

# Charter School Administrative Services



Office of

**MAGNET,  
CHOICE &  
CHARTER  
SCHOOLS**

A Division of Polk County Public Schools

**For the 2011-2012 School Year**

**Effective July 1, 2011**

## Florida Statute

### F.S. 1002.33, paragraph 20

(a) 1. A sponsor shall provide certain administrative and educational services to charter schools. These services shall include contract management services, full-time equivalent and data reporting services, exceptional student education administration services; services related to eligibility and reporting duties required to ensure that school lunch services under the federal lunch program, consistent with the needs of the charter school; test administration services, including payment of the costs of state-required and district-required student assessments; processing of teacher certificate data services; and information services, including access to student information systems that are used by public schools in the district in which the charter school is located. Student performance data for each student in a charter school, including, but not limited to FCAT scores, standardized test scores, previous public school student report cards, and student performance measured, shall be provided to a charter school in the same manner provided to other public schools in the district.

2. A total administrative fee for the provision of such services shall be calculated based upon 5 percent of the available funds defined in paragraph (17) (b) for all students. However, a sponsor may only withhold a 5-percent administrative fee for enrollment for up to and including 250 students. For charter schools with a population of 250 or more students, the difference between the total administrative fee calculation and the amount of the administrative fee withheld may only be used for capital outlay purposes specified in s. [1013.62 \(2\)](#).

3. For high performing charter schools, as defined in Senate Bill 1546, a sponsor may withhold a total administrative fee up to 2 percent for enrollment up to and including 250 students per school.

4. In addition, a sponsor may withhold only up to a 5-percent administrative fee for enrollment for up to and including 500 students within a system of charter schools which meets all of the following:

- a. Includes both conversion charter schools and non-conversion charter schools;
- b. Has all schools located in the same county;
- c. Has a total enrollment exceeding the total enrollment of at least one school district in the state;
- d. Has the same governing board; and
- e. Does not contract with a for-profit service provider for management of school operations.

5. The difference between the total administrative fee calculation and the amount of the administrative fee withheld pursuant to subparagraph 4. Florida State Statutes, may be used for

instructional and administrative purposes as well as for capital outlay purposes specified in s. 1013.62 (2).

6. For a high performing charter school system that also meets the requirements in subparagraph 4., a sponsor may withhold a 2 percent administrative fee for enrollments up to and including 500 students per system.

7. Each charter school shall receive 100 percent of the funds awarded to that school pursuant to s. 1012.225. Sponsors shall not charge charter schools any additional fees or surcharges for administrative and educational services in addition to the maximum 5-percent administrative fee withheld pursuant to this paragraph.

(b) If goods and services are made available to the charter school through the contract with the school district, they shall be provided to the charter school at a rate no greater than the district's actual cost. To maximize the use of state funds, school districts shall allow charter schools to participate in the sponsor's bulk purchasing program if applicable.

(c) Transportation of charter school students shall be provided by the charter school consistent with the requirements of subpart I.e. of chapter 1006. The governing body of the charter school may provide transportation through an agreement or contract with the district school board, a private provider, or parents. The charter school and the sponsor shall cooperate in making arrangements that ensure that transportation is not a barrier to equal access for all students residing within a reasonable distance of the charter school as determined in its charter.

### **F.S. 1002.33, paragraph 26**

LOCAL EDUCATIONAL AGENCY STATUS FOR CERTAIN CHARTER SCHOOL SYSTEMS – A charter school system shall be designated a local educational agency solely for the purpose of receiving federal funds, in the same manner as if the charter school system were a school district, if the governing board of the charter school system has adopted and filed a resolution with its sponsoring district school board and the Department of Education in which the governing board accepts full responsibility for all local educational agency requirements and if the charter school system meets all of the following:

- (a) Includes both conversion charter schools and nonconversion charter schools;
- (b) Has all schools located in the same county;
- (c) Has a total enrollment exceeding the total enrollment of at least one school district in the state;
- (d) Has the same governing board; and
- (e) Does not contract with a for-profit service provider for management of school operations.

## Contract Management Services

**Definition:** The processes required to cover the entire contract lifecycle; including, but not limited to contract development and negotiation, monitoring of contract, renewal, nonrenewal and termination.

