



# THE SCHOOL DISTRICT OF LEE COUNTY

2855 COLONIAL BLVD. ♦ FORT MYERS, FLORIDA 33966 ♦ WWW.LEESCHOOLS.NET

J.F. "JEFF" MCCULLERS, ED.D.  
DIRECTOR, GRANTS & PROGRAM DEVELOPMENT  
LIAISON, PUBLIC CHARTER SCHOOLS  
TELEPHONE (239) 337-8115 ♦ FACSIMILE (239) 337-8495

GWYNETTA S. GITTENS  
CHAIR, DISTRICT 5  
CHRIS N. PATRICCA  
VICE CHAIR, DISTRICT 3  
MARY FISCHER  
DISTRICT 1  
MELISA W. GIOVANNELLI  
DISTRICT 2  
DEBBIE JORDAN  
DISTRICT 4  
BETSY VAUGHN  
DISTRICT 6  
CATHLEEN O'DANIEL MORGAN  
DISTRICT 7  
GREGORY K. ADKINS, ED. D.  
SUPERINTENDENT  
ALAN L. GABRIEL, ESQ.  
BOARD ATTORNEY

June 26, 2019

TO: Public Charter Schools in Lee County, Florida  
RE: Annual Letter Regarding Charter School Operations

Dear colleagues:

As the new school year begins, it is my pleasure to again present to you this annual letter outlining key deadlines, issues of note, legislative information, and policy updates. Note that this letter is not a comprehensive summary of all requirements and deadlines, but only a highlight of certain items for which special attention seems to be in order. Throughout the school year, we will refer to this letter as we work together to fulfill our obligations to each other, and to the students of Lee County.

This letter is presented as a courtesy to you, and is intended to improve communications between us. As always, I advise you to consult your own legal advisor before acting on any information in this letter.

We find ourselves in interesting times indeed. Every public school is facing continued budget concerns, a rapidly-changing federal educational policy environment, and escalating demands from all stakeholders. I have seen that many of the public charter schools in Lee County have made significant changes in staffing and scheduling in order to keep up with these challenges.

This is my final message to you as the designated public charter school liaison for your school's sponsor — the School Board of Lee County — and I would like to express my gratitude to you for your service to the students of Lee County, and for the professionalism and spirit of partnership you have brought to all of our years of work together. I would also like to recognize the extraordinary leadership and enduring friendship my dear colleagues Dr. Donna Schroll and Ms. JoAnn Moody.

This letter is organized as follows:

**Section I: General Items** covers some basic issues, procedures, and practices that govern our work.

**Section II: Deadlines** summarizes some (but not all) of the critical deadlines necessary to comply with your school's charter or with some other applicable regulation, rule, or statute.

**Section III: Legislative Notes** provides links to summaries of education bills passed during the most recent session of the Florida Legislature. Some of these bills may have immediate impact on public charter schools.

**Section IV: Next Steps** provides some suggestions for how to proceed

I hope you find this message helpful to you as complete your plans for our first day of the new school year.

## Contents

<b>SECTION I: GENERAL ITEMS .....</b>	<b>5</b>
A. YOUR SUPPORT TEAM .....	5
B. CHARTER SCHOOL PRINCIPAL MEETINGS .....	5
C. UPDATED FORMS, PROCEDURES, AND KEY DOCUMENTS .....	6
D. DOCUMENT STANDARDS .....	7
E. SCHOOL WEB PAGE REQUIREMENTS AND RECOMMENDATIONS.....	8
F. STATE PAPERLESS COMMUNICATION SYSTEM.....	10
G. DISTRICT WEB RESOURCES.....	11
H. DISTRICT E-MAIL PRACTICES.....	12
I. GENERAL APPROACH TO PARENT COMPLAINTS.....	13
J. SCHOOL CALENDARS .....	13
K. ENROLLMENT & WITHDRAWAL PROCEDURES.....	14
L. REQUIRED HEALTH SCREENINGS .....	16
M. STUDENT RECORDS PROCEDURES .....	17
N. MULTI-TIERED SYSTEM OF SUPPORT .....	17
O. CONSENT DECREE .....	18
P. CIVIL RIGHTS.....	19
Q. SUMMER SCHOOL AND READING CAMP .....	20
R. SERIOUS INCIDENT REPORTING .....	20
S. MANDATORY CHILD ABUSE REPORTING .....	21
T. CAMPUS SECURITY .....	22
U. SCHOOL RESOURCE OFFICERS.....	23
V. EMPLOYMENT OPPORTUNITIES SERVICES .....	23
W. CHARTER SCHOOL PAYMENTS AND ADJUSTMENTS.....	23
X. DIRECT CERTIFICATION FOR THE NATIONAL SCHOOL LUNCH PROGRAM .....	26
Y. FEDERAL GRANT PARTICIPATION .....	27
Z. SPONSOR SERVICES AND CHARTER SCHOOL OBLIGATIONS.....	29
AA. PROPERTY AND INVENTORY .....	30
BB. TRANSPORTATION OF STUDENTS.....	31
CC. DISPLAY OF FLAGS.....	33
<b>SECTION II: DEADLINES.....</b>	<b>33</b>

A.	CAPITAL OUTLAY PLAN (Due June 19, 2019) .....	33
B.	DOCUMENTATION OF INSURANCE AND PROPERTY INTEREST (Due July 15, 2019) .....	34
C.	MENTAL HEALTH ALLOCATION PLAN (Due July 15, 2019).....	35
D.	CERTIFICATE OF OCCUPANCY (Due July 29, 2019).....	36
E.	FINANCIAL STATEMENT & ENROLLMENT REPORT (Due August 1, 2019) .....	37
F.	MONITORING DOCUMENTS (Due August 12, 2019).....	37
G.	PROPERTY INVENTORY (Due August 20, 2018).....	39
H.	AUDITED FINANCIAL STATEMENT (Due September 2, 2019) .....	39
I.	FIRST SEMESTER HEALTH SCREENING (Due December 31, 2019).....	40
J.	SECOND SEMESTER HEALTH SCREENING (Due March 31, 2020).....	40
K.	ACCOUNTABILITY REPORT (Due annually as directed by FDOE).....	41
L.	SCHOOL SAFETY DOCUMENTATION (Due as described) .....	41
M.	ADDITIONAL DOCUMENTATION (Due as described).....	42
	<b>SECTION III: LEGISLATIVE UPDATES .....</b>	<b>44</b>
	<b>SECTION IV: NEXT STEPS .....</b>	<b>45</b>

## SECTION I: GENERAL ITEMS

### A. YOUR SUPPORT TEAM

These District contacts are ready to advise and assist you.

Dr. Donna Schroll ([DonnaPS@LeeSchools.Net](mailto:DonnaPS@LeeSchools.Net) or (239) 461-8483)  
Administrator, Public Charter Schools

- First point of contact for most issues
- Accountability reports
- Compliance reviews
- District procedures, processes, and services
- Parent concerns
- School site visits
- Investigations

Ms. JoAnn Moody, ([JoAnnMO@LeeSchools.Net](mailto:JoAnnMO@LeeSchools.Net) or (239) 337-8115)  
Secretary to Director, Grants & Program Development

- Back to school documents
- Monitoring documents
- Network access requests
- School Board agenda items
- Start-up and implementation grants

TBA (239) 337-8273  
Director, Grants & Program Development  
Liaison, Public Charter Schools

- Charter school applications
- Charter school contracts
- Charter school renewals
- Florida Statutes
- Grants
- Legislative updates
- School Board policies

### B. CHARTER SCHOOL PRINCIPAL MEETINGS

From time to time, we sponsor meetings of District department staff and the principals of our public charter schools. These meetings usually take place at the Lee County Public Education Center to review critical procedures, discuss common concerns, and improve our work together.

Principals should look for a notice for these events via official District e-mail accounts. We appreciate your response to meetings requests so that we have an accurate idea of how many participants will be attending, and so we can better understand the topics and issues you would like to include on the agenda.

### C. UPDATED FORMS, PROCEDURES, AND KEY DOCUMENTS

We strongly recommend that principals direct school staff to purge any outdated forms, handbooks, manuals, *etc.* on an ongoing basis whenever updated items become available. These materials may be available through different means: most are available in digital format on the Web, on LEARN, SharePoint, or Google G Suite, while some may be distributed in printed form from the supervising District department or other agency.

For example, be sure that all appropriate staff members have ready access to the most recently-published versions of documents such as:

1. The school's original application and charter contract, and all renewals or amendments to date;
2. The school's current emergency plans and procedures, including emergency contact information and phone trees for faculty and staff;
3. District Incident Reporting Procedures;
4. District Code of Conduct for Students;
5. District Student Progression Plans (in English and in Spanish);
6. District Student Records Handbook;
7. District Instructional Calendar and 12-Month Employee Calendar;
8. District Programs of Study;
9. District Grants Development Handbook;
10. School Advisory Council Guidelines;
11. School Improvement Plan documents;
12. School Professional Development Plans;
13. Student services forms, handbooks, and guidelines;
14. School Board Policies that affect public charter schools;
15. School Board Process Documents that affect public charter schools;
16. Florida state curriculum standards;
17. Florida Statutes;
18. Florida State Board of Education Rules;
19. Florida Financial and Program Cost Accounting and Reporting for Florida Schools ("The Red Book");

20. Florida Project Application and Amendment Procedures for Federal and State Programs (“The Green Book”);
21. Florida Course Code Directory and Instructional Personnel Assignments.

