



Hillsborough County
PUBLIC SCHOOLS
Preparing Students for Life

Charter School Guide

to District Information & Services

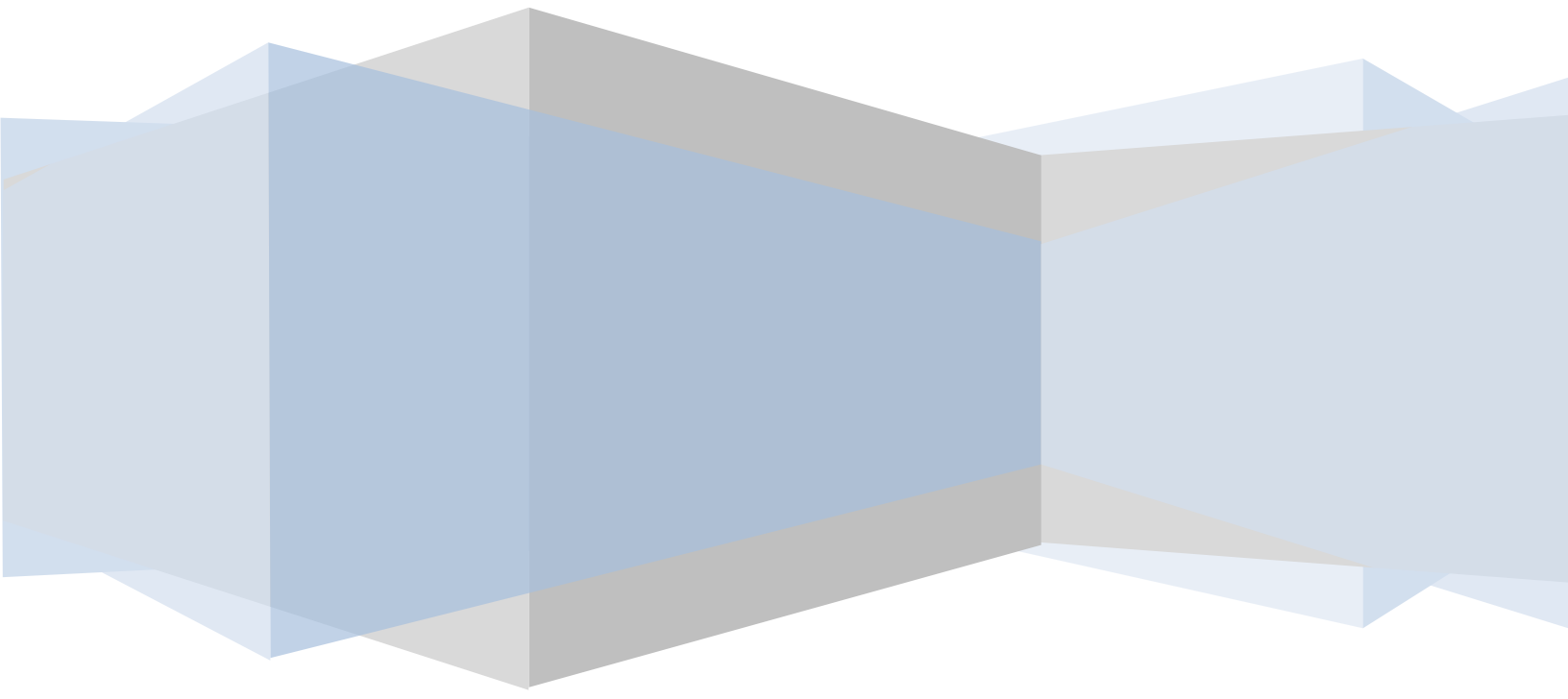


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Introduction

Since Florida approved charter school legislation in 1996, there has been a growing interest in charter schools from individuals and groups who are looking for alternatives and choices for the education of their children. The charter school movement has seen the rise of many schools that offer different curriculum, smaller class size and gives parents choice when making decisions that affect “where” and “how” their children will be educated. They are free from many state regulations giving teachers and others the opportunity to explore innovative and unconventional teaching practices in education. In addition, charter schools are accountable to high standards of student achievement and performance.

When individuals, organized as a non-profit or municipality sign a contract with the School Board of Hillsborough County, they agree to operate a charter school in the district in accordance with the terms in Florida State Legislation. Although charter schools are free from many state laws and bureaucratic policies there are several state and federal laws that a charter school must adhere to. For charter schools, the development of school policies and hiring personnel that support the intent of these laws can be a challenging task. The operation of a successful charter school takes vision, leadership, expertise, resourcefulness, and persistence. A cooperative partnership between the charter school and the district sponsor will facilitate this success.

Although the district is not directly involved in the management and operations of a charter school, the district does have the responsibility of monitoring the school’s progress. If a school does not make adequate performance toward stated goals and objectives or violates state and federal laws with which they must comply, the district will work with the school to resolve any concerns to their mutual satisfaction. Failure to resolve such concerns may result in termination of the charter agreement.

As a sponsor of charter schools, the district expects the school to meet the goals and expectations identified in its proposal. In addition, the school assumes the responsibility for sound operation and fiscal management. Recognizing the difficulties that charter schools face, the district has developed a system of support to assist them in meeting their unique circumstances. This technical assistance guide should provide the answers to many questions posed by charters and district administrators.

Purpose of the Guide

The school district provides certain administrative and educational services to charter schools for an administrative fee designated in statute. These services shall include contract management services, Full-Time Equivalent (FTE) and data reporting, exceptional student education administration, test administration, processing of teacher certification data, and information services. The district has developed this “**Charter School Guide**” for new and currently operating charter schools and district administrators in Hillsborough County, Florida. This guide will serve to assist charter schools and district administrators in understanding the relationship between the charter sponsor and the school including:

- The procedures for submitting required documents
- The due dates for school activities and requirements
- The identification of technical assistance available from district staff with the procedure for obtaining this assistance
- Contracting services with the district and privately.

It is not the intent of this guide to restrict or prohibit the independence of the charter schools. Its purpose is to support a collaborative relationship between the district and the schools.

Charter Office

Section I

Hillsborough County Public Schools, as the sponsor, and the Charter Office are responsible for oversight and supervision of charter schools. Specific responsibilities associated include but are not limited to:

1. Receives and reviews applications for start-up and conversion charter schools and participates in making recommendations for approval or non-approval to the Superintendent.
2. Assists district's legal representatives in developing and negotiating contracts for start-up, renewal, or specialized services with applicants whose application has been approved by the School Board.
3. Oversees the operation of charter schools consistent with the terms of their contracts, charter legislation, and federal laws.
4. Interprets and advises district staff of ongoing requirements and changes in charter legislation and State Board Rule relevant to charter schools.
5. Keeps Board Members, the Superintendent and leadership cabinet informed of the status of any significant activities in charter schools.
6. Oversees the provision of administrative services and guidance to charter schools as prescribed by state statute.
7. Conducts reviews of operating charter schools in the context of annual review, contract renewal or suspected compliance concerns.
8. Oversees and monitors for compliance the provision of services to exceptional students consistent with IDEA, state statute, and district policies and procedures.
9. Oversees and monitors for compliance the provision of services to students for whom English is a second or other language consistent with state statute and district policies and procedures.
10. Oversees the implementation of Florida's education accountability system in charter schools.
11. Oversees and monitors FTE reporting in charter schools.
12. Fields complaints from parents of students in charter schools, community members, or employees of charter schools regarding the schools and offer guidance regarding resolution.
13. Investigates and brings resolution to formal complaints involving violations of state or federal laws or any applicable Board policies, including but not limited to, complaints to such agencies as: Florida Department of Education, County Fire Department, County Building Inspectors and County Health Inspectors.
14. Serves as the school district's primary contact for charter schools.
15. Oversees the matriculation of students between charter schools and traditional district schools.
16. Prepares all required reports as required by the district, the Florida Department of Education, or the U.S. Department of Education pertinent to the program including the annual report submitted to the FLDOE.

17. Disseminates information related to charter school authorizing work to all appropriate internal and external stakeholders.
18. Collects and maintains data or information relevant to activities associated with waivers included in the charter contract.
19. Collects and maintains all data necessary to assess attainment of performance goals.
20. Performs other duties as assigned by the Board and Superintendent.

Charter Office Administrative Services

The following administrative services fall under the Charter Office and are conducted by office personnel. As necessary, should support extend beyond support staff assigned to the Charter Office, additional departmental support will be provided. See the **Administrative Services Guide** for additional information.