### Services district will provide:

- Contract development, modification, appeals, and negotiations
- Renewals/terminations
- Review of audits
- Liquidation of assets after expiration/termination, such as removal of surplus property and property purchased with public funds
- Archives and maintains copies
- Fixed assets/inventory
- Monitor monthly finance reports
- Capital outlay monitoring
- Monitoring start-up grants
- Monitor corrective action plans/financial statements
- Monitor compliance with contract, state, and federal requirements
- Site visits
- Application review
- Charter School meetings to share new mandates pertinent to instruction and charter law
- Annual contract modification\*

\*A one-time modification opportunity is provided to each charter school annually. As a condition of a charter modification, the new modification will include the most recent PCSB Model Charter Contract language to bring all contracts in line with the state model contract template and Polk County's model contract language. After an initial opportunity to correct information and/or provide additional documentation, the agreed upon modification will be reviewed by district staff, who will make a recommendation on the request for modification submitted by the School. If the request for modification is recommended to move forward and the School Board approves the modification in its entirety, the modification will move forward. If the modification is not recommended by staff, it will not be brought to the School Board. \*If the School Board denies the modification it may be submitted or modified during the next contract modification period.

## Full-time Equivalent and Data Reporting Services

**Definition:** Information on the processes, procedures and trainings needed to insure that charter schools can accurately and timely report their FTE to receive payment for students taught at their charter school site(s). The sponsor also must upload the information as required to assure processing at the state level. This item also includes information on the processes, procedures and trainings needed to upload additional data reports as required by state and federal guidelines.

### Services district will provide:

- Monitor to ensure FTE is completed
- Reports on student data
- Access to FTE correction window
- FTE Correction Training
- Provide FTE reports
- Monitoring FTE
- Audit FTE Records
- Access to connectivity hardware/software to facilitate reporting
- Reporting SES to state
- Access to state reported data student performance
- Capture and report charter school demographic data for DOE
- Report attendance data to DOE for Driver's License Compliance
- Provide training and support for all survey reporting

### Contracted Services that may be continued if agreed upon by the Sponsor and the charter school under separate contract:

- The school district will contract with each charter school to make edit corrections to the school's FTE files if the charter school has submitted required information incorrectly. Each survey will be billed at the actual average staff cost if corrections are needed at the end of each survey period.

## Exceptional Student Education Administration Services

**Definition:** Those services that are required to be performed at the district office as part of the central office administration processes for ESE Services. For example, IDEA grant applications, processing of payments for reimbursements to schools, scheduling LEA facilitator at schools, etc.

*\*Services described in this section may be modified for those charter schools meeting all requirements and electing to be their own LEA for the purpose of federal funding pursuant to FS 1002.33 (26).*

### Services district will provide:

- EXCENT computer IEP program (as long as it is funded through IDEA grant funds)
- Monitoring 504 implementation
- Develop and monitor corrective action plans for charter schools not complying with ESE IDEA requirements
- ESE training
- Monitor matrix
- Complete matrices
- LEA training
- ESE specialist training
- Very Special Arts (as long as it is funded through IDEA grant funds)

### Contracted Services that may be continued if agreed upon by the Sponsor and the charter school under separate contract:

- Schools may contract with the School District for Audiology services. At a minimum, this contracted service cost will be based on the personnel's hourly rate of pay for services. Schools will receive an invoice at the end of the school year for services provided throughout the school year.
- Schools may contract with the School District for Vision services. At a minimum, this contracted service cost will be based on the personnel's hourly rate of pay for services. Schools will receive an invoice at the end of the school year for services provided throughout the school year.
- Schools may contract with the School District for RTI training that is not already offered at the State level. Such training will be provided to charter schools in the same manner as traditional public schools within the district. If the funding source paying for RTI training includes charter schools, there will be no charge for the training. If training is paid through local funds, the School will be charged the actual cost of the training.

## Test Administration Services

*Including payment of costs of state-required or district-required student assessments*

**Definition:** Ordering, receiving delivery, distribution and payment for state-required or district required student assessments.

