrective Action Plan  
314 (CAP) must be jointly developed by the District and the charter school and the  
315 charter school must satisfy all of the CAP compliance issues as reasonably  
316 determined by the District. The District will approve, monitor, and redress said  
317 corrective action plans, as well as provide technical assistance to the charter  
318 school. Charter schools are also subject to expedited reviews and corrective  
319 action plans under Fla. Stat. § 1002.345 and SBER 6A-1.0081.

320 e. All charter schools must submit all reports as required by Florida Statutes or  
321 State Board of Education Rules, as amended from time to time, including  
322 SBER 6A-1.0081, in a timely fashion. ~~Also, all~~ All charter schools must submit  
323 timely reports and/or documentation as required by the District and/or the  
324 charter agreement in order for the District to perform its oversight functions.  
325 Examples of these required reports and/or documents that are required to be  
326 timely submitted include, but are not limited to the following: school  
327 improvement plan, facility certification, annual accountability report, and  
328 financial statements.

329 f. Charter schools are ~~also~~ required to timely and fully comply with and respond  
330 to additional audit requests from the District; comply with all applicable District  
331 policies and procedures that are applicable per their charter or by laws;  
332 comply with the requirements for governing board meetings, and timely  
333 submission of governing board meeting minutes to the Superintendent's  
334 designee. Failure to comply with these requirements may constitute good

335 cause for non-renewal or termination of a charter contract.

336 g. In the event there are outstanding or existing issues impacting the operation of  
337 the charter school, or when a charter is deficient in academic performance,  
338 governance, or finances, or is in a financial emergency, the School Board will  
339 be notified in writing by the Superintendent or designee at the time the District  
340 is aware of the issue.

341 h. If the District or the State concludes that a charter school has significant  
342 financial, governance or academic issues, the director and a representative of  
343 the governing body of a charter school ~~that has significant financial,~~  
344 ~~governance or academic issues~~ shall appear before the School Board at a  
345 public meeting at least once a year to present information regarding the  
346 corrective strategies that are being implemented to address the issues. The  
347 School Board shall communicate at the meeting, and in writing to the director,  
348 the services and/or recommendations provided to the school to help the  
349 school address its deficiencies.

350 8. RENEWAL OF CHARTER CONTRACTS

351 a. When a charter school seeks renewal of its charter, the following process shall  
352 apply.

353 b. During the final year of a charter school's contract term, designated District  
354 staff will conduct a program review in order to determine whether a charter  
355 school meets the criteria for renewal as set forth in Fla. Stat. §1002.33(7)(a) &  
356 (b) as well as compliance with the existing charter provisions.

357 c. The charter school principal and/or governing board chair will be scheduled  
358 and appear before the School Board at a public meeting to answer questions  
359 from the Board and address issues including:

360 i. the needs of their students and types of programs offered; and

361 ii. the kinds of interventions and strategies they have used to improve their  
362 students' achievement.

363 d. If a charter school meets the criteria for a renewal charter contract and the  
364 existing charter provisions, the Board shall vote whether to approve the  
365 renewal.

366 e. If the Board votes to approve the renewal, the District will provide the charter  
367 school a proposed charter and negotiations for a renewal charter shall then  
368 commence within the timelines provided by State law. Until the State Board of  
369 Education develops a format for a renewal charter contract, the District's  
370 model charter will be used. If the State Board of Education develops a format

371 for a renewal charter contract, the parties shall use that format. The  
372 negotiations must address the term of the renewal contract, any  
373 updates/changes to the goals and objectives of the school, budget updates,  
374 and any other changes based upon the current District model or State Board  
375 of Education approved model charter format.

376 f. If a renewal charter agreement has not been approved by both parties and the  
377 term of the current charter agreement is about to expire, District staff will  
378 attempt to obtain approval from the charter school and present to the School  
379 Board an amendment to the existing charter agreement for a short extension  
380 of time. The extension would be until an agreement has been reached and  
381 approved by the school's governing board and School Board or after the  
382 statutory procedures for mediation or a hearing have been completed and the  
383 renewal charter terms are determined.