1. Charter Office - General

- ✓ Provides information to district and community on charter schools
- ✓ Coordinates the application process for new charter schools
- ✓ Conducts contract negotiations
- ✓ Processes all assistance requests from charter schools
- ✓ Coordinates annual and contract renewal reviews
- ✓ Coordinates compliance reporting for charter schools
- ✓ Attends district and state meetings regarding charter school issues
- ✓ Coordinates ongoing monitoring of charter schools for contract compliance
- ✓ Disseminates information to charter schools and leaders
- ✓ Processes relevant public record requests
- ✓ Notifies charter schools of parent concerns received by the district

2. Charter Office - Accountant Services and Support

- ✓ Provides assistance to charter schools regarding finance issues
- ✓ Processes bi-monthly FEFP payments to charter schools
- ✓ Processes monthly capital outlay payments to eligible charter schools
- ✓ Assists and/or process payments to eligible charter schools in reference to Digital Classroom Allocations, Lead Teacher Funds, Comprehensive Reading Plan, etc.
- ✓ Shares notifications with principals for all payments processed through the share file
- ✓ Processes workshop/training payments to charter schools for eligible instructors
- ✓ Provides beginning and year end information to schools
- ✓ Attends budget meetings to obtain updates on financial issues
- ✓ Maintains updated finance information through contact with FDOE
- ✓ Participates in new charter applications process, annual reviews and contract renewals
- ✓ Sets up Vendor and Deposit accounts for new charter schools
- ✓ Sets up and assist with warehouse supply accounts for charter schools
- ✓ Collects and reviews unaudited monthly financial reports
- ✓ Collects annual audit engagement letters
- ✓ Collects and reviews annual financial audits

2. Charter Office - Accountant Services and Support continued

- ✓ Invoices schools for Fingerprint Resubmittal
- ✓ Processes fingerprint payments
- ✓ Collects and calculates enrollment (FTE) projections for each new school year
- ✓ Prepares FEFP payment schedule dates for each new school year
- ✓ Provides support to schools during audits
- ✓ Collects Teacher Salary Allocation Distribution Plan (replaces Best and Brightest)
- ✓ Works with school on Corrective Action Plan/Financial Recovery Plan
- ✓ Contacts schools on outstanding Security School Officers (SSO) invoices
- ✓ Assists schools with grant reimbursement and grant amendments
- ✓ Assists schools with Cost Reports

3. Charter Office - Computer Network & Clerical Support

- ✓ Provides initial training on district's information and data input systems
- ✓ Provides ongoing customer service, support and training on district's informational technology data and systems (see comprehensive list under Informational Technology, Section II-A)
- ✓ Reviews reports and data and communicate corrections needed to schools
- ✓ Manages the compliance documentation collection platform and ongoing compliance communication
- ✓ Provides training and technical support for FTE
- ✓ Troubleshoots technical problems related to mainframe or Lawson access
- ✓ Provides network troubleshooting
- ✓ Participates in annual reviews

4. Charter Office - Health Services

- ✓ Monitors Immunization Compliance
- ✓ Provides Health Trainings as needed for state required functions
- ✓ Reviews Health Records for state compliance
- ✓ Conducts site visits to monitor and review clinic procedures
- ✓ Consults as necessary on school specific health conditions
- ✓ Participates in annual reviews

5. English Language Learners (ELL) Department

- ✓ Monitors ELL program for records compliance according to FL DOE guidelines.
- ✓ Develops and conducts professional development and provides ongoing support and guidance for ELL procedures and compliance.
- ✓ Assists principals and designated staff in ensuring ELL FTE requirements are followed.
- ✓ Assists principals and designated staff in preparation for a district or state audit.
- ✓ Provides ongoing support and guidance on ELL testing requirements throughout the year.
- ✓ Conducts annual site visits to review all active ELL records.
- ✓ Participates in application and annual/contract renewal reviews.
- ✓ Receives ongoing support and guidance from the ELL department as needed.

6. Exceptional Student Education (ESE) Department

- ✓ Reviews and monitor ESE records and cumulative folders
- ✓ Monitors ESE program and 504 plans for compliance
- ✓ Schedules preview/reviews for eligibility meetings

6. Exceptional Student Education (ESE) Department continued

- ✓ Serves as Local Education Agency (LEA) representative for eligibility meetings, except for gifted, language or speech
- ✓ Serves as LEA representative for meetings in which a restrictive level of services may be recommended- requiring the student to attend a public school that can provide those services per the IEP team's determination
- ✓ Serves as LEA at IEP review/revision meetings, as needed
- ✓ Participates in due process as requested
- ✓ Facilitates/Collaborates in Manifestation Determination Review meetings
- ✓ Acts as neutral IEP facilitator when requested
- ✓ Reviews matrices
- ✓ Assists principals and designated staff in ensuring that ESE FTE requirements are followed
- ✓ Assists principals and designated staff in preparation for a district or state audit
- ✓ Develops and conduct professional development
- ✓ Advises on appropriate ESE service levels, teaching strategies, and provide technical assistance related to ESE as needed
- ✓ Ensures appropriate processes are followed related to students who may potentially require restrictive placements
- ✓ Participates in application and annual/contract renewal reviews
- ✓ Receives ongoing support and guidance from the ESE department as needed

7. Psychological Services Department

- ✓ Conducts psychoeducational evaluations of referred students in accordance with departmental standards and in compliance with State Department of Education requirements and Federal requirements (EHA/P.L. 94-142)
- ✓ Interprets findings to school personnel, parents, and other professionals in conference or in the context of CST (eligibility) meetings at the school level; DEES Staffings and Case Conferences at the county level
- ✓ Participates in all decisions regarding students considered for placement in an exceptional student program and participates in the planning of the student's individual educational program (IEP) as needed
- ✓ Prepares a comprehensive written report, documenting (with dates) all aspects of the evaluation, CST meeting, and parent conference
- ✓ Reviews and evaluates potential validity of psychological reports prepared by non-school based personnel
- ✓ Participates on the Crisis Response Team for situations at charter sites as directed by the Director for Charter Schools

8. Social Work Services Department

- ✓ Conducts a social developmental history evaluation, which includes a comprehensive, diagnostic assessment of the child's social, emotional, and interpersonal relationships with the school, home, and community
- ✓ Participates in staffing's/eligibility meetings by interpreting social developmental history evaluation with local school personnel, parents and other professional in conference or in the context of CST meetings at the school level
- ✓ Participates in the Child Study Team meetings at each charter school as an outcome of the MTSS/RTI process when considering exceptional student education for students experiencing academic, social/emotional and health problems

8. Social Work Services Department continued

- ✓ Reviews and evaluates potential validity of social developmental history evaluations prepared by other school districts
- ✓ Provides information on community resources accessibility.
- ✓ Provides information on Risk/Suicide Assessment process
- ✓ Participates on the Crisis Response Team for situations at charter sites
- ✓ Participates in contract renewal reviews
- ✓ School Social Workers are available for support/consultation for social work services.

Accessing District Information & Services

Section II

Procedures for Accessing Information & Services

Charter schools may avail themselves to direct services provided by the school district. Those services are listed in this section of the Guide.

Orientation to the Guide

The information in the guide is laid out in the following ways:

1. Simple description or simple description with contact information
2. Description along with directions to additional information found on the Charter Schools - Home (sharepoint.com) with Teams, or the District's Staff Hub.
3. Description with additional information found on the district's website.

How to Access Important District Information

Several informational documents, manuals, forms, and directions addressed throughout this Guide will be found in the Charter Schools - Home (sharepoint.com) files and folders.

All Charter employees will be licensed for the HCPS Microsoft Office 365 (O365), Outlook, Sharepoint/Teams, OneDrive, and a plethora of other O365 associated apps upon employment information being entered in district platforms.

Once a charter employee is active; their name and employee number is active in HCPS' O365 platform.

- **For NEW employees to access their O365 account, they must “claim their account” and establish a single sign-on password.**

Directions to “claim your account”:

1. To CLAIM YOUR ACCOUNT, please follow the [Claiming Your Account](#) directions which will lead you to the **HCPS Password Reset** page.
2. If you have received your employee ID (EID) **and are still unable to claim your account and establish a password, please call the Technology Call Center at (813) 744-6673.**
3. If you have already claimed your account and need to reset your password please follow the **Resetting Your Password** directions which will lead you to the **HCPS Password Reset** page.

Accessing the Microsoft Office 365 Platform

1. To access the O365 platform, visit www.Office.com and **login** using your 6-digit employee identification number- EIN@hcps.net -and the password established as directed above.

- Once logged in, find the “waffle” icon to navigate to the various apps available to you.



- Microsoft Outlook will be an important app because all communication from the district will be sent to this email. **Your email address with the district will be: First.Last@charter.hcps.net**

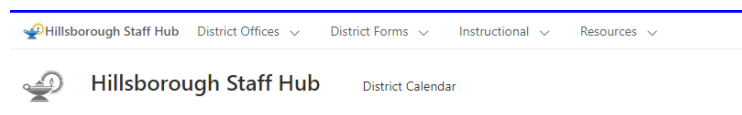
- Microsoft Teams access is provided to all charter school principals and other various leaders as requested. **It is the school leader’s job to access the Charter Schools Team and obtain or share pertinent information with others at their school.**



It is highly recommended that the directions to establish single sign-on access be provided to new employees during onboarding.

Hillsborough Staff Hub

The Hillsborough Staff Hub provides access to a plethora of district resources in one centralized location.