### Services district will provide:

- Comparable school report
- FCAT test materials and training
- Notification of pickup and return scheduled dates and times of assessment materials by Charter Schools
- Assessment training
- CELLA test materials and training
- Receipt and notification of FCAT irregularities
- Florida Alternate Assessment test materials and training
- FLKRS and ECHOS test materials and training
- Training for DOE online end of course exams (e.g. algebra, etc)
- Membership and assessment fixes

### Contracted Services that may be continued if agreed upon by the Sponsor and the charter school under separate contract:

- As long as the District uses SAT10 testing in traditional public schools, Charter Schools may contract with the Assessment, Accountability and Evaluation Department for SAT10 tests and scoring. This contracted service cost will be based on the fee charged by Pearson for the school's tests and scoring. Payment must be received within 30 days of invoice.
- Charter Schools may contract with the District for the Readistep test and scoring for application to an International Baccalaureate program. The contracted service cost will be based on the cost of the test and scoring/reporting fees charged to the district. Payment must be received within 30 days of invoice.

## School Lunch Services

**Definition:** Those services related to eligibility and reporting duties required to ensure that school lunch services under the federal lunch program, consistent with the needs of the charter school, are provided by the school district at the request of the charter school, that any funds due to the charter under the federal lunch program be paid to the charter school as soon as the charter school begins serving food under the federal lunch program as other public school services by the sponsor.

*\*Services described in this section may be modified for those charter schools meeting all requirements and electing to be their own LEA for the purpose of federal funding pursuant to FS 1002.33 (26).*

### Services district will provide:

- Access to bulk purchasing
- Access to the Free Reduced Lunch Application
- Title I eligibility determination

### Contracted Services that may be continued if agreed upon by the Sponsor and the charter school under separate contract:

- The Sponsor may contract the provision of food services. Each charter school must cover all the costs of the food service program.

## Processing of Teacher Certificate Data Services

**Definition:** To take the completed teacher certification documents through the prescribed data services procedures in order to transmit these documents to the state department of education for the purposes of teacher certification.

### Services district will provide:

- Processing and monitoring of teacher certification

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## Information Services

**Definition:** Information services including equal access to student information systems that are used by public schools in the district in which the charter school is located.

### Services district will provide:

- Email accounts with help desk assistance – limit to 5 per school
- Training and Support on Genesis
- Documentation on Genesis
- Monitor Genesis access
- Network Maintenance
- FASTER for monitoring student transcripts, Bright Futures transcripts, and Talented 20 transmissions
- Permanent Records Training
- Permanent Records Corrections
- Records Management Training
- FTE projections
- FTE verification
- FTE transmission to DOE
- Student Information Corrections
- Posting of test scores
- Next Center Assistance

### Contracted Services that may be continued if agreed upon by the Sponsor and the charter school under separate contract:

- Charter Schools may contract for records destruction through the Sponsor at the hourly rate of district staff to perform this task. If the Charter School wishes to have a large amount of records destroyed, the contracted rate will be based on the Sponsor's contract with Iron Mountain and the cost charged by that company to destroy the records.
- Charter Schools may contract the following technology services from the Sponsor at the rates established annually on the Charter School Technology Services Checklist. Payment must be received within 30 days of invoice, including monthly services.
  - Email Accounts per user (first five are free and includes Active Directory Services)
  - Active Directory Services (only), per user
  - WAN services
  - WAN Equipment Maintenance
  - WAN Anti-Virus, per machine
  - WAN Internet Access, per school
  - Web Filtering, per machine
  - Website Hosting (only)
  - Pinnacle (<=250 students or >250 students)
  - IDEAS, per student
  - Elegrade, per student
  - Compass Odyssey – District System Engineer Support
  - Compass Odyssey – Curriculum / Troubleshooting Support

## Student Performance Data

**Definition:** For each student in a charter school, including, but not limited to, FCAT scores, standardized test scores, previous public school student report cards, and student performance measures, shall be provided by the sponsor to a charter school in the same manner provided to other public school in the district.