#### D. DOCUMENT STANDARDS

From time to time, school staff will have to submit documents to me (as the Sponsor’s liaison) or to other District staff. In general, the following technical requirements apply to all documents submitted to the Sponsor unless otherwise noted.

1. All document filenames and the first page of all documents must include the full name of the school and/or the school’s four-digit location number, along with the fiscal year and a short description of the document content.
2. Documents that are likely to appear on the Web should not have spaces in their filenames, but should instead include hyphens.

For example, a good filename would look like this:

- 4242-FY20-Board-Contacts.xlsx

3. Documents may be submitted only as searchable unprotected electronic files in any of the following formats: Adobe Acrobat (.pdf), Microsoft Excel (.xls or .xlsx), Microsoft Visio (.vsd or .vsx), Microsoft Word (.doc or .docx).
4. Documents received in paper form or in any other electronic format (for example, Microsoft Publisher files) may not be accepted.
5. Documents that are not searchable (for example, image-only .TIFF scans or low-quality PDF files) may not be accepted.
6. Documents that are protected (for example, documents that do not permit selecting text, copying text, or printing) may not be acceptable.
7. Documents may be transmitted via e-mail (preferred). Note that many e-mail mail systems will reject messages containing extremely large files. USB drives are acceptable but will not be returned. Optical storage media such as CDs, DVDs, and Blu-ray discs are not acceptable. Online repositories such as SharePoint, Dropbox, and Google Drive may also be used if access is provided.

Technical assistance and coaching in preparing and converting forms to these formats, including creating these documents from open source software

programs, is available on request from the Department of Grants & Program Development.

The School District uses Microsoft Office and Google documents as its standard productivity suites. In general, current versions of Office documents can be readily shared. Other programs (such as Open Office, Libre Office, or online versions of Microsoft Office) can read and write in these formats.

Whenever a document is in final form and will be shared on the Web, it is usually best to convert it to PDF format. It is quite helpful to make sure that PDF documents have security settings that permits selecting, copying, and printing. It is also important to run OCR (optical character recognition) on a new PDF to make it searchable. With care, nearly any document we might request can be assembled into a searchable and legible PDF document that is small enough for practical use.

## E. SCHOOL WEB PAGE REQUIREMENTS AND RECOMMENDATIONS

### **Requirements**

Every charter school must maintain a public-accessible Web site. All of the information described below must be provided on a publicly-available portion of the Web site that is fully accessible to all visitors without requiring a password or other log-in credentials.

Pursuant to § 1002.33(9)(p), Fla. Stat., Each charter school shall maintain a Web site that enables the public to obtain current and accurate information regarding

1. The school;
2. The school's academic performance;
3. The names of all governing board members;
4. The programs at the school;
5. Any management companies, service providers, or education management corporations associated with the school;
6. The school's annual budget and its annual independent fiscal audit;
7. The school's grade or performance rating pursuant to § 1008.34, Fla. Stat.;
8. Minutes of governing board meetings (updated at least quarterly).

Pursuant to § 1002.33(7)(d)1, Fla. Stat., each school's Web site must provide:

9. Full contact information for a local representative to facilitate parental involvement, provide access to information, assist parents and others with questions and concerns, and resolve disputes.

Pursuant to [§ 1002.31, Fla. Stat.](#), certain charter school's Web sites must also provide information about the school's controlled open enrollment procedures. This is only required for those few charter schools that do not already open their enrollment to all students in the district. For those few schools, their Web sites must also include:

10. An accurate and specific statement of the school's current enrollment capacity;
11. The adopted rule, policy, or procedure by which students anywhere in Florida may enroll in the charter school subject to capacity.

## **Recommendations**

In addition to the information described above, many governmental agencies and entities may require certain information to be posted on the school Web page for a wide variety of purposes, including inspection reports, public records procedures, funding sources, and so on.

Beyond the minimum requirements established in statute, I recommend that you review your school's Web page to make sure that the following information is easily available:

1. **Name.** The full, official name of the school as approved by the School Board of Lee County.
2. **Address.** The school's physical address, and, if different, the school's mailing address.
3. **Telephone Contact.** A primary telephone number and facsimile number, complete with area code.
4. **Online Contact.** An e-mail address for the school itself or for a key administrator or staff member, along with any other online access points such a Facebook page or Twitter account.
5. **Governing Board, Administration, Faculty, and Staff.** The full name, title, responsibilities, telephone number, e-mail address, and facsimile number for all governing board members, school administrators, school office staff, school counselors, school instructional personnel, school nurses and clinic assistants, and school student services personnel.
6. **Grade levels.** The grade levels served by the school.

7. **Enrollment information.** The information and documentation necessary to enroll students.
8. **Hours.** The school hours of operation, including any hours of operation of pre-school or after-school services that may be available. If the school offers summer school, this should also be indicated clearly.
9. **Meals.** School breakfast and lunch information, including menus, prices, payment options, nutritional information, and information about obtaining free or reduced priced meals.
10. **Sponsor Web site.** A link to the Web site of the School District of Lee County at <http://www.leeschools.net>.
11. **Accreditation.** A statement declaring whether or not the school is accredited by SACS-CASI, or is seeking such accreditation.
12. **Governance.** Public notices of upcoming times and locations of governing board meetings, agendas for upcoming meetings, and adopted minutes of all past meetings in searchable PDF format;
13. **Financial statements.** All past audited and unaudited financial statements that were also provided to the School Board in PDF format.
14. **Annual Budget.** The annual budget for the school that is adopted by the Governing Board; including the adopted budgets for all previous years.
15. **Employment information.** Instructions on how interested people may contact the school regarding employment opportunities.

These recommendations are based on the most common requests that I receive from parents, district and state officials, reporters, and other citizens.

## F. STATE PAPERLESS COMMUNICATION SYSTEM

The Florida Department of Education uses a free automated e-mail subscription system to release critical memoranda, notices, updates, forms, and other necessary documents. Charter school principals should ensure that a responsible person on the school staff is enrolled in this system with the appropriate subscription options for your school.

Subscriptions may be established and modified online at <http://www.fldoe.org/Paperless>

At a minimum, each charter school should have a responsible person subscribing to the K-12 subscription for “Charter Schools.”

The Web page will offer other areas of interest which may change from time to time. Typical subject areas that may be of interest to charter schools might include:

- Budget/Finance
- Charter Schools
- Curriculum
- Funding Opportunities (from government and private sources for education programs)
- Grants Administration
- Grants Opportunities
- K12 Weekly Memo (Chancellor's Weekly Memo)
- Legislative Updates
- News Releases
- Numbered Memos
- School Grading

Depending on the nature of your school program, other options may also be of interest.

## G. DISTRICT WEB RESOURCES

The School District maintains a publicly-available Web site at <http://www.leeschools.net>.

In addition to this public site, the District also maintains an intranet site (known as [LEARN](#)) which provides extensive department-by-department information, including forms and procedures necessary to conduct school business. Some District departments use LEARN to publish handbooks, forms, procedures, and guidelines for most operations. All public charter school principals and key staff members are provided with access to LEARN via their TS01 desktop. Being familiar with this intranet and fluent in its use is essential to being able to conduct business with some District departments. (Note that some charter schools find connections to LEARN to be slow or difficult depending on variables outside of the District's control.)

Note that over the next year, District departments will transition away from using LEARN and possibly SharePoint. Much of the content on LEARN will move to the [For Employees](#) section of the District Web site which is accessible using your District credentials. You also may see different platforms (such as Google team drives) used for such purposes.

The Department of Grants & Program Development also provides a publicly-available Web site at [https://www.leeschools.net/our\\_schools/list\\_of\\_schools/](https://www.leeschools.net/our_schools/list_of_schools/)

[charter schools](#). This site provides extensive information about public charter school operations, contracts, and applications.

## H. DISTRICT E-MAIL PRACTICES

All public charter school principals and most public charter school personnel are provided with official District e-mail addresses. This address is also necessary to obtain essential school district functions such as professional development services.

It is required that public charter school principals check their official District e-mail account every work day, and ensure that all charter school staff with District e-mail accounts do the same. This is the primary means by which district personnel communicate with charter principals.