384 9. **NON-RENEWAL OR TERMINATION OF CHARTERS**

385 a. The District shall adhere to Fla. Stat. §1002.33(8) and State Board of  
386 Education Rules when considering the nonrenewal or termination of any  
387 charter contract.

388 b. At least 90 days prior to the District's intent to non-renew or terminate a  
389 charter (except for immediate terminations), the Superintendent/designee,  
390 following a School Board vote, shall notify in writing the governing board of the  
391 charter school. This notice shall state in reasonable detail the grounds for the  
392 proposed action and inform the charter school that its governing board, within  
393 14 calendar days after receiving the notice, may request a hearing by filing a  
394 legally sufficient written request with the School Board's Clerk. This would  
395 require a written petition or a hearing request that is legally sufficient under  
396 Fla. Stat. §§120.569 (2) (c) and 120.54 (5) (b) and Fla. Admin Code R. 28-  
397 106.201 and 28-106.104, filed by the charter school's governing board with the  
398 Clerk of the School Board within fourteen (14) calendar days after the school's  
399 receipt of the notice.

400 c. Hearings.

401 If a request or petition is filed, then the following procedures apply:

402 i. The School Board hereby delegates to its General Counsel the function of  
403 ruling, prior to the submission of the case to DOAH, on any pre-hearing  
404 motions such as a request for extension of time, and determining if the  
405 petition or request for hearing is legally sufficient or timely.

406 ii. If the General Counsel, on behalf of the School Board, determines that  
407 the petition/request for hearing is not legally sufficient or timely, the  
408 School Board (through its General Counsel) may deny/dismiss the

409 petition or request for a hearing pursuant to Fla. Stat. § 120.569(c) and  
410 the Uniform Rules of Procedure. A petition shall be dismissed if it is not  
411 in substantial compliance with these requirements or it has been untimely  
412 filed. Dismissal of a petition timely filed shall, at least once, be without  
413 prejudice to petitioner's filing a timely amended petition/request for  
414 hearing curing the defect, unless it conclusively appears from the face of  
415 the petition/request for hearing that the defect cannot be cured. The  
416 School Board (through its General Counsel) shall promptly give written  
417 notice to all parties of the action taken on the petition/request for hearing,  
418 shall state with particularity its reasons if it is not granted, and shall state  
419 the deadline for filing an amended petition/request for hearing if  
420 applicable. Any further amendments of the petition/request for hearing  
421 shall follow Fla. Admin. Code R. 28-106.202.

422 iii. If the General Counsel, on behalf of the School Board, determines that  
423 the petition/request for hearing is legally sufficient, he/she shall submit the  
424 charter school's petition or request for a hearing to the Division of  
425 Administrative Hearings (DOAH) for a hearing to be conducted by an  
426 administrative law judge under DOAH.

427 iv. The hearing shall be conducted within 60 days (unless extensions are  
428 mutually agreed to by the parties) after receipt of the request for a hearing  
429 and in accordance with chapter 120. The procedures within Fla. Stat. §§  
430 120.569 and 120.57 and relevant Uniform Rules of Procedure shall apply  
431 to the pre-hearing and hearing procedures. See Chapter 28-106  
432 Decisions Determining Substantial Interests.

433 v. The administrative law judge's Recommended Order shall be submitted  
434 to the School Board. Once the Recommended Order is received by the  
435 School Board, per Fla. Stat. §120.66, no ex parte communication  
436 relative to the merits, threat, or offer of reward shall be made to any  
437 School Board Member by any persons specified within Fla. Stat. §120.66  
438 (1). If a Board Member receives an ex parte communication in violation  
439 of this provision, the process set forth within Fla. Stat. §120.66 (2) will  
440 apply.

441 vi. Following the entry of a Recommended Order by the administrative law  
442 judge, the procedures within Fla. Stat. chapter 120 will apply as to the  
443 filing of Exceptions and entry of a Final Order.