### Services district will provide:

- NCLB choice
- Monitor differentiated accountability
- Monitor graduation rate calculation
- Store cum folder permanent records on District's student information system
- Guidance on submitting appeals for school grade and/or AYP
- Monitoring of K-12 Comprehensive Reading Plan where adopted by charter school
- School Improvement plans for Differentiated Accountability (DA) schools, including mandatory trainings and peer review

## Support Services

**Florida Statutes 1002.33 (20) SERVICES.--** (c) Transportation of charter school students shall be provided by the charter school consistent with the requirements of subpart I.E. of chapter 1006 and s. 1012.45. The governing body of the charter school may provide transportation through an agreement or contract with the district school board, a private provider, or parents. The charter school and the sponsor shall cooperate in making arrangements that ensure that transportation is not a barrier to equal access for all students residing within a reasonable distance of the charter school as determined in its charter.

### Services district will provide:

- Provide planning and consultation for selection of transportation options and route development for yellow bus service option
- Provide training of FEFP data collection, and services for reporting and processing data for state funding
- Make site visits to conduct annual bus audits to insure drivers have required documentation on the bus along with all checklist items, and to observe loading and unloading procedures
- Monitor for state mandated requirements in preparation for periodic DOE visits. Items include: school bus evacuation drills, school bus loading zones, school bus operator licensure and qualifications, school bus inspection records, special needs compliance, and required policies and procedures such as reduced idling, operator cell phone use, safe driver plan, and safe rider instruction
- Provide monitoring of fleet vehicles to insure compliance with state and district requirements
- Provide oversight in the selection of bus stops in compliance with state mandated sexual predator legislation
- Organize periodic meetings with all Charter school representatives to share information, provide guidance, and discuss common issues
- Florida Statutes 1012.465 and 1012.32 requires school districts to fingerprint and background check charter school personnel. Statute allows the School District to charge for the provision of this service. The cost for this service will be \$88.52 per fingerprint and background check. This does not include the annual retention fee of \$6.00 per year after the first year and the \$24.00 fifth year fee for resubmittal (retention and resubmittal fees subject to change).
- Courier service twice weekly

### Contracted Services that may be continued if agreed upon by the Sponsor and the charter school under separate contract:

- To assure that transportation is not a barrier to student enrollment; the district will continue to contract transportation services for those students the district is currently transporting on behalf of charter schools. Provision of this service will be determined annually by the district.
- Schools may contract with the school district for drug and alcohol testing at the rate of \$36.00 per test.
- Conversion Charter Schools may contract with the school district for Architectural services, including Construction documents, Plans review, F.I.S.H., D.O.E./database maintenance, and Consultative Services.
- Conversion Charter Schools may contract with the school district for Construction Services/In-House Construction, including Building permits, In-House construction services, Consultative services, and costs associated with stop work issuance.
- Conversion Charter Schools may contract with the school district for Environmental Services.
- Conversion Charter Schools may contract with the school district for Maintenance Services, including school maintenance and repairs and Service manager's consulting.
- Conversion Charter Schools may contract with the school district for Bi-annual Safe Schools/Fire Inspections.
- Conversion Charter Schools may contract with the school district for Irrigation, trees, and grounds services.
- Conversion Charter Schools may contract with the school district for Facilities lists required by schools.
- School Bus Driver Training Program will be provided to all charter schools as a contracted service and billed on a pro-rata basis.
- Start Up Charter Schools may contract with the school district for their annual Fire Inspection.
- The district will not contract transportation for new Start Up Charter Schools approved after August 1, 2011 but will consider contracting transportation services to Conversion Charter Schools approved after August 1, 2011 on a case by case basis.

## Other Services

*\*Services described in this section may be modified for those charter schools meeting all requirements and electing to be their own LEA for the purpose of federal funding pursuant to FS 1002.33 (26).*

### Services the district will provide.

#### Business Services:

- Monitoring Federal and State Grants where the District is the LEA (Title I, Title II, IDEA)
- Calculation of federal and state grants are prorated for charters either dollars or goods and services (i.e. Title I, IDEA, Title II)
- Financial emergency plan/corrective action monitoring
- Allow charter schools to order from the warehouse
- Provide the same access to surplus property in the warehouse as all public schools
- Budget advertising
- Review and approve capital outlay plans
- Provide training to collect FEFP information
- Process charter school FEFP information
- Monitor compliance of conversion charter capital outlay expenditures to ensure School contributes 100% of the 5% admin fee cut to capital outlay projects
- Provide information sessions for the Florida Educational Finance Program (FEFP)
- Coordinate and disburse Florida A+ School Recognition monies
- Coordinate and disburse Florida Teacher Lead monies.
- Coordinate and disburse K-12 Reading monies
- Provide the school with information for Voluntary Student Accident Policy applications