Be advised that District e-mail accounts are the official addresses to which District employees will communicate with charter school administrators and staff members on official District and school business. All distribution lists, all group messages, all calendar events and meeting requests, and all online permissions with the District and with the Florida Department of Education will be associated with your official District e-mail accounts. Because of the innate behavior of spam filters, improperly using an external e-mail address to attempt to conduct business with District staff may result in a delayed response or no response at all. We strongly recommend using your District e-mail accounts for all business involving District staff.

Public charter school employees who are assigned an official District e-mail account must sign a terms of use agreement, and must adhere to those terms.

Public charter school employees who are assigned an official District e-mail account must maintain it so that it does not exceed its allotted size. If messages are allowed to build up without being properly archived, then the account will be suspended automatically and the employee will not be able to send or receive messages, access professional development opportunities, or conduct most business with District staff.

Note that Florida has a broad public records law. Any and all school-related messages that are sent to or from any public charter school employee using any public-owned or privately-owned e-mail system, network, device, social media service, or app of any kind are subject to disclosure requirements, within a limited set of exceptions provided by law. There is no expectation of privacy, regardless of the account or service used.

## I. GENERAL APPROACH TO PARENT COMPLAINTS

It is our belief that school-based concerns and complaints are best handled at the school level. In general, when we receive a parent complaint or concern, we will first ensure that the parent has contacted the appropriate school administrator about the concern, and the school has had an opportunity to address this issue. If this has been done but was not successful, we will then generally refer them to the school's governing board and/or the school's corporate contacts as appropriate.

In short, whenever it is possible to do so, we will respect the statutory and contractual independence and autonomy of the public charter school and make every effort for all such complaints and concerns to be addressed by each public charter school and its governing board instead of by the School District.

In some cases, however, the parent complaint or concern may suggest that there is an issue that may be of direct concern to the Sponsor, such as a violation of law or of the school's charter. Part of being a responsible public charter school authorizer is responding to such concerns in an effective way, and we are therefore obligated to do so.

When appropriate, we will work with the school principal, school staff, the school's governing board, and the school's corporate contacts to obtain information, statements, documents, *etc.* that may assist in such investigations.

It is our intention to conduct such investigations professionally, courteously, quickly, and effectively. Your prompt and complete cooperation is required. This is an essential part of working toward our common interest in providing high-quality public charter schools delivering the best possible service to students and parents.

## J. SCHOOL CALENDARS

Each school's charter contract provides that the school will follow the District instructional calendar, so any changes to your student calendar have to be approved via the formal charter amendment process.

Minor changes to the student calendar can sometimes be approved. A minor change is one that merely swaps early dismissal days for regular days.

Major changes, however, usually cannot be approved. A major change is one that would have charter students attending school sessions on days other than those in the District instructional calendar.

In general, major changes to the instructional calendar are difficult to manage. There can be considerable disruption to families who have students in different schools on different calendars. Charter schools attempting to hold a school session on a day that the District offices are closed will be without important District services such as contracted food service, pony service, ESE services, and potentially some online services. Schools working on different calendars would need to also arrange for changes in services from other agencies, such as arranging for rescheduling school resource officers, school crossing guards, and changing programming for school zone traffic signals.

There are technical issues and limitations other than described here, so calendar change requests require considerable District review. These requests should be made as early as possible, preferably before the end of the third quarter in the preceding school year. It is best to consult with me to review your idea for a calendar change before taking any other action.

The request for a modified calendar should be presented in such a way as to show what days are being swapped so that the net change in both instructional days and in instructional hours is zero. A narrative description of the change being sought should be accompanied by a table that illustrates this. For example:

<b>Date</b>	<b>District Calendar</b>	<b>Proposed School Calendar</b>
July 4, 2000	Early Dismissal Day	Regular School Day
July 5, 2000	Regular School Day	Early Dismissal Day

In this hypothetical example, it is made clear that the swap occurs in both directions: for every day that is shortened, some other day in the same academic quarter (and in the same ten-day reporting window) is lengthened by the same amount.

## K. ENROLLMENT & WITHDRAWAL PROCEDURES

It is essential that all appropriate public charter school staff understand all practices and procedures related to student enrollment and withdrawal, including but not limited to these items in particular:

1. **Release form.** Before enrolling any student in a public charter school, the school must obtain from the parent or guardian a signed official General Charter School Release Form. This release

form is provided electronically in English, Spanish, and Creole at no cost to all public charter schools. The original signed form must be retained in each student's cumulative folder, and the school must be able to produce the signed copy of this form upon request.

2. **Prohibited acts during enrollment.** Each charter school's enrollment process must ensure that no person, form, system, or procedure inquire about a prospective student's disability, IEP plan, or need for special services prior to completing the enrollment of the student. This requirement is binding on all charter schools pursuant to [a resolution and agreement with the U.S. Department of Education's Office of Civil Rights](#) (PDF).
3. **Withdrawals.** Public charter schools accept all applicants, and retain and continue to serve those students with every possible resource available until such time as the student is promoted out of the school or the student is voluntarily withdrawn for a legitimate reason.

Public charter schools must ensure that no student is withdrawn improperly, and that no student is withdrawn in response to any form of suggestion, pressure, encouragement, or coercion from the school.

When parents and guardians with custodial rights request withdrawal, this process must begin promptly. Once a withdrawal request is received from a custodial parent, charter schools may not delay withdrawing students for any reason whatsoever.

No student may be withdrawn from any public charter school during the fourth quarter of the school year without first obtaining an approved waiver from the Department of Student Assignment.

4. **Special procedures during FTE counts.** District-operated schools included in our student assignment plan are prohibited from transferring students from a District-operated school to another District-operated school within their zone during some FTE counts.

This District procedure has no effect at all on public charter schools. Students transferring out of a public charter school or seeking to enter a public charter school can and should be withdrawn or enrolled during this time.

We make a special effort to ensure that all principals and all information specialists are aware that these temporary freezes do not apply to public charter schools.

## L. REQUIRED HEALTH SCREENINGS

The Florida Department of Health (DOH), in cooperation with the Florida Department of Education, supervises the administration of the state's school health services program. To fulfill its statutory mandate, DOH conducts periodic reviews and supports local collaborators including county health departments, school district staff, and community partners.

As public schools of Florida, charter schools must be in compliance with all applicable statutes and requirements pertaining to student health, safety and welfare as affirmed in § 1002.33(9)(e) and 1002.33(16)(a)(5), Fla. Stat.

Section 381.0056 (4) (a) (6-9), (6) (e), (7), Fla. Stat. requires that public schools (including charter schools) provide vision screening, hearing screening, scoliosis screening, and growth and development screening. Section 381.0056(4) (a) (11) requires local county health departments to perform "Referral and follow-up of suspected or confirmed health problems."

Florida Administrative Code, 64F-6.003, details the requirements:

1. Vision screening shall be provided, at a minimum, to students in grades kindergarten, 1, 3 and 6 and students entering Florida schools for the first time in grades kindergarten through 5.
2. Hearing screening shall be provided, at a minimum, to students in grades kindergarten, 1 and 6; to students entering Florida schools for the first time in grades kindergarten through 5; and optionally to students in grade 3.
3. Growth and development screening shall be provided, at a minimum, to students in grades 1, 3 and 6 and optionally to students in grade 9.
4. Scoliosis screening shall be provided, at a minimum, to students in grade 6.

Department of Health screening deadlines are as follows:

1. Forty-five percent of students in the grade levels mandated for vision, hearing, scoliosis and growth and development with body mass index must be screened by December 31. The local health department must receive the data for these screenings by January 15.
2. Ninety-five percent of students in the grade levels mandated for vision, hearing, scoliosis and growth and development with body mass index must be screened by March 31st. The local health department must receive the data for these screenings by April 15.

Therefore, all Florida public schools must make provisions to perform student health screenings, and screening results data must be provided to the local county health department (CHD).

By ensuring that mandatory student health screenings are performed and health-screening data is communicated appropriately and timely to the CHD, students will be able to receive indicated referrals and follow-up services as needed.

If you have questions or concerns regarding the provision of mandated screenings or providing student health screening data to your local CHD, please contact your local CHD or the District's Department of Student Services.

## M. STUDENT RECORDS PROCEDURES

All public charter schools in Lee County must maintain, update, and transmit student records in full compliance with the District's Student Records Handbook, available from Ms. Karen Lepore in the Department of Student Services at [KarenAL@LeeSchools.Net](mailto:KarenAL@LeeSchools.Net) or (239) 337-8182.

Florida Department of Health Cumulative Folders (Health Jackets) should be ordered directly from the District's [Department of Printing Services](#) at (239) 337-8533.

Accurate and timely maintenance of student records is an area of special concern, and I appreciate your vigilance in helping us keep them up-to-date and in order.

## N. MULTI-TIERED SYSTEM OF SUPPORT

State statutes and federal law require that charter schools use a problem-solving process to provide general education interventions and supports to all students at increasing levels of intensity based on their individual needs. The goal is to prevent academic and/or behavioral problems by intervening early using a Multi-Tiered System of Support (MTSS) so that students can meet benchmarks. The District MTSS Resource Teacher for each Zone is available to support your school's MTSS problem-solving team, and the District also has regular meetings and training opportunities for designated MTSS contacts.