Content headers at the top of the browser include **District Offices, District Forms, Instructional and Resources.**

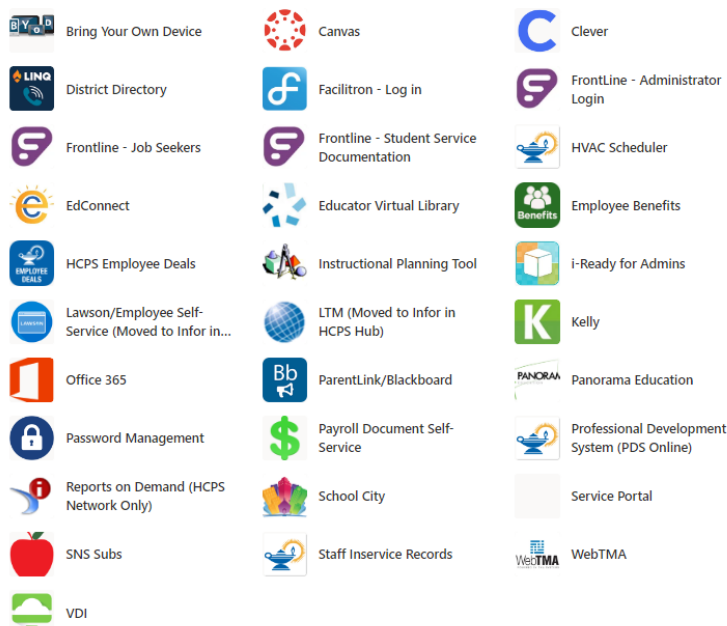
Charter schools may find relevant and informative information in these dropdown menus.

Quick access to **Outlook, Sharepoint/Teams, and OneDrive**

Staff Hub



District Links



Important **District Links** like the **Professional Development System** among several other access points which will be described are readily available throughout the Guide.

Educational Services

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EDUCATIONAL SERVICES

ACCEL

ACCEL for K-5 STUDENTS

State statute 1002.3105 Academically Challenging Curriculum to Enhance Learning (ACCEL) options allow for students who meet certain requirements to move to the next grade level in either a single subject or in all subjects. Acceleration is not permitted by state statute at the beginning of a student's kindergarten year. Acceleration requests will be considered one time in a 12-month period. Acceleration may be requested by a child's parent or legal guardian or may be initiated by school personnel with the principal's approval and written parental consent. Acceleration decisions are made by school and district administrative personnel. A child's academic history, current academic performance, as well as academic aptitude must be strong enough to support a decision to accelerate the child's grade level in a single subject or all subjects.

To initiate an ACCEL request, request the timeline and appropriate assessments via Cinzia.Delange@hcps.net or 813-272-4049. She will act as the coordinator between the school and the appropriate district personnel from the Assessment Office and Elementary Education Office. ACCEL Handbook Resource

ACCEL FOR 6-12 STUDENTS

Students in grades 6-12 must follow the appropriate student progression plan and have the required academic credits for promotion and graduation. Students may request to be enrolled in virtual classes if acceleration is desired and warranted.

Administrative Placement

If you are considering administratively promoting any student to the next grade level in a traditional school, please follow the district's Grade Placement & Articulation Guidelines for administratively promoting students and send the School Placement Committee Form to Cinzia.Delange@hcps.net instead of uploading it into the HCPS SharePoint referred in the manual as charter schools don't have access. The Charter Office will make sure the Committee receives your paperwork.

Alternative Education

Alternative education programs are provided to students at charter schools who are assigned to alternative education through a change of environment hearing.

Assessment, Accountability, Research and Management

Charter school leaders may contact the Office of Assessment, Accountability, Research and Management (AARM) directly at 813-272-4573 to receive information and guidance regarding the following services provided:

- ✓ Coordination of the participation of charter schools in all required state assessments
- ✓ Provision of training for state testing

- ✓ Provision of state assessment results
- ✓ Generation of state assessment data

Ongoing access to communication history, documents, data files, etc. from the Office of AARM can be located through the [Assessment, Accountability, Research and Management Sharepoint](#).

Athletics

Charter law permits students attending a charter school to return to their neighborhood school to participate in athletic programs available after school hours. The school shall contact the interested student's neighborhood school to assist in facilitating participation.

Career, Technical, and Adult Education- Sharepoint

- ◆ Charter schools may request information and guidance regarding career, technical and adult education course codes by contacting the Charter Office.
- ◆ Training regarding changes in career, technical and adult education will be provided to charter schools on an as-needed basis.

Additional information can be found at: [Career, Technical and Adult Education / Overview \(hillsboroughschools.org\)](http://hillsboroughschools.org)

Change of Environment Procedures for Charter Schools

1. If a principal deems a discipline issue requires a COE for a student, he/she must contact the Charter Office to discuss the details of the incident and the student's disciplinary history.
2. If the student is ESE, call Cinzia DeLange in the Charter Office in order for her to grant permission (in lieu of the Assistant Superintendent) to mark the EdConnect referral in order to reflect a ten-day suspension. Both Charter Office and school will contact the assigned ESE DRT to ensure a MDR and/or FBA have been done or must be done prior to the ten-day suspension. The school is responsible for the ESE student's rights until a change of environment has been completed and the student has been placed elsewhere.
3. School will request a COE via email to Joshua Kristol (copy Cinzia DeLange) providing a brief summary of what transpired and whether law enforcement was involved. Depending on the incident, a copy of the threat assessment will be needed if the school has not completed one via EdPlan. Chief Newman wants all schools to use EdPlan.
4. When approved, Joshua Kristol will send the school an email with a link. This email and link will walk the school through all the necessary steps and documents to prepare.
5. The hearing should take place within the ten-day suspension period.

Note: *If a parent decides to withdraw after the school has initiated the COE process, the school cannot deny the withdrawal but must explain to the parent that the change of placement process will continue. If*

this happens, the school should code the withdrawal WO2. This will allow the receiving school to meet the safety and mental health needs of the student.

English Language Learners (ELL) Education- Sharepoint

The ESOL District Resource Teacher (DRT) assigned to the charter school may be accessed at any time to provide related services outlined in Section I.

Charter schools may access documents and regular communication provided by the ESOL DRTs in **Charter Schools Teams > ELL Channel**. Additional information also available on the **Charter Schools Sharepoint ELL (sharepoint.com)**.

Ellevation

Ellevation is an online platform designed for educators of ELLs to assist in the management of programmatic compliance documentation and facilitating student data analysis, reporting, collaboration and instruction. It is also designed to support instruction by providing curated, easy to implement strategies to assist classroom teachers' scaffold of instruction for ELLs. Ellevation can also be used for quick access to all student information at your school, not only ELL student information. For support with the Ellevation platform contact your site specific ESOL DRT.

ESOL Endorsement Courses

ESOL endorsement courses are presently offered by the district free of charge to all teachers in Hillsborough County. Through a web-based sign-up process, teachers requiring ESOL endorsement courses may enroll during open registration periods throughout the year. All teachers who enroll during the registration window will receive access to an ESOL endorsement course.

Exceptional Student Education (ESE)- Sharepoint

The ESE District Resource Teacher assigned to the charter school may be accessed at any time to provide related services outlined in Section I.

Access to ESE topics, resources, documents, etc. can be located through the Charter Schools Sharepoint ESE Resources (sharepoint.com)

Gifted Education

- ◆ Teachers in charter schools may access the district's Gifted Endorsement courses through the HCPS Professional Development Ascriptica [Course Catalog | Hillsborough County Public Schools \(ascriptica.com\)](https://ascriptica.com). It is the responsibility of the school to communicate opportunities to teachers. Enrollment in available courses is first come, first served.
- ◆ Check-in with the Gifted Supervisor is required at FTE Verification in October and February.
 - For questions regarding coding gifted students, contact the Charter Office.
 - For any other questions regarding gifted education, contact the Gifted Supervisor directly.

Access to Gifted topics, resources, documents, etc. can be located through the Charter Schools Sharepoint ESE Resources (sharepoint.com)

Guidance Services

- ♦ **Certified** guidance counselors at charter schools are invited to sign up for the Department of Education's guidance related List Serve. Guidance Counselors can sign up at [LSERV.FLDOE.ORG](https://lserv.fl DOE.ORG)
- ♦ Refer to the Student Pupil Progression Plan for questions regarding grade promotion, high school graduation requirements, and transcripts.

Access to general school counseling resources can be located on the School Counseling Sharepoint site.

Instructional Technology- Sharepoint Site

Synergy SIS - Home (sharepoint.com)

Once an employee is entered as a teacher into the district's employee management system, Infor, they are automatically given access to their assigned student information in Synergy. The teacher must claim their account and create a single sign-on for all access purposes. This platform provides teachers with student data, attendance reporting, student reports, student history, discipline reporting, etc. on the students assigned to them. Synergy can be accessed through the [Staff Hub \(sharepoint.com\)](#)

- ♦ Whole school data access is granted for job codes which service the whole school population such as administrators, curriculum coaches, ESE teacher, etc. The principal must make the request through **Staff Hub > District Forms > Information Technology > HCPS Service Portal Sharepoint OR directly at [Freshworks - Login \(myfreshworks.com\)](#)**
- ♦ Training and support on Synergy will be provided on an ongoing basis and is available electronically in the **District's Synergy SIS - Home (sharepoint.com)** as well as in the **Charter Schools Sharepoint Data Processing & Infor Resources (sharepoint.com)**. For assistance you may contact Jamie.Watson@hcps.net

Multi-Tiered Systems of Support (MTSS)- Sharepoint Site

Charter schools have access to HCPS MTSS professional development through the HCPS PDS system. Likewise, charter schools have access to the [HCPS MTSS One Drive Resource Folder](#) maintained by the Supervisor of MTSS/Rtl, Andrew.Hartranft@hcps.net.