#### ESOL:

- ESOL Compliance monitoring
- ESOL training, including ESOL Endorsement and REESOL Endorsement as long as it is funded through federal funding sources

#### ESE:

- Monitor student application and enrollment processes to assure that Exceptional Education Students have equal access to charter schools
- Provide Child Find services

#### Technology and Information Systems:

- Public records requests for those records housed at the district

## **Facilities:**

- Submit facilities reports to the Department of Education
- Submit FISH Calculations to the Department of Education
- Perform safety inspections from the Polk County School Board staff in the Facilities department for Conversion Charter Schools only, to include health and fire inspections and maintenance services utilizing PECO dollars

## **Human Resource Development:**

- Tracking in-service points for Reading and ESOL Endorsements as long as it is funded through federal funding sources
- Provide access to PD 360 comprehensive training software, as long as it is paid for through Title II dollars or other federal funding sources
- Access to professional development through Title IIA dollars in the same manner as provided to all public schools
- Eligible charter school employees may participate in the District's Principal Internship Program as long as it is funded through federal funding sources.
- If a charter school staff member is currently enrolled in an endorsement program that began prior to July 1, 2010 and requires several classes, and the participant has already completed one or more of these classes prior to July 1, 2010, that participant may continue the program until he/she has completed the final class in an area such as reading endorsement, Aspiring Leaders, or new assistant principal program. As of October 1, 2010, no charter school employees may participate in a new program or individual training course unless specifically allowed based on the funding source for such training.

## **Instructional:**

- There are certain student recognition activities or competitions that are funded from sources other than local education dollars; therefore, charter school students may participate in the following activities at no charge. It will be the responsibility of the charter school to provide transportation and supervision for the students who are participating in these activities. Activities without a charge may include:
  - History Fair, Science Fair
  - JROTC
  - Math Counts
  - About Face
  - Superintendent's Scholar Awards
  - Hall of Fame
  - State Academic Tournament
  - Volunteer Awards

**Contracted Services that may be continued if agreed upon by the Sponsor and the charter school under separate contract:**

**Student Services:**

- Schools may contract with the School District for Crisis Prevention Intervention (CPI) training. At a minimum, this contracted service cost will be based on the trainers' hourly rate of pay for training time and prep time, mileage at the district's reimbursement rate, and the cost of books/materials. Payment must be received within 30 days of invoice.

**Instructional:**

- Schools may contract with the School District to participate in the ITV Video Awards. At a minimum, this contracted service cost will be based on employees' hourly rates of pay, mileage at the district's reimbursement rate for personnel travel associated with ITV Video Awards coordination, and the cost of materials used for the ITV Video Awards. Payment must be received within 30 days of invoice.
- Schools may contract with the School District to participate in Sunshine State Young Readers Book Festival activities. The contracted rate will be determined annually and will not include the provision of transportation, food, and supervision.
- Schools may contract with the School District to participate in E-Team competitions. The contracted rate will be determined annually.
- Schools may contract with the School District to participate in A-Team competitions. The contracted rate will be determined annually..
- Schools may contract with the School District to participate in Spelling Bee. The contracted pro rata rate will be determined once anticipated expenses are finalized, which may include but not limited to staff time, rental costs, and supply costs.
- Schools may contract with the School District to participate in Poetry Contest. The contracted pro rata rate will be determined once anticipated expenses are finalized, which may include but not limited to staff time, rental costs, and supply costs.
- The following activities may include charter school student participation for the actual cost of participation (this does not include transportation, food or supervision). The contracted rate will be determined annually per participating student.
  - Art Exhibits at the museum.
  - All County Band
  - All County Chorus
  - All County Orchestra
  - Elementary Music Showcase
  - Guitar All-County
  - Jazz Band All-County
  - All County Dance Gala
  - East Area Youth Symphony