Further information, including contact information, is available at <https://www.leeschools.net/cms/One.aspx?portalId=676305&pageId=1313241>.

The Florida Department of Education also provides the following resources:

- [Florida Response to Intervention Homepage](#) includes links to Florida's RtI Implementation Plan and Introductory Online Training Course. (HTML)
- [Problem Solving and Response to Intervention Project](#) (HTML)
- [Florida's Positive Behavior Support Project](#) (HTML)

## O. CONSENT DECREE

The Consent Decree is the state of Florida's framework for compliance with the following federal and state laws and jurisprudence regarding the education of English language learner students:

- Title VI and VII Civil Rights Act of 1964
- Office of Civil Rights Memorandum (Standards for Title VI Compliance) of May 25, 1970
- Requirements based on the Supreme Court decision in *Lau v. Nichols*, 1974
- Equal Education Opportunities Act of 1974
- Requirements of the Vocational Education Guidelines, 1979
- Requirements based on the Fifth Circuit court decision in *Castañeda v. Pickard*, 1981
- Requirements based on the Supreme Court decision in *Plyler v. Doe*, 1982
- Americans with Disabilities Act (PL 94-142)
- Florida Education Equity Act, 1984
- Section 504 of the Rehabilitation Act of 1973
- Florida's authority for the implementation of the Consent Decree is found in Section 1003.56, F.S, English Language Instruction for

Limited English Proficient Students and Rules 6A-6.0900 to 6A-6.0909, F.A.C., Programs for Limited English Proficient Students.

The Consent Decree addresses the civil rights of ELL students, foremost among those their right to equal access to all education programs. In addressing these rights, the Consent Decree provides a structure that ensures the delivery of the comprehensible instruction to which ELL students are entitled.

As a civil rights enforcement rule, all of the terms of the Consent Decree are fully binding on charter schools.

The full text of the Consent Decree is available online:

- [League of United Latin American Citizens \(LULAC\) et al. v. State Board of Education Consent Decree, United States District Court for the Southern District of Florida, August 14, 1990 \(PDF\)](#)
- [Versión en español del Convenio de Arreglo Judicial \(PDF\)](#)
- [Dekrè Antant nan pwose LULAC elatriye Kont Gwo Komite Edikasyon Florid elatriye \(PDF\)](#)

## P. CIVIL RIGHTS

All state and federal statutes, laws, and rules regarding the civil rights of students are fully binding on charter schools. In all cases, charter schools should consult with qualified legal counsel on matters pertaining to the protection of the civil rights of students.

Operation of a public school necessarily entails a comprehensive knowledge of school law, including the protection of student civil rights. School leaders should be familiar with relevant issues and authorities, such as these examples:

- [Athletic Equity Resources \(HTML\)](#)
- [Disability discrimination \(HTML\)](#)
- [Family Educational Rights and Privacy Act \(HTML\)](#)
- [Guidance on Constitutionally Protected Prayer in Public Elementary and Secondary Schools \(HTML\)](#)
- [Race discrimination regulation under Title VI \(HTML\)](#)
- [Racial Harassment Resources \(HTML\)](#)
- [Resources related to Limited-English Proficient Students \("English Language Learners"\) \(HTML\)](#)
- [Retaliation \(HTML\)](#)
- [Section 504 \(HTML\)](#)

- [Sex Discrimination \(HTML\)](#)
- [Sex discrimination regulation under Title IX \(HTML\)](#)
- [Sexual Harassment Resources \(HTML\)](#)
- [Title IX Coordinator Resources \(HTML\)](#)
- [Transgender and Gender-Nonconforming Students Resources \(HTML\)](#)

As public schools operating with public funds to serve the public good, charter schools must be diligent in ensuring that the entire school program is secular, neutral, and non-ideological. For example, schools should make sure that school buildings (and leased or borrowed facilities such as might be used for commencements or parent events) are free of political messages and religious symbols. Moreover, schools must be vigilant in ensuring that that no student and no employee experiences any discrimination or harassment based on their actual or perceived race, religion, or national origin.

#### Q. SUMMER SCHOOL AND READING CAMP

In the past, retained third-grade students in charter schools were served in District-operated summer reading camps, but this service is no longer provided.

Effective July 1, 2016, charter schools began receiving a proportional share of the Research-Based Reading Instruction Allocation. Charter schools must ensure the funds received through the Research-Based Reading Instruction Allocation are spent in accordance with s 1011.62(9)(c), Fla. Stat.

Accordingly, charter schools must provide their own retained third grade students with a remedial summer reading camp as described in § 1008.25, Fla. Stat.

As always, charter schools cannot be served at District-operated summer schools, but charter schools may elect to offer their own summer school programs.

#### R. SERIOUS INCIDENT REPORTING

At least one of these District contacts must be personally contacted within fifteen minutes of the occurrence of serious incidents on your school campus or at official school activities, even if the incident occurs away from school or after hours:

- TBA (239) 337-8273
- Dr. Donna Schroll (239) 337-8483
- Ms. JoAnn Moody (239) 337-8115

- Mr. Rob Spicker (239) 461-8420

Serious incidents may include, but not limited to:

- Significant illness/injuries to students or staff, including outbreaks of communicable diseases;
- Significant property damage;
- Threats to campus security;
- All unscheduled lock-downs or evacuations;
- Arrests of any person, or other significant law enforcement activity;
- Fire, unscheduled activation of fire alarms (including accidental and prank activations), or any incident resulting in a response by fire safety personnel,
- Incidents that may create media coverage of a sort that may alarm parents.

It is important that all school staff members know to contact principals when such situations arise, and that they know whom to contact should the principal be away from campus during serious incidents.

## S. MANDATORY CHILD ABUSE REPORTING

Be sure that all school employees understand that Section 39.201, Fla. Stat. identifies every person as mandatory reporters of sexual abuse of a child by anyone. The responsibility is no longer limited to caregivers only. The Florida Department of Children & Families (DCF) maintains a 24-hour hotline to which reports of child abuse, abandonment, and neglect may be made by calling (800) 96-ABUSE or (800) 962-2873.

The statute provides that:

- (a) Any person who knows, or has reasonable cause to suspect, that a child is abused, abandoned, or neglected by a parent, legal custodian, caregiver, or other person responsible for the child's welfare, or that a child is in need of supervision and care and has no parent, legal custodian, or responsible adult relative immediately known and available to provide supervision and care shall report such knowledge or suspicion to the Department of Children & Families.
- (b) Any person who knows, or who has reasonable cause to suspect, that a child is abused by an adult other than a parent, legal custodian, caregiver, or other person responsible for the child's

welfare, shall report such knowledge or suspicion to the department hotline.

- (c) Any person who knows, or has reasonable cause to suspect, that a child is the victim of childhood sexual abuse or the victim of a known or suspected juvenile sexual offender, shall report such knowledge or suspicion to the department hotline.

Additionally, the statute lists several categories of persons who must provide their name to the hotline when they make a report. These categories include but are not limited to health care professionals, school employees, and social workers. The names of these reporters are entered into the record of the report, but shall be held confidential. The only persons that may have access to the identity of a reporter are employees of the Department of Children & Families, law enforcement or State Attorney's Office. Any person who discloses the identity of a reporter to an unauthorized person is subject to criminal penalties.

The hotline takes reports of child abuse from teachers and school personnel seriously. In fact, the statute requires the hotline to consider any reports of abuse by them as valid, and to accept them for investigation by the Department of Children & Families.

Further information is available from the District's Department of Student Welfare & Attendance at (239) 337-8522.

## T. CAMPUS SECURITY

*The Jessica Lunsford Act* was passed by the 2005 Florida Legislature and signed into law by Governor Bush following the assault and murder of Jessica Lunsford in Homosassa Springs, Florida. This crime was allegedly committed by an individual who had at one time worked as a subcontracted mason at Jessica Lunsford's school. The Act focused primarily on increasing the measures used to monitor sexual offenders or predators.

Part of the Act specifically relates to individuals with access to school campuses or to school funds. The statute applies fully to district-operated schools, public charter schools, alternative schools, and any other school receiving public funds.

There are extensive requirements and obligations placed on schools in order to comply with this act, which amended § 1012.465, Florida Statutes.

Public charter schools should consult the [Florida Department of Education's guidance page](#) (HTML) to ensure they are in full compliance with all screening and security requirements. If you have questions, you may contact the Department of Professional Standards & Equity by phone at (239) 337-8330 or at <http://www.leeschools.net/professional-standards-and-equity>.

## U. SCHOOL RESOURCE OFFICERS

[Senate Bill 7026 \(2018\)](#) and [Senate Bill 7030 \(2019\)](#) require the establishment or assignment of at least one safe-school officer at every public school, including every public charter school. The bill provides different means of complying with this requirement: (1) a school resource officer, (2) a school safety officer, or (3) a school guardian. The detailed requirements for each of these options are delineated in several statutes identified in the bills, and your governing board should consult with legal counsel to make sure that the option they select is available to them and in compliance with the law. Since these statutes have been substantially revised, charter schools should not assume that previous arrangements will comply with these new provisions.