444 vii. A majority vote by the School Board shall be required to adopt or modify  
445 the administrative law judge's Recommended Order. The School Board  
446 shall issue a Final Order.

447 viii. The Final Order shall state the specific reasons for the School Board's

448 decision. The School Board shall provide its Final Order to the charter  
449 school's governing board and the Department of Education no later than  
450 10 calendar days after its issuance. The charter school's governing board  
451 may, within 30 calendar days after receiving the School Board's Final  
452 Order, appeal the decision pursuant to Fla. Stat. § 120.68.

453 d. Immediate Terminations of Charter Contracts

454 i. If the School Board determines to terminate a charter contract  
455 immediately, upon receiving written notice thereof, the charter school's  
456 governing body has ten (10) calendar days to file a petition or request for  
457 hearing by filing the request with the Clerk of the School Board. The  
458 petition must be legally sufficient and timely as stated within sub-  
459 paragraph 9(c) above.

460 ii. The pre-hearing and hearing procedures set forth above in sub-paragraph  
461 9(c) apply to hearings following immediate terminations of charters under  
462 Fla. Stat. §1002.33 (8) (d). This hearing will be conducted after the  
463 immediate termination occurs.

464 10. DISTRICT'S ASSISTANCE TO LOW PERFORMING CHARTER SCHOOLS

465 a. The District will provide reasonable technical assistance to assist students at  
466 low-performing graded charter schools ~~for the resolution of as well as non-~~  
467 graded charter schools with low-performing students. The technical  
468 assistance shall be made available to cure deficiencies pursuant to Florida  
469 law. ~~See Fla. Stat. §1002.33 (9) (n), (o) & (p) and remediate academic~~  
470 concerns of students. Failure by a charter school to cooperate in the  
471 resolution of such performance issues may constitute good cause for non-  
472 renewal or termination of a charter contract.

473 b. Per Fla. Stat. §1002.33 (9) (p), the director and a representative of the  
474 governing body of a graded charter school that has submitted a school  
475 improvement plan or has been placed on probation under Fla. Stat. §1002.33  
476 (9) (o) shall appear before School Board at a public meeting at least once a  
477 year to present information regarding the corrective strategies that are being  
478 implemented by the school pursuant to the school improvement plan. The  
479 School Board shall communicate at the meeting, and in writing to the director,  
480 the services provided to the school to help the school address its deficiencies.

481 11. DISTRICT'S SUPPORT SERVICES TO CHARTER SCHOOLS

482 The District will provide specified administrative and educational services to charter  
483 schools as provided by Florida law. See Fla. Stat. §1002.33.

484 12. INTERPRETATION



485 In the event that an existing charter school contract provision is found to be  
486 inconsistent with this policy, the contract provision prevails, unless the charter  
487 indicates that its terms change based on changes in the law. ~~Any charter approved~~  
488 ~~after the adoption of this policy is required to be fully consistent with this policy.~~

489 A. ~~Pursuant to the provisions of Chapter 228, Fla. Stat., and subsequent amendments, The School~~  
490 ~~Board of Palm Beach County may sponsor charter schools to:~~

491 1. ~~Improve student learning;~~

492 2. ~~Increase learning opportunities for all students, with special emphasis on expanded~~  
493 ~~learning experiences for students identified as academically low achieving;~~

494 3. ~~Encourage the use of different and innovative learning methods;~~

495 4. ~~Increase choice of learning opportunities for students;~~

496 5. ~~Establish a new form of accountability for schools;~~

497 6. ~~Require the measurement of learning outcomes and create innovative measurement~~  
498 ~~tools;~~

499 7. ~~Make the school the unit for improvement;~~

500 8. ~~Relieve schools of paperwork and procedures that are required by the state and the~~  
501 ~~District for purposes other than health, safety, equal opportunity, fiscal accountability and~~  
502 ~~documentation of student achievement;~~