Professional Development- Sharepoint

By opting-in to the district's Title II plan, charter schools have access to a variety of professional development activities available in the district. The following provides additional information on what is available and how to access the opportunities.

- ♦ Professional development opportunities are found in the HCPS Professional Development Ascriptica Course Catalog. Charter school staff and instructional personnel may sign up for courses directly. Charter schools are responsible for the cost of any supplemental materials used in the course. Registration for all professional development opportunities is on a first come, first served basis. Some trainings/workshops are restricted to certain personnel types; grade levels and/ or certification categories. Charter schools may not send unregistered personnel to any district professional

development or inservice activity. Please register for all trainings via the HCPS Professional Development Ascriptica Course Catalog prior to attending.

The HCPS Ascriptica Course Catalog is located at: [Course Catalog](#) | [Hillsborough County Public Schools \(ascriptica.com\)](#)

Login Directions:

1. Click on "Login" in the upper right corner of the screen.
2. Login with your 6-digit Lawson number and established single sign-on password to access your personal professional development account.

- ◆ Schools may also be trained to become a PD Admin. Having someone in your school trained as a PD Admin allows the school to create their own specific courses for their staff and directly provide inservice points to those that attend. Appropriate school staff may receive this training by completing the [PDS Admin Request Form](#). For additional information, contact Nicci.Chatman@hcps.net.

If a school chooses to receive their Title II funds in lieu of these services, all professional development remains the sole responsibility of the school itself.

Alternative Certification Program (ACP)

- ◆ The district offers an alternative certification program to non-education majors at cost to teachers. Charter school teachers may enroll in this program. The program cost is \$1,800 and includes the Professional Educator Competency Program-Accomplished Practices component. For more information, contact Scott.Richman@hcps.net or 813-840-7032.
- ◆ Resources related to ACP can be found in the **Charter Schools Sharepoint Certification & Fingerprinting Resources (sharepoint.com)**.

ESOL Endorsement – *Must opt-in to the district's Title II plan*

See English Language Learners Education

Gifted Endorsement – *Must opt-in to the district's Title II plan*

See Gifted Education

Inservice Processing – *Only for schools that opt-in to the district's Title II plan*

- ◆ Site-Based and District trainings award in-service points through the Professional Development System (PDS). You must complete evaluations for completed trainings to move the points from PDS to your in-service records.
- ◆ In order to request out of district training in-service or to transfer in-service records, follow the instructions found on the [External Training In-service Request](#) or the [Transferring In-service Records](#) forms. For additional information, contact Nicci.Chatman@hcps.net.
- ◆ To view your inservice records you may go to:
https://staffdev.sdhc.k12.fl.us/staff_inservice_new/portal/internal/InserviceDetailsLogin.asp or you may also access your inservice records on the [Course Catalog | Hillsborough County Public Schools \(ascriptica.com\)](#)
- ◆ PDS will not calculate your in-service points. That calculation will be found in your in-service records. Along with your valid in-service, you will see any banked points you may have accrued through

previous certification renewals. Both PDS and In-service Records links can be found on the Professional Development page of the school district's website. [Professional Development / Overview \(hillsboroughschools.org\)](https://www.hillsboroughschools.org/professional-development/)

Internships/Clinical Educator

Approved universities may request to place students in charter schools. Likewise, approved university interns may request to be placed at charter schools. Contracts between the universities and schools of placement are facilitated through the district, as are educator intern eligibility and Clinical Educator Courses. For more information, contact Sara-Kay.Bonti@hcps.net.

Leadership Development

Leadership development opportunities are offered on an ongoing basis throughout the school year. School administrators and leadership teams may sign up for leadership courses through the [Course Catalog | Hillsborough County Public Schools \(ascriptica.com\)](https://www.ascriptica.com/course-catalog/)

Professional Educators Competency Program- Accomplished Practices

Teacher certification law requires teachers new to Florida receive a competency review of their professional educator's Accomplished Practices. Documentation of the Accomplished Practices shall be provided to Certification upon completion. **ACP resources for Charter Schools are available in the Charter Schools Sharepoint Certification & Fingerprinting Resources (sharepoint.com).**

Psychological Services

The Psychologist assigned to the charter school may be accessed at any time to provide related services outlined in Section I.

Charter schools may access documents and communication provided by the Psychologists in the **Charter Schools Sharepoint Resource Files under the School Social Worker & Psychologists dropdown.**

Information regarding **Suicide Risk and Threat Assessments** are in the folder mentioned above.

Reading

3rd Grade Promotion

Florida Statutes and rules require third grade students to meet promotion standards prior to promotion to 4th grade. It is the school's responsibility to educate, remediate, and assess 3rd grade students, and adhere to the guidelines in law to support 3rd grade learner progression.

The following Third Grade Guidance and Resources are available on the Department of Education's website: <https://www.fldoe.org/academics/standards/just-read-fl/third-grade-guidance.shtml>

Annually, HCPS will update and provide resources and assessments suitable to support 3rd grade portfolio promotion in the **Charter Schools Sharepoint Resource Files under the 3rd Grade Promotion dropdown.**

3rd Grade Reading Camp

Third-grade students attending charter schools who score a Level 1 on the FSA and do not meet a good cause exemption, must be invited to attend summer reading camp. **As charter schools receive their**

proportionate share of the reading instruction allocation, it is the responsibility of the charter school to determine how that service is provided. For promotion to grade 4, third-grade students attending charter schools must meet the same requirements as third-grade students attending district schools.

HCPS no longer provides charter school students access to the district's Summer Reading Camp, as such, the charter school shall plan accordingly to ensure requirements are met.

Comprehensive Evidence-Based Reading Plan

The district's Comprehensive Evidence-Based Reading Plan (CERP) provides description and detail of how the school district will meet Rule 6A-6.053. According to Just Reads! Florida, while charter schools receive their proportionate share of the reading instruction allocation, they are no longer required to opt in or out of the district's plan to receive funding; However, a reading plan must be on file with the district in one of the three following ways:

To fulfill this requirement, schools may elect one of the following:

1. Adopt the district's CERP prescriptively and implement it with fidelity,
2. Utilize the district's CERP with school specific alterations (non-adoption of district's plan),
3. Create a reading plan independent of the district's plan

As many schools opted into the district's reading plan at their inception (via the initial application or option in previous years), an updated reading plan may not currently be on file with the district. It is for this reason **schools must establish a reading plan at this time and submit the plan to the district.**

Resources available to develop the school's reading plan are located in the Charters.Link CERP submission item.

Reading Endorsement – Must opt-in to the district's Title II plan

It is the responsibility of the school leader to communicate professional development requirements and opportunities to teachers.

Additional information on Reading Endorsement courses:

- HCPS Reading Endorsement courses are an option available to charter schools who have opted into the district's Title II program.
- Course and endorsement information can be found at the District SharePoint site: <https://hillsborough.sharepoint.com/sites/ProfessionalDevelopment/SitePages/Reading-Endorsement.aspx>
- Register for Reading Endorsement courses using registration links sent via email forwarded from the Charter Director. Registration links can also be found on the Reading Endorsement SharePoint site. To access the site, employees may need to login using their Lawson numbers. Teachers will not register via PDS for reading endorsement courses.
- All HCPS Reading Endorsement courses are currently offered online through Canvas. Anyone registering must use their Lawson numbers to access Canvas and the course.
- HCPS can accept course completion from the Schultz Center and HCC. Those courses are available at a cost & participants should check with the organization for current costs.

Who Is Required to be Reading Endorsed?

Teachers who fall into any of the categories below must be reading endorsed:

- Any K-5 Teacher who provides intensive reading intervention to Tier 3 students.
- Any 7-12 Teacher who teaches a state-coded reading course.
- Any Teacher who is teaching retained 3rd graders, including summer camp students.

General Information for K-12 Teachers:

- Teachers not currently providing Tier 3 interventions, but previously signed an intent to earn, will need to complete TWO Reading Endorsement courses each school year until the Reading Endorsement has been added to their certificate.
- The Intent to Earn for Reading Endorsement will no longer be an option for **any new hires.**
- Be clear on how Tier 3 Reading students are being supported at your site.

Questions regarding endorsement or courses can be sent to ReadingEndorsement@hcps.net.

School Improvement

School Improvement assists the Charter Office in the following areas to support charter schools:

- ✓ Provide technical assistance for school improvement plan development to schools graded D or F
- ✓ Provide training on the DOE's Continuous Improvement Management System (CIMS), the platform on which the school improvement plan is created
- ✓ Available for consultation on school improvement and CIMS support

Access to the DOE's Continuous Improvement Management System (CIMS) is available to all charter schools and can be found on the Florida Department of Education's website at: (Original CIMS) **CIMS :: District (floridacims.org)** **OR** CIMS v2 (floridacims.org)

Social Work Services

The School Social Worker assigned to the charter school may be accessed at any time to provide related services outlined in Section I. Charter schools may access documents and communication provided by the School Social Workers in the **Charter Schools Sharepoint Resource Files under the School Social Worker & Psychologists dropdown.**

STEM Education

Charter schools are invited to participate in the district's STEM Fair annually. Additional STEM related competitions, activities, and workshops may also be available to charter school teachers and students at their request and through the [Course Catalog | Hillsborough County Public Schools \(ascriptica.com\)](#)..