Each charter school must arrange for its own contract for a school resource officer. Your proportionate share of the Safe Schools Allocation may be used to help fund this service. To identify your proportionate share of the Safe Schools Allocation you can review your proposed 1st calculation spreadsheets under Safe Schools.

Please notify Dr. Donna Schroll at [DonnaPS@LeeSchools.Net](mailto:DonnaPS@LeeSchools.Net) and Mr. Rick Parfitt at [RichardAPa@LeeSchools.net](mailto:RichardAPa@LeeSchools.net) when you have contracted for a School Resource Officer, and identify the local law enforcement agency with whom you have contracted.

## V. EMPLOYMENT OPPORTUNITIES SERVICES

The School District cannot advertise charter school job opportunities. However, charter schools should consider listing job opportunities on their Web sites, which are linked to the District Web page at [https://www.leeschools.net/our\\_schools/list\\_of\\_schools/charter\\_schools](https://www.leeschools.net/our_schools/list_of_schools/charter_schools)

## W. CHARTER SCHOOL PAYMENTS AND ADJUSTMENTS

During a charter school's first two years of operation, the initial FEFP payments from July through October are based upon the school's projected FTE enrollment only if the school's actual enrollment (as reported in the district's student information system on the first day of the month) is at least

75 percent of the projected enrollment. If the actual enrollment is less than 75 percent of projected enrollment, the FEFP payments will be based on the actual enrollment as reported in the district's student information system.

Adjustments to charter school payments are based on changes that occur from FTE and/or FEFP Calculation changes. The below dates and times are approximate as they are not the same every year, but when they occur schools should see an adjustment in payment around that same time. There are times that the District will wait and make two adjustments at the same time.

### **First Payment starts July 15th (For continuing charter schools)**

This payment is based on Projected FTE. In February of the previous year the District sends out FTE projections for each school. It is important that each school reviews this information as this is what initial payments will be based on. Questions, concerns, or corrections regarding projections should be promptly referred to the Department of Budget. The budgeted numbers used will be based on the First FEFP Calculation.

### **Second Adjustment**

The 2nd FEFP Calculation is received mid-July. Normally for this adjustment the only thing that changes is the tax portion of the payment since it is adjusting the millages based on the updated estimate of the tax roll.

### **Third Adjustment**

On or around the 12th day of school the District calculates the enrolled and scheduled students at each school. Each school's FTE and payment will be adjusted based on that information. PLEASE NOTE: It is imperative that all students be enrolled and have full schedules on the District system at this time in order to be counted. It is also necessary to have no-show students removed to get an accurate count. Schools will only get paid for the students that are enrolled and scheduled. (This applies to all schools in the District, including District-operated schools and charter schools).

### **Fourth Adjustment**

Near the end of December the District receives the Survey 2 (October) FTE that was accepted and recalibrated from FDOE. The District adjusts the actual October FTE at that time. The October FTE calculation is doubled to

simulate a full year's FTE. This calculation also includes actual Transportation FTE.

Around this time, the District also receives the 3rd FEFP calculation. Both of these adjustments will be reflected in January payments.

### **Fifth Adjustment**

Near the end of April, the District receives Survey 3 (February) FTE that was accepted and recalibrated from FDOE, and any amendments that were submitted and approved for Survey 2 (October) FTE. Payment information is updated with the actual figures for both October and February at this time. This includes actual Transportation FTE as well.

Around this time, the District also receives the 4th FEFP Calculation. Both of these adjustments will be reflected in the second April payment.

### **Final Adjustment**

Each charter school will receive the final adjustment in the next fiscal year and this will appear on the calculation sheet as a prior year adjustment. This adjustment includes the 5th FEFP Calculation and any amendments to FTE. NOTE: Other adjustments could occur throughout the year and are dependent on information received from FDOE and/or the Florida Legislature.

### **Survey Weeks**

Survey 2: October 7-11, 2019  
Survey 3: February 3-7, 2020

### **Summer School**

The District is required to report summer instructional time to FDOE. The Department of Budget will contact the school principal each spring to inquire if a summer instructional program will be held. If so, schools will be given an FTE calculation and will be required to schedule the students and report this time. **Summer instructional time is not funded.**

### **Payment Sheets**

Detailed payment information can be accessed any time on the Lee County School District's Web page [https://www.leeschools.net/our\\_schools/list\\_of\\_schools/charter\\_schools/finances](https://www.leeschools.net/our_schools/list_of_schools/charter_schools/finances)

## Payment Estimates

A payment estimate for any charter school can be created by using a calculation sheet to determine the share of the funding received. (Note that this calculation does not take into consideration the administrative fee.)

A blank calculation sheet may be obtained at <http://www.fldoe.org/fefp/>. After opening the link, open the Charter School Revenue Estimate Worksheet. In cell A1 you will need to type in 36 (for the School District of Lee County), and the sheet will fill in Lee County's information. Users may then enter projected FTE, projected FTE for 111, 112, & 113 (251, 252 & 253) students, and estimated transportation number of students to be transported.

Please note that this should be used for internal estimates only, and will not be the actual amount you will receive.

If you have any questions on funding or FTE, please contact Ms. Kelly Letcher at (239) 337-8214 or [KellyLE@leeschools.net](mailto:KellyLE@leeschools.net), or contact Ms. Linda Cronk at (239) 337-8391 or [Lindalcr@leeschools.net](mailto:Lindalcr@leeschools.net).

## X. DIRECT CERTIFICATION FOR THE NATIONAL SCHOOL LUNCH PROGRAM

Since President Truman signed the National School Lunch Act into law in 1946, the U.S. Department of Agriculture has operated the National School Lunch Program, which provides federal assistance to meal programs operating in public and nonprofit private schools and residential child care institutions.

The program provides free meals and reduced-price meals to students living in low-income households. In the past, eligibility for this service required an application from the family. In recent years, however, several new laws have modified this practice, and now students are enrolled for the meal benefit via a process known as direct certification. In direct certification, students are automatically enrolled for meal benefit if their household is receiving other forms of federal assistance, such Supplemental Nutrition Assistance Program (SNAP), the Food Distribution Program on Indian Reservations (FDPIR), Temporary Assistance to Needy Families (TANF), and Medicaid.

In practice, using the direct certification process requires regular comparison of students enrolled at a school on the District mainframe with a statewide database of eligible students. This requires several technical steps, but conceptually the process works like this:

1. The school requests a special enrollment file from the District and then uploads this file to the Florida Department of Agriculture;
2. The Florida Department of Agriculture checks the enrollment file and creates a new file of eligible students;
3. The school then downloads this file of eligible students from the state Web site and uploads it to the District mainframe.

This process is repeated periodically so that eligible students are always receiving benefits.

Participation requires the school to enroll in the [National School Lunch Program](#) and complete a training program conducted by the [Florida Department of Agriculture](#).

## Y. FEDERAL GRANT PARTICIPATION

The School District ensures that all public charter school students are funded in the same way they would be if enrolled in another public school, including provision of all federal funds for which they may be eligible. Individual school plans are generally required for such participation. Eligibility for specific grant programs vary from school to school, and may change from year to year.

For information on specific grant programs, contact the principal investigators below:

Ms. Jeanne LaFountain  
Director, Intervention Programs  
[JeanneJL@LeeSchools.Net](mailto:JeanneJL@LeeSchools.Net)  
(239) 337-8113

- ESEA Title I, Part A Improving the Academic Achievement of the Disadvantaged
- ESEA Title I, Part A School Improvement Initiative 1003(a)
- ESEA Title I, Part C Migrant Education
- Head Start & Early Head Start Programs

Ms. Evelyn Rivera

- ESEA Title III, Part A English Language Acquisition

Mr. Brian Gibson  
Principal, Intervention Programs

[BrianLG@LeeSchools.net](mailto:BrianLG@LeeSchools.net)

(239) 335-1585

- ESEA Title I, Part D, Subpart 2 Prevention and Intervention Programs for Children and Youths Who Are Neglected, Delinquent, or At Risk

Dr. Helen Martin

Assistant Director, Professional Development & Leadership

[HelenJMa@LeeSchools.net](mailto:HelenJMa@LeeSchools.net)

(239) 335-1407

- ESEA Title II, Part A Improving Teacher Quality

Mr. Lee Hughes

Coordinator, Teaching & Learning

[LeoPH@LeeSchools.Net](mailto:LeoPH@LeeSchools.Net)

- ESEA Title IV, Part A, Subpart 1 Student Support and Academic Enrichment Grants

Ms. Amy Clark

Director, Psychological & Social Services

[AmyCl@LeeSchools.net](mailto:AmyCl@LeeSchools.net)