503 9. ~~Create new professional opportunities for teachers.~~

504 B. ~~The School Board designates the Superintendent to receive and review all charter applications.~~  
505 ~~The Superintendent shall recommend the approval or denial of each charter application within the~~  
506 ~~time period provided by law. The Superintendent or designee shall work with each applicant to~~  
507 ~~develop a charter contract. The Superintendent shall make recommendations to the School~~  
508 ~~Board relating to charter school contracts.~~

509 C. ~~The School Board hereby adopts Florida Statutes, and Florida State Board of Education Rules~~  
510 ~~relating to charter schools and in addition:~~

511 1. ~~Requirements.~~

512 a. ~~A charter school shall maintain all financial records of their accounting system~~  
513 ~~with the accounts and codes prescribed in the Financial and Cost Accounting~~  
514 ~~and Reporting for Florida Schools.~~

515 b. ~~The annual financial audit must be in the state required format.~~

516 c. ~~A charter school that is eligible to receive Title I funds shall submit an approved~~  
517 ~~Title I Schoolwide Plan within three (3) months of becoming a designated Title I~~  
518 ~~school. Failure to submit an approved plan will result in withholding of Title I~~  
519 ~~funds.~~

520 2. ~~Charter School Negotiation Process~~

521 ~~There shall be no modification of any contractual provision(s) of the model charter~~  
522 ~~language, unless mutually agreed by both parties in writing. Any such modification made~~  
523 ~~in the charter by the applicant is grounds for termination or non-renewal of the Charter.~~

524 ~~3.—Curriculum and Accountability~~

525 ~~The Superintendent or designee shall have ongoing responsibility for monitoring the~~  
526 ~~health, safety and well-being of students and the fiscal responsibility of all approved~~  
527 ~~charter schools. The Superintendent or designee, District Auditor, and all School Board~~  
528 ~~members shall have free and open access to the charter school at all times.~~

529 ~~4.—Food Services~~

530 ~~a.—It is the responsibility of the charter school to provide food services per District,~~  
531 ~~State and Federal rules and regulations established by the U.S. Department of~~  
532 ~~Agriculture ("USDA").~~

533 ~~b.—The charter school may contract with the District to provide food services. Where~~  
534 ~~applicable, the charter school must provide pick-up service and personnel to~~  
535 ~~distribute and account for meals according to USDA guidelines. Appropriate~~  
536 ~~storage, holding, and serving equipment will be provided by charter schools, if~~  
537 ~~needed. All District, State and Federal rules and regulations must be followed.~~

538 ~~5.—Emergency Termination~~

539 ~~The Superintendent or designee shall have the right to immediately take action for good~~  
540 ~~cause or in the event the health, safety or welfare of the students is threatened. The~~  
541 ~~School Board may take further action at the next Board meeting.~~

542 ~~6.—Internal Financial Controls and Audit Process~~

543 ~~a.—Financial Information.~~

544 ~~In order to provide comparable financial information, charter schools shall~~  
545 ~~maintain all financial records in accordance with the accounts and codes~~  
546 ~~prescribed in the most recent issuance of the publication titled Financial and~~  
547 ~~Program Cost Accounting and Reporting for Florida Schools. Charter schools~~  
548 ~~shall provide annual financial reports and program cost report information by July~~  
549 ~~31 in the state-required formats for inclusion in District reporting in compliance~~  
550 ~~with § 236.82(1), Fla. Stat. The financial statements are to be prepared in~~  
551 ~~accordance with Generally Accepted Accounting Principles using governmental~~  
552 ~~accounting, *regardless* of corporate structure.~~

553 ~~b.—Financial Policies~~

554 ~~The charter school shall establish and implement accounting and reporting~~  
555 ~~policies, procedures, and practices for maintaining complete records of all~~  
556 ~~receipts and expenditures. The charter school shall provide a copy of these~~  
557 ~~policies to the District by July 1, and annually thereafter.~~