Charter schools may request information and guidance regarding STEM Education by contacting the STEM Supervisor at Catherine.White@hcps.net or 813-272-4439.

Additional information and resources can be found at: [Science and STEM / Overview \(hillsboroughschools.org\)](#)

Student Progression Plan

Currently adopted and published [Hillsborough County Public School's Student Progression Plan](#)

Title I- Sharepoint

Charter schools qualify for Title I participation through the percentage of Free and Reduced Lunch population served. Therefore, it is imperative to collect this information from families to determine Title I eligibility.

The district's Federal Programs office supports the Title I program in charter schools by:

- ✓ Calculating Title 1 funding for charter schools
- ✓ Providing technical assistance to principals regarding Title 1 expenditures
- ✓ Providing training and assistance in managing the Title I program at the school
- ✓ Assisting in contract renewal review at Title I schools
- ✓ Providing compliance rating information for annual review monitoring
- ✓ Assuring a Comprehensive Needs Assessment is completed

Once a school qualifies, funds are then allocated in the spring based on a formula developed at the district office that projects the number of qualifying children at the school for the following year. Occasionally, a further adjustment is made after the first month of school the year funds are allocated, to ensure that schools receive funds commensurate with the number of qualifying children actually enrolled.

These numbers are determined based upon the number of students reported as qualifying for free and/or reduced priced lunch. Every 20 days a report is generated. These reports should be closely monitored. If at any time the numbers being reported do not match the numbers in the school's database, an administrator should reach out to their data manager and submit corrections.

The Title I Department will provide training and support regarding documented requirements of Title I. The Title I Supervisor of Compliance will support and monitor document preparation and compliance. Some of the requirements are: Comprehensive Needs Assessment, Parent Family Engagement Plan, Parent Resource Center, TASK Box, Title I Services Handbooks.

Charter schools may contact the Title I Department at 813-272-4528.

Additional information and resources can be found at: [Federal Programs \(Title I\) / Overview \(hillsboroughschools.org\)](https://hillsboroughschools.org/federal-programs/title-i/overview)

Organizational Services

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ORGANIZATIONAL SERVICES

Attendance

Attendance **consultation** is provided by the School Social Worker assigned to the charter school. Schools shall contact the assigned School Social Worker for attendance training, questions, or concerns.

Documents related to Attendance can be found in the Charter School Sharepoint Resource Files under the School Social Worker & Psychologists dropdown.

Awards

Notification regarding “of the Year” (i.e., Teacher of the Year) awards is released every fall from the Administration Division. Charter schools are welcome to participate in recommending staff for awards. Applications must be completed and submitted on time according to directions provided.

Civil Rights Compliance

Should the district’s Office of Compliance receive complaints from the Office of Civil Rights (OCR); complaints will be directed to the Charter Office and then to the school. It is the school’s responsibility to follow Title IX compliance requirements and investigate OCR complaints.

The Office of Compliance may provide training on Title IX compliance, it is the schools responsibility to avail themselves to this training information available in the **Charter Schools Sharepoint Resource Files under the Title IX dropdown.**

Compliance Reporting

Compliance reporting in Hillsborough County is processed through an online platform called [Charters.Link](#). In Charters.Link each school is assigned submission deadlines for compliance reporting documents due to the district and/or state.

Within the Charters.Link system all submission descriptions, requirements and deadlines are provided and tracked to assist the school and the Charter School Office in ensuring compliance reporting is kept up-to-date and in compliance with district and state requirements.

Due dates for compliance reporting will be provided annually to school leaders, and in an ongoing manner within the Charters.Link platform. It is the school leader’s responsibility to set up support users in Charters.Link so that internal school staff may support the leader, as desired, in compliance reporting.

Training will be provided annually and on an as needed basis by Barbara Watson in the Charter Office. For additional information, contact Barbara.Watson@hcps.net or 813-272-4164.

A **Due Date list** is provided to all principals at the beginning of the school year for planning purposes. The **Compliance Deliverables: Due Dates & Descriptions** guide provides description, rationale, and submission instructions for each compliance deliverable collected in Charters.Link. Both documents can

be accessed in the **Charter Schools Sharepoint Resource Files under the Annual Due Dates dropdown.**

Enrollment, Placement, & Withdrawal

The Enrollment, Placement, and Withdrawal Guide and forms are updated annually and shared with charter schools as a resource for information or school use. The file below contains access to resources.

Charter Schools Sharepoint Resource Files under the Enrollment, Placement, & Withdrawals dropdown.

Health Services

The School Nurse assigned to the charter school may be accessed at any time to provide related services outlined in Section I.

The assigned School Nurse will be available to advise the school with any state mandated requirements, including screenings, screening follow-ups, and immunizations:

Immunization data should be collected and entered upon student enrollment. The assigned School Nurse will monitor compliance reports on immunizations beginning September 1st to track and monitor timely completion of this requirement.

The assigned School Nurse will provide medication training to the unlicensed assistive personnel assigned by the principal at the beginning of every school year and as needed when new staff is hired.

The assigned School Nurse will audit health records. Each student should have a DH3041 with A DOH Form 680 Part A (completed immunization), B (temporary medical exemption), or C (permanent medical exemption), DH Form 680- Certification of Immunization; DH681 Form - Religious Exemption from Immunization and a certification of school entry health exam performed within one year prior to enrollment in school.

The School Nurse will distribute a Checklist at the start of every school year, which contains Health Services procedures that are auditable by the state. The nurse will conduct school visits as needed to monitor and review these procedures with the schools and consult as necessary with any health conditions that arise. For additional information, contact Diane.McCurdy@hcps.net or 813- 558-1432.

Charter schools may access documents and communication provided by the Nurses in the Charter School Sharepoint Resource Files under the Health-Nurse dropdown.

Hillsborough Choice Options

- ◆ Charter legislation permits charter schools to enroll students from other districts through controlled open enrollment. Beginning the 2017-18 school year, the charter school board must adopt a controlled open enrollment plan that allows a parent from any school district in the state to enroll his or her child in and transport his or her child to any public school that has not reached capacity.
- ◆ Information regarding transitioning from a charter school to a district magnet or choice school will be provided to charter schools annually. A charter school may contact Hillsborough Choice Options for

additional information at any time. Online resources are available on the website at: [Choice / Overview \(hillsboroughschools.org\)](https://choice.hillsboroughschools.org)

- ◆ Should a charter school cease to operate, Hillsborough Choice Options will assist the charter school, parents/guardians, and the Charter Office in transitioning students into available choice options within the district.

Informational Technology

Connectivity

New schools may receive district technical assistance to establish a connection to district systems network on a school computer and printer. Connection to the district systems network includes [Virtual Desktop Infrastructure \(VDI\) access](#) and if necessary, assistance establishing remote printing from the district's student information system, Synergy. Connection to the district is required to assure compliance with data reporting requirements in the district's student information system (Synergy) and employee reporting system (Infor). *To receive connective technical assistance, the school must have already established their technical network. A request must then be submitted to Amy.Henry@hcps.net.*

The fulfillment of the request will be managed by the Information Technology department. Technical support personnel will work with the school to make an appointment to assist in connecting the school's printer for remote printing purposes as necessary.

For schools currently in possession of district hardware (computer and/or printer), should issues occur with the technology equipment provided by the district, the school should contact the Help Desk at 813-744-6673. ***Hardware will be retrieved by the district and will no longer be repaired or replaced.***

Microsoft Office 365

Schools have been granted access to the district's Microsoft Office 365 platform. All charter employees are granted access to a district-based Microsoft Office 365 account once a charter employee number is generated in Lawson and the employee activates their access through the single sign-on authentication process. *See additional information provided at the beginning of this guide.*

All communication and information sharing to charter schools will be conducted through Outlook and Teams.

Infor

At the inception of a new charter school, the district will provide **Infor** access to the identified school leader following the annual New Operator training. It is the school leader's responsibility to attend the **Infor** training provided so that they may be trained on the platform and enter other employees in the system. Additional training on **Infor** is offered throughout the year as new and appropriate staff come on board to take over this role at the school. All employee information must be reported in **Infor** so that it may be transmitted to the state.

Network Access

- ◆ All charter schools will be given [Virtual Desktop Infrastructure \(VDI\) access](#) to the districts internal network which will connect them to informational technology systems utilized for reporting. Schools will have access to the district's student information system (Synergy) as well as **Infor** established specifically for charter school employee reporting. Student information such as student daily attendance, enrollment counts, FTE, grade reporting and exceptional student education information is recorded on Synergy regularly. Likewise, employee information is recorded in **Infor** regularly.
- ◆ **Charter schools must assign someone at the school the responsibility of data processing and employee reporting and send this person to all required staff development. It is important that each school's enrollment, daily attendance, grade reporting, scheduling, special program**

reporting, and other data processing and employee reporting information is kept current. The district generates the school FTE from the SIS for funding purposes. If the school falls behind in processing this data and the school's data does not accurately reflect the students served or services provided, the school will not generate accurate funds. **Errors in data entry may result in the loss of funds generated by the Charter School.**

- ◆ Information on the appropriate processing of student and employee data and how to operate and work within the systems is available in the data processing and reporting manuals provided to charter schools. Workshops are conducted throughout the school year to provide training to school leaders and staff on required data reporting.