(239) 335-1485

- ESEA Title VII, Part B Education for Homeless Children and Youths

Ms. Rita Davis

Director, Adult & Career Education

[RitaED@LeeSchools.net](mailto:RitaED@LeeSchools.net)

(239) 939-6304

- Adult and Family Literacy – General Education
- Adult Education and Family Literacy – English Literacy/Civics Education
- Carl D. Perkins Career and Technical Education Secondary Programs

Mr. Brian Granstra

Interim Assistant Director of Operations, Fort Myers Technical College

[BrianLG@LeeSchools.net](mailto:BrianLG@LeeSchools.net)

(239) 334-4544

- Carl D. Perkins Career and Technical Education Postsecondary Programs

Ms. Jessica Duncan  
Director, Exceptional Student Education  
[JessicaKD@LeeSchools.Net](mailto:JessicaKD@LeeSchools.Net)  
(239) 337-8104

- IDEA, Part B Education of Children with Disabilities
- IDEA, Part B, Education of Children with Disabilities, Preschool

Ms. Deidre Phillips  
FDLRS Coordinator, Exceptional Student Education  
[DeidreMP@LeeSchools.net](mailto:DeidreMP@LeeSchools.net)  
(239) 337-8127

- Florida Diagnostic and Learning Resource Centers

If you have any question or concern whatsoever about your school's participation in any federal program that you cannot resolve with the principal investigator, please contact the District's Director of Grants & Program Development at (239) 337-8273 for assistance.

Note that many assurances, regulations, and federal laws related to federal grant participation apply to charter schools receiving those funds, including but not limited to the following:

- Office of Management & Budget circulars, rules, and guidance especially [2 CFR 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#) (HTML)
- [Education Department resources related to 2 CFR 200](#) (HTML)
- [Education Department General Administrative Regulations](#) (HTML).
- [Elementary & Secondary Education Act](#) (HTML with links to PDF version).
- [Every Student Succeeds Act](#) (PDF).

## Z. SPONSOR SERVICES AND CHARTER SCHOOL OBLIGATIONS

Public charter schools are funded by the state in the same way as all other public schools in the School District. The public charter school receives operating funds from the Florida Education Finance Program (FEFP) based on the number of full-time (FTE) students enrolled.

In general, public charter school funding includes gross state and local funds, discretionary lottery funds, and funds from the school district's current operating discretionary millage levy; divided by the total funded weighted full-time equivalent (FTE) students in the school district; multiplied by the weighted FTE students in the public charter school. Public charter schools also receive their proportionate share of categorical program funds, for eligible students and programs.

The sponsor provides certain administrative and educational services to public charter schools:

1. Contract management services;
2. FTE and data reporting services;
3. Exceptional student education administration services;
4. Test administration services, including payment of costs of state-required or district-required student assessments;
5. Processing of teacher certificate data services;
6. 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;
7. Eligibility and reporting services related to the federal School Lunch Program.

The School District may charge a public charter school, including a conversion public charter school, a total administrative fee that is set by statute. The fee serves to offset some of district costs for these administrative services.

Note that many other costs incurred by the School District for District-operated schools must be incurred directly by public charter schools. This is because the School District reserves a far larger portion of FEFP funds from District-operated schools to cover pooled costs. These same FEFP funds are not retained by the School District but instead provided directly to public charter schools.

This means that public charter schools are responsible for costs such as dual enrollment fees and textbooks; summer school programs; after school programs, marketing, staff recruitment, transportation, postage, communications, Internet services, inspections, bookkeeping and accounting, facility and maintenance, and public records retention and compliance costs.

## AA. PROPERTY AND INVENTORY

In general, the following procedures apply to property and equipment:

1. **School property.** Property and equipment purchased by a public charter school with local, state, or federal public funds will revert to District ownership upon closure of a public charter school. Public charter schools must submit an annual inventory of all tangible property purchased with any public funds.
2. **District-property.** In addition to this, public charter schools may be provided with District-owned property and equipment. In such cases, the public charter school must cooperate with inventory processes, and will be accountable for property that is stolen, lost, misplaced, damaged, destroyed, or disposed of in an improper fashion.

For information and assistance with property inventory procedures, contact Tanya Gumbs, Supervisor, Department of Financial Accounting by telephone at (239) 335-1502 or via e-mail at [TanyaVG@LeeSchools.net](mailto:TanyaVG@LeeSchools.net).

3. **Surplus property.** From time to time, the District may determine that some equipment or other property may be designated as surplus. Public charter schools may submit requests for surplus property at any time by using the District's online Help Desk system.

For information on how to seek surplus property, contact Dr. James Short, Assistant Director, Department of Infrastructure Services by telephone at (239) 337-8222 or via e-mail at [JamesDS@leeschools.net](mailto:JamesDS@leeschools.net)

## BB. TRANSPORTATION OF STUDENTS

Every charter school operator must comply with all federal, state, and local rules and standards regarding the safety of students, including the safety of students being transported to and from school and school activities. Ensuring the safety, timeliness, equity, and accessibility in the transportation of students is essential to the operation of all charter schools. As in all cases, the safety of students must be given the highest priority.

Charter schools should maintain up-to-date documentation of all required inspections and trainings on site. Charter schools that contract with vendors to provide transportations services should include a clause in those contracts that up-to-date documentation of all required inspections and trainings should either be provided to the charter school, or maintained by the vendor

and made freely and readily available to the charter school or any other person. Compliance documentation must be provided to the School District each year, as outlined later in this letter.

The general requirements for charter school transportation services include but may not be limited to the following:

- 49 CFR 40 Procedures For Transportation Workplace Drug And Alcohol Testing Programs
- 49 CFR 382 Controlled Substance and Alcohol Use and Testing
- Chapter 6A-3 of the Florida Administrative Code
- § 316.159, Fla. Stat. Certain Vehicles to Stop at all Railroad Grade Crossings
- § 316.172, Fla. Stat. Traffic to Stop for School Bus
- § 316.183, Fla. Stat. Unlawful Speed (including School Buses)
- § 316.6145, Fla. Stat. School Buses; Safety Belts or Other Restraint Systems Required
- § 316.615, Fla. Stat. School Buses; Physical Requirements of Operators
- § 1002.33, Fla. Stat. Charter schools
- § 1006.21, Fla. Stat. Duties of district school superintendent and district school board regarding transportation.
- § 1006.22, Fla. Stat. Safety and health of students being transported
- § 1006.23, Fla. Stat. Hazardous walking conditions
- § 1006.24, Fla. Stat. Tort liability; liability insurance
- § 1006.25, Fla. Stat. School buses
- § 1006.261, Fla. Stat. Use of school buses for public purposes
- § 1006.27, Fla. Stat., Pooling of school buses and related purchases by district school boards; transportation services contracts
- § 1011.68, Fla. Stat. Funds for Student Transportation
- § 1012.32, Fla. Stat. Qualifications of Personnel (Criminal Background Checks)
- § 1012.45, Fla. Stat. School Bus Operators; Requirements and Duties
- § 1012.465, Fla. Stat., Background Screening Requirements

The Florida Department of Education provides technical assistance documents, memoranda, inspection manuals, and other important support documents at <http://www.fldoe.org/schools/school-choice/charter-schools/charter-school-resources/technical-assistance/>

Additional information regarding transportation for homeless students is available at [http://www.fldoe.org/core/fileparse.php/7704/urlt/0070868-homeless student transportation tap.pdf](http://www.fldoe.org/core/fileparse.php/7704/urlt/0070868-homeless%20student%20transportation%20tap.pdf) (PDF)

Information and assistance is available from the District's Department of Transportation Services. Contact Mr. Roger Lloyd, Director, at (239) 590-4015 or at [RogerWL@leeschools.net](mailto:RogerWL@leeschools.net).

## CC. DISPLAY OF FLAGS

4 U.S. Code § 6(g) provides that the flag of the United States should be displayed during school days in or near every schoolhouse. (This applies to all charter schools.)

Section 256.032, Fla. Stat. provides that the flag of the State of Florida shall be displayed at a suitable place and in the appropriate manner on the grounds of each elementary and secondary public school. (This applies to all charter schools).

Section 256.12, Fla. Stat. provides that each state-owned building at which the flag of the United States is displayed must also display a POW-MIA flag, if such flag is available free of charge to the agency that occupies the building and if such display is in accordance with federal laws and regulations. (This requirement only applies to charter schools operating in state-owned buildings).

All charter schools should lower flags to half-staff on:

- Peace Officers Memorial Day (May 15)
- Memorial Day (half-staff until noon on the last Monday in May)
- Patriot Day, September 11
- National Fallen Firefighters Memorial Day, (variable)
- Pearl Harbor Remembrance Day, December 7
- Other such other days as directed by the President or the Governor.