558 ~~c.—Monthly Reconciliation of Bank Statements~~

559 ~~Within forty-five (45) days of month end, the charter school shall provide to the~~  
560 ~~District reconciliations of all bank accounts. A copy of the entire bank statement~~  
561 ~~must be attached to the bank reconciliation.~~

562 ~~d. Quarterly Reports~~

563 ~~On or before October 31, January 31, and April 30 of each fiscal year, the charter~~  
564 ~~school shall provide to the District all applicable financial statements including a~~  
565 ~~Balance Sheet and a Statement of Revenues, Expenditures and Changes in~~  
566 ~~Fund Balances. These reports must be prepared in accordance with Generally~~  
567 ~~Accepted Accounting Principles using governmental accounting as stated in~~  
568 ~~Section (6)(a) above.~~

569 ~~e. Annual Financial Statements~~

570 ~~Unaudited June 30 year-end financial statements shall be submitted to the~~  
571 ~~District by July 31. These financial statements must be prepared in accordance~~  
572 ~~with Generally Accepted Accounting Principles using governmental accounting~~  
573 ~~as stated in Section (6)(a) above.~~

574 ~~f. Annual Financial Audit~~

575 ~~The charter school agrees to submit to and pay for an annual financial audit in~~  
576 ~~compliance with Federal, State and School District regulations showing all~~  
577 ~~revenue received, from all sources, and all expenditures for services rendered.~~  
578 ~~The audit shall be conducted by an independent certified public accountant~~  
579 ~~selected by the governing board of the charter school, and shall be delivered to~~  
580 ~~the District within ninety (90) days following the end of the District's fiscal year.~~  
581 ~~The annual contract (engagement letter) for the audit must be delivered to the~~  
582 ~~District immediately upon signing. The charter school further agrees to provide~~  
583 ~~the District with a copy of the management letter, as well as any responses to the~~  
584 ~~auditor's findings with a corrective action plan, by October 31. The District~~  
585 ~~reserves the right to perform additional audits as part of the District's financial~~  
586 ~~monitoring responsibilities as it deems necessary.~~

587 ~~g. Review and Audit~~

588 ~~The District has the right to review and audit, upon request, all financial records~~  
589 ~~of the charter school to ensure fiscal accountability and sound financial~~  
590 ~~management pursuant to § 228.056(8)(g), F.S. The charter school further agrees~~  
591 ~~to provide the District with a copy of the management letter from any audits as~~  
592 ~~well as any responses to the auditor's findings with a corrective plan which shall~~  
593 ~~be prepared and submitted within thirty (30) days from the date of the~~  
594 ~~management letter.~~

595 ~~h. Florida Department of Education Technical Assistance~~

596 ~~If a dispute or conflict relating to any financial or compliance audit of the charter~~  
597 ~~school should arise, both parties, jointly, may request in writing technical~~  
598 ~~assistance from the Florida Department of Education.~~

599 ~~i. Accounting Services~~

600 ~~The charter school shall obtain the services of an accountant to assist in~~  
601 ~~compiling and maintaining financial records, reconciling bank statements,~~  
602 ~~preparing financial reports and obtaining an annual audit. On or before July 1 of~~  
603 ~~each fiscal year, the charter school shall provide to the District a copy of the~~  
604 ~~contract for such services. If the accountant is an employee of the charter school~~

605 a memorandum stating that fact along with a copy of the accountant's resume  
606 shall be forwarded to the District upon hiring.

607 j.—Negative Fund Balance

608 If a charter school is deemed to be operating at a negative fund balance, the  
609 School District may take any and all necessary steps to determine if the charter  
610 school will be allowed to continue to operate in such a manner.

611 7.—Protection of Health, Safety and/or Welfare of Students

612 The Superintendent or designee shall have the right to take any reasonable action consistent with  
613 the Florida Statutes and the State Board of Education rules to protect the health, safety or welfare of  
614 the students.