Information Systems Access

Access to information systems (Infor; Synergy) may be requested through the **Staff Hub > District Forms > Information Technology > HCPS Service Portal Sharepoint OR directly at [Freshworks - Login \(myfreshworks.com\)](https://myfreshworks.com)**

Informational Technology Resources

District programs and systems handbooks are provided to all schools upon receiving training and are available generally under their respective program Sharepoint pages in **Staff Hub (sharepoint.com)**

Additional guidance is available on the Charter Schools Sharepoint Data Processing & Infor Resources (sharepoint.com).

Contact Jamie.Watson@hcps.net in the Charter Office for assistance with the use of information systems.

ParentLink/Blackboard

Should a school desire to utilize ParentLink/Blackboard for communication with families, the principal may request access by contacting Latoya.Coley@hcps.net via email with "ParentLink" in the subject line.

Public Record Requests

Requests for any Hillsborough County Public Records can be made on the district's record request portal at: <http://www.sdhc.k12.fl.us/pubrequest/>

Principal's Packet

The 2024-2025 HCPS Principal Packet is made available to charter school principals as a reference to district procedures for principals in **Charter Schools Teams > General > 2024-2025 Principal Packet**

Professional Standards (Fingerprinting)

- ◆ All charter schools shall employ or contract only with employees who have been fingerprinted. Florida State Law requires all instructional and non-instructional personnel who are hired to fill positions requiring direct contact with students in any district school shall, upon employment, submit a complete

set of fingerprints. The law further requires all Board Members of a charter school to be fingerprinted. The fingerprints are submitted to The Florida Department of Law Enforcement and Federal Bureau of Investigation for complete federal processing.

- ◆ The district requires charter schools to obtain their personnel fingerprints. This can be done by contacting Fieldprint via email provided by the Fingerprint Office. All questions should be directed to Anna.Veal@hcps.net or 813-840-7377. Should a fingerprint “hit” be received from the Florida Department of Law Enforcement and Federal Bureau of Investigation, the school or The Charter Office will be notified.
- ◆ All new employees are on probationary status pending the results of the fingerprint processing and determination of compliance with standards of good moral character. Charter schools shall select their own employees. If the employee at the charter school has an existing arrest record, Hillsborough County will not determine the eligibility of personnel at the school that has employed an individual with a criminal record. A recommendation will be provided to the school, if requested, and the charter school board will make the determination if the individual will maintain employment in the school.

Arrest of an Instructional Employee

HCPS bases the procedure below on the law enforcement charge – not conviction – of the employee.

1. Law Enforcement contacts HCPS Security Communication Office regarding arrest of an instructional employee.
2. HCPS Security Communication Office notifies the Sr. Executive Officer in Office of Professional Standards (Hillsborough County) of the arrest and charge.
3. Sr. Executive Officer in Office of Professional Standards (Hillsborough County) notifies school principals of arrest and charge.
4. Office of Professional Standards (Hillsborough County) sends packet to Professional Practices Standards (FLDOE) and school principal.
5. If Professional Practices Standards (FLDOE) requires further information, a representative from FLDOE will contact the school.

Fingerprinting Resources for Charter Schools are available in the Charter Schools Sharepoint Certification & Fingerprinting Resources (sharepoint.com).

Security Services and Emergency Management

Charter Schools are public schools per section 1002.33, Florida Statutes, and, as such, have a requirement to “meet all applicable state and local health, safety, and civil rights requirements.” Section 1002.33(9)(e), Florida Statutes. Accordingly, Charter Schools are responsible for complying with the safety requirements imposed pursuant to Fla. Stat. §1006.12.

Each school will have access to the school district e-mail through which the district notifies schools of any emergency activity in the district. Someone at the school site should monitor the e-mail on a regular basis to ensure emergency notices are received on a timely basis. Any questions regarding emergency procedures and notices should be directed Security Services.

Upon request, the school district security department will review the school facilities and make recommendations prior to the opening of the school year or upon request. The school will also have access to the Comprehensive Emergency Management Plan template to assist in establishing school emergency procedures.

Schools shall ensure the school security plan is uploaded into the state's FSSAT portal and that appropriate school personnel have access to it.

All charter school principals have access to the **HCPS Security & Emergency Management Teams** platform in which much related information is found. Contact Allyson.Veley@hcps.net or 813-840-7227 for questions or assistance with folder access.

Additional information can be found in the Charter Schools Sharepoint School Safety & Security (sharepoint.com).

Student Code of Conduct (HCPS)

Schools and the public may access Hillsborough County Public School's Student Code of Conduct at any time on the district's website. The Code of Conduct is annually revised for policy changes and can be viewed at: [Student Code of Conduct - Student Behavior Expectations - Hillsborough County Public Schools](http://hillsboroughschools.org) (hillsboroughschools.org)

Student Records

Guidelines

- ◆ When a student enrolls in a charter school, the school should request the student records from the sending school. The record request can be made through the mainframe, by fax or through school mail.
- ◆ When a student leaves the charter school and a record request is made by another district school, send the records in a timely manner to the requesting school. Be sure the student records are up to date including report card grades and blue ELL Records Folder and/or yellow ESE Folder as applicable. If the request is made by a private school or a school outside the district, make a copy of the records, send the copy to the requesting school, and file the original student cumulative file within your Inactive Files.
- ◆ All records must be maintained in an orderly fashion and are subject to audit.
- ◆ Students who are also receiving exceptional student education services have a Resource Folder that contains the copies of all the required documentation for exceptional student education services, test protocols and student work. This is the teacher's working folder and may be sent separate from the cumulative folder. If this folder is not received at the time the cumulative record arrives, contact the sending school data processor, and make a request for the folder.
- ◆ Students receiving ESE or ESOL services have a Document Folder within the cumulative record folder. This folder contains all pertinent ESE or ESOL records. The contents are recorded and dated on the front of the folder. All these documents are subject to audit and must be recorded accurately and kept in date order. Additional documentation regarding MTSS/RtI may also be required to be sent with the cumulative folder.

Records Requests

- ◆ Requests for student records for former high school students may be requested through the online records request form. Request information, resources, documents, and forms can be found at: [Student Records / Overview](http://hillsboroughschools.org) (hillsboroughschools.org)

- ◆ Records for students still enrolled in Hillsborough County Public Schools, including charter schools, should be made directly to, and managed by the school.

Teacher Certification

- ◆ Florida Statute requires that teachers employed by or under contract to a charter school shall be certified as required by Chapter 231, Florida Statutes. State Board Rule 6A-1.0503 defines a qualified instructional staff member who meets one of the following conditions:
- ◆ An applicant who holds a valid Florida educator's certificate with the appropriate coverage as provided for in the Course Code Directory, which identifies the certifications(s) required for all subjects. The requirements, which must be met to obtain certification coverage, are directed by Florida Statutes, and outlined in the State Board of Education Rules.
- ◆ A person who possesses expert skills or knowledge of a particular subject or talent, but does not hold a Florida teaching certificate, can be employed as non-certified personnel. The personnel records of the employer shall contain information considered necessary by the school board to establish the specialty of the individual, and the statement of the instructional duties assigned to and performed by such person. In lieu of the expert skill requirement, the school board may employ the following individuals and non-certified personnel: part-time personnel who are employed to teach no more than one hundred sixty clock hours during the fiscal year, licensed occupational therapists, licensed physical therapists, certified audiologists, and certified speech pathologist.
- ◆ An individual may teach out-of-field if he/she has been approved by the school board after a determination that a teacher with appropriate certification coverage is not available. A teacher who is teaching out-of-field for the Reading or Gifted Endorsement must complete at least six semester hours of college credit, or the equivalent, toward the appropriate endorsement each calendar year until complete. Out-of-field for the ESOL Endorsement can pass the subject area exam or must complete at least three semester hours annually or the equivalent. If the teacher chooses to take the ESOL subject area exam, they must complete two of the Category I ESOL courses within three years of passing the exam to retain the ESOL certification. A teacher that is teaching out-of-field in a subject area must pass the subject area exam within one calendar year from the date of the initial appointment to the out-of-field assignment. A teacher may complete six semester hours at an accredited university in the out-of-field subject area to receive a one-year extension to allow additional time to pass the exam.
- ◆ The State of Florida issues two basic types of certificates: a three-year temporary certificate and a five-year professional certificate. If a teacher has never held a Florida certification before, an initial temporary certificate is issued. If a teacher is a graduate of a Florida state-approved education program and has completed all required certification testing or is an experienced out-of-state teacher with two years of teaching within the last five years under a current, valid permanent professional certificate in another state, they may be eligible for an initial five-year professional certificate. Visit the Department of Education website to submit a certification application.
<https://flcertify.fldoe.org/datamart/login.do>
- ◆ After securing all the needed documents, the teacher must submit them to the Educator Certification Office, or the Department of Education. These documents include official transcripts showing conferral of a degree, any passing exam scores, or an out of state certificate (if applicable). Applications can be paid by credit or with debit card. The fee is \$75 for each certification area requested. If the teacher is teaching out-of-field, it is highly recommended that the teacher applies for both the area in which they are eligible and the area in which they are teaching out-of-field.