## SECTION II: DEADLINES

### A. CAPITAL OUTLAY PLAN (Due June 19, 2019)

Section 1013.62, Florida Statutes (F.S.), establishes eligibility criteria for charter school capital outlay funding, specifies the purposes for which charter school capital outlay funds may be expended, and directs the Commissioner of Education to establish procedures for the submission and approval of charter school capital outlay plans.

Charter school capital outlay plans must be submitted to the Florida Department of Education online by June 19, 2019, and each sponsoring district must review and recommend its charter schools' plans by July 3, 2019. The commissioner will make

the final determination of eligibility following receipt of capital outlay plans and district recommendations. The online application allows sponsoring districts to view a charter school's plan and provide comments that will be considered by the commissioner in determining eligibility.

Each charter school is required to submit its capital outlay plan online at <http://app4.fldoe.org/csa/>. Use the same login credentials as required for the completion and submission of the charter school annual accountability report.

For assistance, please contact the Fixed Capital Outlay Office at (850) 245-9245 or [askFCO@fldoe.org](mailto:askFCO@fldoe.org). If your school does not have login credentials or has other questions concerning the submission of its online capital outlay plan, please contact LaCrest Reed in the Office of K-12 School Choice at (850) 245-0502 or [LaCrest.Reed@fldoe.org](mailto:LaCrest.Reed@fldoe.org).

## B. DOCUMENTATION OF INSURANCE AND PROPERTY INTEREST (Due July 15, 2019)

The following items must be submitted to the Department of Grants & Program Development marked for the attention of Dr. Donna Schroll at [DonnaPS@LeeSchools.Net](mailto:DonnaPS@LeeSchools.Net) in complete and proper form as soon as possible but not later than 4:00 P.M. on Monday, July 15, 2019.

Pursuant to [School Board Policy 2.28](#) and your school's charter, documentation of insurance and proof of property interest are due to the Sponsor not later than four weeks before the first day of school each year.

Public charter schools may not serve students and may not permit students on campus until each of these documents has been received and approved by the Sponsor.

1. Proof of Insurance. This must be full set of insurance documentation as specified in the contract and in [School Board Policy 2.28](#).

This has long been an area of concern in which insurance providers fail to meet the requirements of both the contract and the Board policy, and often leads to last-minute concerns. Please work with providers to submit complete and proper documentation as early as possible.

For technical assistance regarding District insurance requirement, you may refer your insurance provider and business staff to Ms. Cathy Richards, the District's insurance specialist, at [CathySR@LeeSchools.net](mailto:CathySR@LeeSchools.net) or (239) 335-1402.

2. Proof of Property Interest. This will be a deed, lease agreement, or other documentation evidencing property interest for all school buildings used by students.

The most efficient and preferred way to do this is to submit high-quality scans as searchable PDF files. These filenames must clearly identify the specific school by location number, the fiscal year, and the document type.

The preferred file naming scheme is as follows:

For proof of insurance:                   POI-FY20-0000.pdf  
For proof of property interest:   PPI-FY20-0000.pdf

In each case, use the school's four-digit location number instead of the 0000 in the above examples. Use hyphens instead of spaces in filenames to assist in Web-based operations.

Each of these three files may contain multiple pages, especially in the case of the insurance portfolio. Please do not send multiple messages with multiple files and ask Ms. Moody or Dr. Schroll to assemble them for you. If you need to revise a page or two in a particular document, then make the changes and then resend the entire updated file, and include in your message a description of what was changed. This will help us provide you with faster and more effective service.

### C. MENTAL HEALTH ALLOCATION PLAN (Due July 15, 2019)

Senate Bill 7026 (Chapter 2018-3, Laws of Florida) provides a Mental Health Assistance Allocation and requires implementation plans for this allocation. The intent is for each student in Florida to have access to a mental health professional at each school.

Eligible charter schools are entitled to a proportionate share of the district's Mental Health Assistance Allocation funding. To be eligible, a charter school must develop and submit a detailed plan outlining its local program that is specific to the needs of its own students and its own educational program. The plan must be approved by the governing body, and then must be submitted to the School District so the school plan can be included with the District's plan and sent to the Commissioner. This requirement applies to all charter schools, including those that will begin operations in the coming school year.

Note that fulfilling the requirements of this bill will require the services of qualified mental health professionals, which must be obtained from this allocation or from other school sources. Charter schools may not use District-provided school psychologists to fulfill the requirements of this bill.

Plan resources were provided in an e-mail message from Dr. Donna Schroll on June 10, 2019.

Your approved school plan and the checklist provided above should be submitted in PDF format to Dr. Donna Schroll at [DonnaPS@LeeSchools.Net](mailto:DonnaPS@LeeSchools.Net) in complete and proper form not later than 4:00 P.M. on Monday, July 15, 2019.

#### D. CERTIFICATE OF OCCUPANCY (Due July 29, 2019)

All charter schools must submit the most recently issued Certificate of Occupancy for all school buildings used by students. (In some jurisdictions, this may be referred to by another term, *e.g.* a Certificate of Use.)

Pursuant to § 1002.33(7)(a)13, Fla. Stat., the certificate of occupancy is not required until 15 calendar days before the first day of the school year.

Public charter schools may not serve students and may not permit students on campus until this document has been received and approved by the Sponsor.

If you have had no facilities work done in the past year that would require issuance of a new certificate, then you should re-submit the most recent certificate you received. Such submittal is understood to be your assurance that no modifications have been made to your school facilities.

The Certificate of Occupancy should be submitted to Dr. Donna Schroll at [DonnaPS@LeeSchools.Net](mailto:DonnaPS@LeeSchools.Net) in complete and proper form as soon as possible but not later than 4:00 P.M. on Monday, July 29, 2019. The preferred way to do this is to submit high-quality scans as searchable PDF files. The filename must clearly identify the specific school by location number, the fiscal year, and the document type.

The preferred file naming scheme is as follows:

For certificates of occupancy: COO-FY20-0000.pdf

Use the school's four-digit location number instead of the 0000 in the above example. Use underscores or hyphens instead of spaces in filenames to assist in Web-based operations.

#### E. FINANCIAL STATEMENT & ENROLLMENT REPORT (Due August 1, 2019)

Pursuant to [School Board Policy 2.28](#) and your school's charter, unaudited financial statements are due to the Sponsor by August 1 of each year and audited financial statements are due to the Sponsor by September 1 of each year.

The following items must be submitted to the Department of Financial Accounting & Property Records marked for the attention of Janet Ingersoll at [JeanetteII@LeeSchools.Net](mailto:JeanetteII@LeeSchools.Net) in complete and proper form by Thursday, August 1, 2019.

1. **Unaudited Annual Financial Statement.** This unaudited statement must be prepared in accordance with Governmental Accounting Standards Board Statements for inclusion into the school's financial statements, formatted by revenue source and expenditures, and detailed by function and object.

The following items must be submitted to the Department of Grants & Program Development marked for the attention of Dr. Donna Schroll at [DonnaPS@LeeSchools.Net](mailto:DonnaPS@LeeSchools.Net) in complete and proper form by Thursday, August 1, 2019.

2. **List of all applicants for enrollment.** The list will note those students who were denied admission and include a detailed explanation for the denial. The list will also identify each applicant with a disability and specify the category of disability and how the school evaluated whether their program was an appropriate placement option.

#### F. MONITORING DOCUMENTS (Due August 12, 2019)

The following items must be submitted to the Department of Grants & Program Development marked for the attention of Dr. Donna Schroll at [DonnaPS@LeeSchools.Net](mailto:DonnaPS@LeeSchools.Net) in complete and proper form by Monday, August 12, 2019. All public charter schools must submit all documents.

1. **Adopted Budget.** The operating budget for the coming year along with official documentation that the budget has been adopted by the school's governing board.

Submittal of this document can be accomplished by publishing it on the school Web site and sending a link via e-mail.

2. **Fee Schedule & Rationale.** A complete itemized schedule of any and all fees to be required of students during the coming school year, including but not limited to school uniforms, supplies, locks, locker rental, binders, agenda books, parking fees, and equipment.

If students are required to use a sole-source vendor for any required uniform, item, or service, the school must also submit an educational rationale for requiring each sole-source vendor.

Submittal of this document can be accomplished by publishing it on the school Web site and sending a link via e-mail.

3. **Management Training Documentation.** Official documentation that appropriate staff and members of the public charter school governing board have participated in training as required by s.1002.33(6)(f)2, Fla. Stat.

4. **Governing Board Minutes.** A full set of approved minutes for all governing board meetings that took place during the previous fiscal year. Minutes should include or be accompanied by a record of attendance of all governing board members, the date of each meeting, and the city and state in which each meeting was held.

Submittal of this document can be accomplished by publishing it on the school Web site and sending a link via e-mail.

5. **Governing board administrative designee.** Pursuant to § 1002.33 (16)(c)1, Fla. Stat., documentation that the governing board has identified at least one charter school administrator to be responsible for duties assigned to the Superintendent of Schools

6. **Transportation Agreement or Plan.** A copy of the school's current transportation agreement or agreements with external providers. If no external providers are used, the school should instead submit a transportation plan explaining how the school meets the transportation needs of its students.