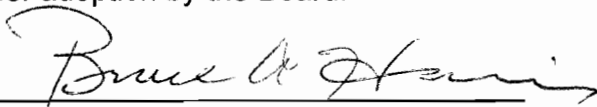
615 STATUTORY AUTHORITY: Fla. Stat. §§ 1001.32(2); 1001.41 (1) & (2); 1001.42 (25)

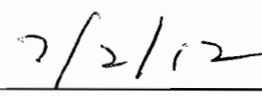
616 LAWS IMPLEMENTED: Fla. Stat. §§ 1002.33; 1002.331; 1002.332; 1002.345

617 HISTORY: 02/05/97; 10/01/97; 10/07/98; 10/20/99; 10/25/00; \_\_/ \_\_ 2012

Legal Signoff:

The Legal Department has reviewed proposed Policy 2.57 and finds it legally sufficient for adoption by the Board.

  
\_\_\_\_\_  
Attorney

  
\_\_\_\_\_  
Date



# Charter School Opening of School Checklist

Using the following checklist, submit the required documentation to the Department of Charter Schools *on or before the date listed, by no later than 4:30 p.m.*

School Year: 20\_\_ - 20\_\_ School Name: \_\_\_\_\_

Information/Documentation To Be Submitted	Due Date	Contact	Notes	Official Use Only
<input type="checkbox"/> <b>**Copy of deed or lease or Copy of new lease or renewal</b> (for existing schools where lease expiration date as of June 30th). <i>(as required per Charter Agreement)</i>	June 30th			
<input type="checkbox"/> <b>**Copy of Charter School Transportation Plan: First Semester</b> Form PBSB 2178	June 30th			
<input type="checkbox"/> <b>**Submit Proof of General Liability Insurance: \$1,000,000 per occurrence</b> (for existing schools where insurance has expiration date as of June 30th). <i>(as required per FS 1002.33 (7) (a) (11) and per Charter Agreement)</i>	June 30th			
<input type="checkbox"/> <b>**Proof of Automobile Insurance \$1,000,000 with a deductible of not more than \$1,000</b> (for existing schools where insurance has expiration date as of June 30th). <i>(as required per FS 1002.33 (7) (a) (11) and per Charter Agreement)</i>	June 30th			
<input type="checkbox"/> <b>**Proof of Worker's Compensation Insurance</b> (for existing schools where insurance has expiration date as of June 30th). <i>(as required per FS 1002.33 (7) (a) (11) and per Charter Agreement)</i>	June 30th			
<input type="checkbox"/> <b>**Submit Proof of School Leaders Errors and Omissions Liability: \$1,000,000</b> (for existing schools where insurance has expiration date as of June 30th). <i>(as required per FS 1002.33 (7) (a) (11) and per Charter Agreement)</i>	June 30th			
<input type="checkbox"/> <b>**Proof of Fidelity, Dishonestly Liability: \$500,000</b> (for existing schools where insurance has expiration date as of June 30th). <i>(as required per FS 1002.33 (7) (a) (11) and per Charter Agreement)</i>	June 30th			