- ◆ The original application must be on file with the Department of Education for processing. Be advised that the Department of Education will not process an incomplete application. When the Department of Education receives a complete application, they will email a statement of eligibility.
- ◆ A statement of eligibility is a written analysis of the teacher's eligibility for certification which simply "freezes" the requirements that a teacher must meet to qualify for the five-year professional certificate. In other words, any additional requirements imposed by law while the teacher's statement is valid will not affect the teacher. If the teacher requests more than one area of certification, the teacher will receive a separate Statement of Eligibility for each area.

Certification Resources for Charter Schools are available in the Charter Schools Sharepoint Certification & Fingerprinting Resources (sharepoint.com).

Business Services

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BUSINESS SERVICES

Accounting & Auditing

The Accountants assigned to the Charter Office may be accessed at any time to provide related services outlined in Section I.

Grants

To apply for the Charter School Program (CSP) grant, schools must contact the Florida Department of Education directly. The district contacts for the CSP grant are Triana Mascaro in the Charter Office 813-272-4152 and Mironda Muhammad in the Special Revenue department 813-272-4293.

A charter school considering applying for a state grant must first notify the Grants and Research Office, as the district will be required to act as the school's fiscal agent.

Grants and Research Office: 813-272-4880

Charter Office Grants Contact: Ricardo.Oquendo@hcps.net or 813-272-4468

Additional Grant related resources are available on the Charter Schools Sharepoint Grants Resources (sharepoint.com).

Insurance Coverage Requirements

GENERAL LIABILITY	Occurrence Form 60 days' notice of cancellation Minimum Limits: - \$1,000,000 per occurrence - \$1,000,000 annual aggregate The Sponsor should be listed as an additional insured (see page 25 of contract for further details) Host Liquor Liability to be included for any special events, i.e., fundraisers
AUTOMOBILE LIABILITY	Occurrence Form Owned, Non-owned and Hired Autos in connection with the Charter should be covered Coverage is needed for any liability contractually assumed Comprehensive & Collision Coverage to be included Hired & Non-Owned Auto Liability Coverage to be included Uninsured Motorist Coverage to be included Regular Motor Vehicle Record [MVR] reviews and checks to be implemented Minimum Limits: - \$1,000,000 per occurrence - \$2,000,000 annual aggregate
WORKERS' COMPENSATION	Part One – Workers' Compensation Limit: Statutory Part Two – Employers Liability Limits: - \$1,000,000 per occurrence - \$2,000,000 annual aggregate
PROPERTY	Hazard insurance for its buildings, property, and contents All Other Perils Coverage up to the Total Insured Value Property Damage maximum deductible: \$1,000 Named Windstorm Coverage Sub-Limit to be purchased at a reasonable level with a deductible of no higher than 3% with a minimum of \$50,000

	NOTE: If you do not own your building and are currently renting/leasing, in lieu of the above requirements, the Charter must procure Renter's Insurance which covers contents and loss of use.
ERRORS & OMISSIONS	<p>Occurrence Form or claims made with full prior acts coverage</p> <p>Maximum Deductible: \$25,000 per claim</p> <p>Minimum Limits:</p> <ul style="list-style-type: none"> - \$1,000,000 per claim - \$1,000,000 annual aggregate <p>Directors & Officers coverage alone does not fulfill the Errors & Omissions requirement</p> <p>Educators Legal Liability Coverage for teachers and instructors to be included</p> <p>Sexual Abuse and Molestation Coverage to be Included with a minimum \$1,000,000 of per claim and aggregate limits</p> <p>Employment Practices Liability Coverage to be Included with minimum \$1,000,000 of per claim and aggregate limits</p>

Student Accident Catastrophic Insurance-

Below is needed if athletics are offered at the Charter School:

ATHLETIC CATASTROPHIC ACCIDENT COVERAGE	<p>Mandatory Coverage</p> <p>No fault coverage</p> <p>Minimum limit of \$1,000,000 for each student-athlete</p> <p>Coverage in addition to base plan, but may be written as same policy</p>
ATHLETIC CATASTROPHIC DISABILITY	<p>Mandatory Coverage</p> <p>No fault coverage</p> <p>Minimum limit of \$500,000 for total disability for each student-athlete</p> <p>Deductible: \$25,000</p> <p>Coverage must also include some limited benefits for partial disability</p>
ATHLETIC MEDICAL BASE PROGRAM	<p>Options Coverage</p> <p>Minimum limit for each student-athlete: \$25,000 (Principal may accept certification from parents that family's medical plan meets this requirement)</p> <p>School purchases a plan that provides coverage to all student-athletes</p> <p>School does not provide coverage for its student athletes</p>

Mail Service

- ◆ The school district has a mail system that delivers and picks up inter-office mail on a regular basis to all district sites. Charter schools are assigned a district school where inter-office mail can be sent to and received from. When the location of the school is finalized the charter school will be assigned a mail route number and a district school.
- ◆ The Charter Office will notify the district school of the mail partnership with the charter school and will provide the name and contact information of the principal. The Charter Office will also notify the charter school principal and recommend contact be made with the district principal to forge a relationship and establish parameters for mail pickup that will be beneficial to both parties.
- ◆ Mail should be picked up from the receiving district school daily to prevent ingoing/outgoing mail confusion or backup of mail. Ensure a courteous and communicative relationship with the receiving school is established and maintained.
- ◆ When mailing an envelope include, name, complete site name and mail route number for both the sender and the receiver. This will assist the mail carriers when sorting and delivering the mail to the

appropriate parties. Mail service is provided at no cost to charter schools and is to be used for **school business only**. Personal items must be sent through the Federal Mail.

- ♦ As a participant in the school mail system, information from various departments will be sent to schools. Thoroughly read all mail that is sent so that important information and necessary deadlines are not missed. For questions concerning the mail received, call the office sending the information or the Charter Office for clarification.
- ♦ Coordination of delivery and pick up of assessment materials will be handled between the Assessment Office and Mail Service. Questions regarding assessment delivery or pick up should be directed to the Assessment and Accountability Office.

2024-2025 Mail Route List

Property Control (Inventory Management)

The DOE standard contract and the governing board's contract with Hillsborough County Public Schools states the following: *"The School will submit annually to the Sponsor a property inventory of all capital assets or additions to capital assets purchased with public funds (including grant funds). This includes land or existing buildings, improvements to grounds, construction of buildings, additions to building, remodeling of buildings, initial equipment, new and replacement equipment, and software. This shall include furniture, fixtures, and equipment. The property inventory shall include the date of purchase, description of the item purchased, the cost of the item, and the item location. The property inventory shall be submitted to the sponsor annually at the same time the School's Annual Audit is submitted."*

The **inventory list** you are to submit in Charters. Link at the end of the school year **must include** the **date of purchase** of the item, its **description**, its **cost**, **where** it is **located**, **asset number**, **serial number**, and its **funding source** - General Funds, Federal Funds (ESSER, Title I, etc.) or other Grants (CSP, etc.) **This should be signed by the person who conducted the inventory audit.**

Please revise your record-keeping if your school currently does not include all this information.

Additionally, below is information from our district property control experts that may help you improve your school procedures for an accurate inventory. **The information is what is expected during a contract renewal site visit review regarding property control.**

See the example below of an "attractive item."

All items should be listed on the property list and tagged with an internal ID number, which should match the Tag ID# on this form. When items are lost, destroyed or are beyond their capitalized life, they should be removed.										Funding Source				
Asset #	Description / Model #	Location / Room	Condition	Vendor	Serial #	Acquisition Date	Initial Cost	Invoice / P.O. #	Check #	General Funds (FTE)	Federal Funds	School Recognition	Capital Outlay Funds	Donations / Other
FAR124	Dell ESP Computer	125	New	Best Buy	125896135	10/1/2020	\$579.00	PO# 256241		X				

Your list should NOT be merely a list of items purchased. In addition to cost, location, description, asset #, funding source, etc. **the list should also have a place to annotate** whether an item is found, cannot be located, or is non-functional. This document along with your asset disposition records is presented to your **governing board** to have them **approve** of any disposal of items or acknowledgment of items lost. **The minutes should reflect this.**

Florida Statute 274 and Florida Administrative Code (FAC) 69I-73 are two requirements that establish some basic minimum rules. These rules get modified every few years and the State most recently made a change in the minimum dollar threshold for assets, effective October 1, 2020.

They increased the dollar value from \$1,000 to \$5,000 and **added "attractive" items as something that still needed asset records established (see 69I-73.001 (1) and 69I-73.002).** *"Attractive items" are those items prone to theft (ex. tech items), items that might cause liability issues for the school, and/or items aligned to safety (weapons, cameras, etc.)*

These are basic rules that must be met at a minimum; however, a stricter policy can be established by the various governmental agencies. In the mid 2000's, the State had a minimum threshold of \$750.00. At that dollar amount, file cabinets, and many other assets that are at the school should have been issued asset numbers and an adequate property should have been established. Should schools want to revise their policy to be aligned to the **FAC**, they should; but it would require an agenda item and approval by their Board. The agenda item would also need to clarify whether any of the assets that had previously (or should have been) issued assets numbers, would be removed from the asset record.

Also, there are other rules, such as Department of Education (both State and Federal), Generally Accepted Accounting Principles (GAAP), and Governmental Accounting Standards Board (GASB) that could also impact what must be inventoried. One such example is GASB 87, which went into effect on June 15, 2021, and requires asset records be established for leased equipment and real property.

Please have your property control manager refer to these governmental rules and revise any necessary procedures already in place to ensure the school is maintaining appropriate inventory records.

We urge you to examine all the state rules pertaining to property inventory that we have placed for easy reference for you in the **Charter Schools Sharepoint Resource Files under the Property Control dropdown.**

Also, the Charter Support Unit has free resources for you to use in order to maintain your inventory. Refer to [Library | Charter Support Unit](#).

Safety and Risk Management

Requests for advisement on insurance coverage, environmental, transportation and traffic safety, and safety inspections and assessments from the district's safety and risk management team shall be made to the Charter Office. *See also Security Services and Emergency Management*

Student Nutrition Services

Student Nutrition Services may be contracted from the district. For more information, contact Lori.Brannon@hcps.net. **See Section III- Contract Services for more information regarding options available.**

Transportation

Transportation to and from a charter school is the responsibility of the charter school. A notice of approved vendors for field trip bussing services is shared with the schools to assist in making transportation decisions.

Charter schools may contract with the district for transportation for field trips. HCPS Procurement Services Charter Bus Information

Vendor Accounts

Once a Charter contract is approved the items noted below should be completed and submitted to the Accountant in the Charter Office who will initiate your vendor account with the district:

- W9
- Completed Direct Deposit form (District form provided by the Charter Office Accountant).
- Cancelled check or letter from the bank with account name, routing number, account number.
- Once the Accountant processes the paperwork you will be notified of your vendor number.

Warehouse Supply Accounts

- Email the Charter Office Accountant requesting a warehouse account to be set up. Once the account is established the accounting string will be emailed to the school.
- Send a check to Hillsborough County Public Schools, Charter School Office, Attn: Kecia Sherman, 901 E. Kennedy Blvd, Tampa, FL 33602. Make checks payable to Hillsborough County Public Schools and note in the memo the school's name warehouse supply account.
- Once the account is credited the accountant will notify the school it can be used.
- Warehouse order forms can be accessed in the **Charter Schools Sharepoint Resource Files under the Warehouse dropdown.**
 - The **Charter School Item List** is also available in this list
 - As well as the procedure for accessing the **Green Street Warehouse** for Surplus items.
- Order form should be completed using account string provided by the accountant and emailed to warehouse.dept@hcps.net or faxed to (813) 744-8250.
- If you encounter issues, contact the warehouse at (813) 744-8260.

Contract Services

Section III

Any service requested by a charter school that is not covered under Section III “Administrative Services” must be contracted. Charter Schools may elect to contract for services with the district by contacting the Charter Office. Staff will coordinate the development of a contract with appropriate department or division staff and the charter school. All such contracts will be submitted to the School Board for approval through the department providing the contracted service. Charter Schools may not contract with district personnel during business hours. In addition, charter schools may opt to contract with private service providers through mutually agreeable means.

The following contains information regarding the most requested contractual services. Contracts may be requested for additional services not specifically addressed in this section by contacting the Charter Office.

Food Service

Charter schools have several options available when determining how to provide a school lunch and/or breakfast program.

Option One: Operate Independent Food Service Program

- ◆ Charter schools with the proper facilities, may establish a self-operated food service program at the school. The charter school acts as the sponsor for the student nutrition program and prepares and serves the meals. In addition, the school meets all accountability requirements and manages the program in accordance with all USDA and State of Florida rules and regulations.
- ◆ To operate a charter food service program schools must apply for a license to operate from the local health department. There is an annual cost for a license to cover nine months of operation. A county inspector will inspect the school kitchen on a regular basis. Prior to receiving the license, the school must submit a plan to the Health Department that describes the equipment being used. The submission of the plan carries a one-time only fee. Charter schools must follow Florida State Law 64(e)(11). Contact the Health Department, Environmental Health at 272-6200, for more information.
- ◆ The school can claim meals served to students for reimbursement from the National School Lunch Program. To receive reimbursement the charter school must first apply to be approved as a sponsor for the National School Lunch Program. To receive a National School Lunch Program Application Packet call 1-800-504-6609. Upon approval, the school must provide accounting for the meals served to receive a reimbursement voucher.

Option Two: Contract with an Independent Food Service Program

- ◆ Charter schools can contract with independent food service programs for school lunch/breakfast program. In this case, the meals served to students could be counted toward reimbursement from the National School Lunch Program. Schools are responsible for all accountability requirements. To receive a National School Lunch Program Application Packet call 1-800-504-6609.

Option Three: Contract with the school district for food service

- ◆ The charter school will act as the “sponsor” for the student nutrition program instead of the school district. A contract between the charter school and the district will establish an agreement wherein the district will provide meals to the school at a fixed rate. The charter

school will be responsible for payment to the district for meals, ensuring program accountability and managing the program in accordance with all USDA and State of Florida rules and regulations.

Food Service Audit

- ◆ Charter schools, acting as the student's sponsor for the school lunch program, are subject to internal auditing by the school district in accordance with Federal Acclaim requirements. These audits will occur following the same guidelines as the auditing of traditional district schools. Failure to pass audits may result in the non-renewal of the Food Service contract. Information that may be audited include:
 1. Weekly Participation Report, Financial Report, Daily Preparation and Cash Totals Reports, register tapes, deposit slips, and weekly tally sheets/rosters for the four weeks prior to the audit date.
 2. Bank deposit reconciliation sheets
 3. Catering log and forms - both new and completed
 4. A current schedule of emergency meal payments due

This list of information is not necessarily inclusive.

- ◆ Food service procedures are in the Principal's Packet, Section D. Additional information concerning the food service options, operations and auditing is available from the Department of Food Service.

Additional Contract Services may include but are not limited to:

- ◆ The psychological/diagnostic services needed to conduct a Functional Behavioral Assessment requested for ESE students through the re-evaluation process
- ◆ Provision of direct ESE services to students
- ◆ Provision of a crisis management team, as needed
- ◆ Consultants for in-service or professional development sessions outside of the workday
- ◆ Evaluation of assistive technology needs for ESE students

Charter Office Contact List

<u>Cinzia DeLange, Director</u>	<u>272-4734</u>
<u>Barbara Watson, Analyst 1, Compliance Charter</u>	<u>272-4164</u>
<u>Brenda Diaz, Clerk 4</u>	<u>272-4049</u>
<u>Triana Mascaro, District Resource Teacher</u>	<u>816-1617</u>
<u>Amy Henry, District Resource Teacher</u>	<u>553-2377</u>
<u>Kelly Raeckers, District Resource Teacher</u>	<u>575-0631</u>
<u>Kelli Coleman, District Resource Teacher</u>	<u>461-4832</u>
<u>Marta Nazario, ESOL District Resource Teacher</u>	<u>540-6767</u>
<u>Jennifer Tedder, ESOL District Resource Teacher</u>	<u>530-5343</u>
<u>Ricardo Oquendo, Accountant 4</u>	<u>272-4468</u>
<u>Kecia Sherman, Accountant 3</u>	<u>272-4188</u>
<u>Teresa Gutierrez, Accountant 3</u>	<u>272-4180</u>
<u>Mary Bourke, Office Network Specialist</u>	<u>272-4923</u>
<u>Jamie Watson, Office Network Specialist</u>	<u>272-4108</u>
<u>Diane McCurdy, School Nurse</u>	<u>558-1432</u>
<u>ESE Department- Charter Support</u>	
<u>Cynthia Smith, ESE District Resource Teacher</u>	<u>273-7072</u>
<u>Vacant, ESE District Resource Teacher</u>	<u>273-7590</u>
<u>Alison Soriano, ESE District Resource Teacher</u>	<u>273-7591</u>
<u>Vacant, ESE District Resource Teacher</u>	<u>273-7557</u>
<u>Brianna Wootten, ESE District Resource Teacher</u>	<u>740-3715</u>
<u>Student Services- Charter Support</u>	
<u>Ann Grimaldi, Social Worker</u>	<u>740-4179</u>
<u>Melanie McVean, Social Worker</u>	<u>558-1406</u>
<u>Angela Riggs, School Psychologist</u>	<u>558-1406</u>
<u>Claire Johnson, School Psychologist</u>	<u>631-4053</u>
<u>Geoffrey Phillips, School Psychologist</u>	<u>273-7175</u>
<u>Jeff Smith, School Psychologist</u>	<u>273-7593</u>
<u>Patti Hickstein, School Psychologist</u>	<u>740-4835</u>