**\*\*If these items are not in compliance, the Charter School will not be allowed to open.**

**Charter School Opening of  
School Checklist *continued***

School Year: 20\_\_ - 20\_\_

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

Information/Documentation To Be Submitted	Due Date	Contact	Notes	Official Use Only
<input type="checkbox"/> <b>**Submit proof of Property Insurance</b> (for existing schools where insurance has expiration date as of June 30th). <i>(as required per FS 1002.33 (7) (a) (11) and per Charter Agreement)</i>	June 30th			
<input type="checkbox"/> Provide Contract for Accounting Services <b>or</b> Resume of Person Completing Accounting Functions <i>(as required per Charter Agreement)</i>	June 30th			
<input type="checkbox"/> Provide hurricane preparedness contact information	June 30th			
<input type="checkbox"/> Provide annual adopted budget <i>(as required per FS 1002.33 (6) (a) (5) through 7 (a) 10)</i>	June 30th			
<input type="checkbox"/> Provide name of persons responsible for financial and administrative management at the school <i>(as required per Charter Agreement)</i> <b>and/or</b> Provide copy of the contract with a management company <i>(as required by FS 1002.33 (7) (a) (9) if not on file or if expired by June 30).</i>	June 30th			
<input type="checkbox"/> Copy of Governing Board Fingerprint Documentation	Within 30-days of election			
<input type="checkbox"/> Copy of Bylaws for governing board (only if changes have been made or if you have not submitted one) <i>(as required per Charter Agreement)</i>	June 30th			
<input type="checkbox"/> Copy of IRS determination letter approving 501(c)(3) to operate a not-for-profit corporation (schools that have not submitted theirs) <i>(as required per Charter Agreement)</i>	June 30th			
<input type="checkbox"/> <b>**Copy of Charter School Food Service Operation Plan &amp; Food Service Agreement</b> <i>(as required per Charter Agreement)</i>	June 30th			
<input type="checkbox"/> Charter School calendar <i>(To be consistent with School District of P.B.C. calendar)</i>	June 30th			

**\*\*If these items are not in compliance, the Charter School will not be allowed to open.**

**Charter School Opening of  
School Checklist *continued***

School Year: 20 \_\_\_ - 20 \_\_\_

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

Information/Documentation To Be Submitted	Due Date	Contact	Notes	Official Use Only
<input type="checkbox"/> <b>**Florida fire code approval by local and district municipality with certificate</b> (as required per FS 1002.33 (9) (e); (18) (a) (b) and per Charter Agreement )	June 30th			
<input type="checkbox"/> Copy of Health Inspection Report (as required per F.S. 1002.33 (9) (e) and per Charter Agreement)	June 30th			
<input type="checkbox"/> Copy of Occupational License <u>or</u> Business Tax Receipt <u>or</u> letter of exemption from city or county.	June 30th			
<input type="checkbox"/> <b>**Facility Certification: Certificate of Occupancy</b> (for new schools and/or schools in new locations) or a letter from the local government stating, "The operation of the Charter School and its facility are in compliance with all applicable regulations including Building, Fire, and Zoning Codes" is on file.	June 30th			
<input type="checkbox"/> Physical description of educational facility	June 30th			
<input type="checkbox"/> <b>**Staff roster for verification of fingerprinting:</b> (as required per FS 1002.33 (12) (g) and per Charter Agreement)	July 31st			
<input type="checkbox"/> <i>Bus Drivers</i>	July 31st			
<input type="checkbox"/> <i>All staff</i>	July 31st			
<input type="checkbox"/> <i>All members of the governing board/board of directors</i>	July 31st			
<input type="checkbox"/> Parental Involvement Representative appointment and approval notice (as required per FS 1002.33 (7) (d) (1))	July 31st			
<input type="checkbox"/> Provide in writing, by fax, or email the name, mailing address, and telephone number of Charter's contact person (Other than Site Administrator)	July 31st			

**\*\*If these items are not in compliance, the Charter School will not be allowed to open.**



**Charter School Opening of  
School Checklist *continued***

School Year: 20\_\_ - 20\_\_

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

Information/Documentation To Be Submitted	Due Date	Contact	Notes	Official Use Only
<input type="checkbox"/> <b>Staff roster for verification of teacher certification</b> (as required per FS 1002.33 (12) (f) (g) and per Charter Agreement) <b>Reminder:</b> Documentation of skilled professionals on file at school site, i.e. copy of license, letters of reference, certificates, other. <b>Note: This information must be entered on PeopleSoft.</b>	July 31st			
<input type="checkbox"/> Provide proof of attendance to a state-approved governing board training for all governing board members (as required per FS 1002.33 (6) (F) 2.	July 31st			
<input type="checkbox"/> Provide a copy of the Student Handbook to Parents to include the bullying policy	July 31st			
<input type="checkbox"/> Provide tentative dates for your School Governing Board meetings for the current year.	July 31st			

Signature of Principal \_\_\_\_\_

Date \_\_\_\_\_

**\*\*If these items are not in compliance, the Charter School will not be allowed to open.**