7. **Student transportation inspection review process.** Submit a policy, plan, or statement that provides:

- a. A description of how the governing board will regularly review the monthly inspection records for vehicles used to transport students,
- b. Information about where and how those records will be stored,
- c. Contact information for the custodian of those records, and
- d. A description of how the governing board will ensure prompt satisfaction of all public records requests for such inspection reports.

#### G. PROPERTY INVENTORY (Due August 20, 2018)

Pursuant to your school's charter, a full inventory of all tangible property owned by the school must be submitted to the Department of Financial Accounting & Property Records by August 20 of each year. Please send these to Tanya Gumbs at [TanyaVG@leeschools.net](mailto:TanyaVG@leeschools.net) by Tuesday, August 20, 2019.

This list of school property is likely already available in an electronic format at your school, with your governing board, or with a management company as applicable. There is no special form required, and so there should be no need for additional work by school staff since this inventory has already completed by your organization.

For assistance, contact Tanya Gumbs at (239) 335-1502.

#### H. AUDITED FINANCIAL STATEMENT (Due September 2, 2019)

Pursuant to [School Board Policy 2.28](#) and your school's charter, unaudited financial statements are due to the Sponsor by August 1 of year and audited financial statements are due to the Sponsor by September 1 of year year.

The following items must be submitted to the Department of Financial Accounting & Property Records marked for the attention of Janet Ingersoll at [JeanetteII@LeeSchools.Net](mailto:JeanetteII@LeeSchools.Net) in complete and proper form by Monday, September 2, 2019. Failure to submit these items may result in adverse consequences, including interruption of payments, need for a corrective action plan, or actions against the school's charter.

**Audited Annual Financial Statement.** This audited statement must be prepared in accordance with Governmental Accounting Standards Board Statements for inclusion into the school's financial statements, formatted by revenue source and expenditures, and detailed by function and object.

In the past, the Auditor General of the State of Florida has accepted audit reports that encompassed multiple charters under the condition that the audit report provided financial statements in accordance with generally

accepted accounting principles for each public charter school. Although the auditor's report on internal control and compliance and management letter were for the combined schools and not the individual schools, the report was based on the assumption that audit procedures and judgments pertaining to control risk assessment, testing, and classification of control deficiencies, *etc.*, were made at the individual public charter school level. Otherwise, the combined audits would not have constituted an audit of each public charter school as required by Section 218.39, Florida Statutes.

Because of the increased accountability over public charter schools provided by Chapter 2009-214, Laws of Florida, including Section 1002.345(1)(a), Florida Statutes, which states that a public charter school failing to provide for an audit is subject to an expedited review, the Auditor General issued an opinion that separate audit reports should be prepared for each public charter school. For purposes of this requirement, a "charter school" is understood to mean that which is authorized under a single charter (see Section 1002.33(7)(a)1., Florida Statutes).

Municipal charter schools designated as one public charter school for purposes of Section 1002.33, Florida Statutes, as authorized by Section 1002.33(15)(c), Florida Statutes, may still submit one combined audit encompassing all charters granted.

#### I. FIRST SEMESTER HEALTH SCREENING (Due December 31, 2019)

These screenings must be conducted as directed for vision (Grades K, 1, 3, 6); hearing (Grades K, 1, 6); scoliosis (Grade 6) and growth and development including BMI (Grades 1, 3, 6). Forty-five percent of students in the grade levels mandated for vision, hearing, scoliosis and growth and development with body mass index must be screened by December 31. Charter schools must submit this screening data to the Lee County Health Department (not the School District) by January 15.

#### J. SECOND SEMESTER HEALTH SCREENING (Due March 31, 2020)

These screenings must be conducted as directed for vision (Grades K, 1, 3, 6); hearing (Grades K, 1, 6); scoliosis (Grade 6) and growth and development including BMI (Grades 1, 3, 6). Ninety-five percent of students in the grade levels mandated for vision, hearing, scoliosis and growth and development with body mass index must be screened by March 31st. Charter schools must submit this screening data to the Lee County Health Department (not the School District) by April 15.

## K. ACCOUNTABILITY REPORT (Due annually as directed by FDOE)

Section 1002.33(9)(l), Fla. Stat., requires the governing body of the public charter school to report its progress annually to its sponsor. This is done through the submission of an annual online accountability report accessed through a Florida Department of Education Web site.

This is a lengthy document that requires research, the attachment of key documents, and detailed information about school personnel, financial records, governance, and performance. Details about the format of the report and its associated procedures and deadlines are provided by the Florida Department of Education.

## L. SCHOOL SAFETY DOCUMENTATION (Due as described)

All public charter schools in Florida are bound by the requirements in Florida Administrative Code Rule Chapter 69A-58 and its authorizing and related Florida statutes, which include a requirement for at least one annual fire inspection.

The State Fire Marshal's Bureau of Fire Prevention has worked with school districts, the Department of Education, and Florida's fire service professionals to develop Florida Administrative Code Rule Chapter 69A-58 to prescribe the procedures for conducting inspections and the fire safety standards applicable to public schools and public charter schools.

For further information, see <http://www.myfloridacfo.com/Division/SFM/BFP/SchoolFireSafety.htm>

Remember that these inspections must be up-to-date and must be scheduled with the local fire official by the school per the provisions of the charter contract. Failure to comply with fire safety standards and fire inspection schedules may result in closure of the facility by fire authorities and/or contract action by the School Board.

You should ensure that your school provides the following documents by the appropriate deadlines;

1. Documentation of the mandatory firesafety inspection conducted each year at deadlines determined by the District's Department of Safety & Security. The recommended practice is for this inspection to take place during the first semester of each school year. Charter schools seeking renewal should submit their annual inspection documentation prior to submitting their renewal application. For further information and specific

deadlines, contact Ms. Dorn Beddow in the Department of Safety & Security at [DornB@LeeSchools.net](mailto:DornB@LeeSchools.net) or (239) 337-8590.

2. Annually updated documentation of the school's Emergency Response Plan (including all attachments, addenda, and supporting documents) must be submitted to the Department of Safety & Security before October 1<sup>st</sup> of each year. From year to year, the Department may establish an internal deadline that is earlier than this. For further information and specific deadlines, contact Mr. Richard Parfitt in the Department of Safety & Security at [RichardAPa@LeeSchools.net](mailto:RichardAPa@LeeSchools.net) or (239) 337-8590.

#### M. ADDITIONAL DOCUMENTATION (Due as described)

This is a minimal list of required documentation and is not intended to be comprehensive. Additional documentation, such as school improvement plans, grant project proposals and planners, safety reports, emergency plans, inspection reports, and other critical documentation may be required of public charter schools depending on year-to-year requirements, rules, and regulations. The appropriate agency or District department will advise public charter schools of the format and submittal requirements as needed.

1. **Monthly financial statements.** Each school must provide the sponsor with a concise, uniform, monthly financial statement summary sheet that contains a balance sheet and a statement of revenue, expenditures, and changes in fund balance. The balance sheet and the statement of revenue, expenditures, and changes in fund balance shall be in the governmental funds format prescribed by the Governmental Accounting Standards Board. Submit documents to Janet Ingersoll at [JeanetteII@LeeSchools.Net](mailto:JeanetteII@LeeSchools.Net).
2. **Student assessment materials and documentation.** Depending on which students are served, you may be responsible for receiving, securing, and returning student assessment materials at various times during the school year. Each item will have its own procedures and due dates. For details, consult with the Department of Research & Assessment at (239) 337-8627.
3. **Grant-related plans, forms, and reports.** Public charter schools participate fully in all District-administered grants for which they are eligible. Such grant programs generally require proposals, needs assessments, and various plans, forms, and reports throughout the school year. The method of accessing these funds may vary, and may the deadlines for their encumbrance. For details, consult with the principal investigator for each grant program. If you need assistance,

contact JoAnn Moody in the Department of Grants & Program Development at [JoAnnMo@leeschools.net](mailto:JoAnnMo@leeschools.net).

4. **Educator credentials.** According to Florida State Board Rule 6A-1.0503, the charter school governing board must approve all instructional personnel who are assigned to teach out-of-field, and parents of students being taught by a teacher who is out of field must be notified.

This includes teachers who are out-of-field in ESOL and are working on completing their requirements for the ESOL endorsement or ESOL K-12 certification. Failure to meet out-of-field requirements places the public charter school at risk of losing FTE funding.

The following actions should be taken to ensure compliance and reduce the loss of limited resources to schools:

- Seeking Board approval prior to each FTE survey week.
- Publishing names and subject areas of out-of-field teachers in parent newsletter dated prior to FTE survey week in October and in February. The newsletter must contain the month, day and year (*e.g.*, February 2, 2020). Newsletters that are imprecisely dated (such as “February 2020” or “Spring Semester”) do not meet the state requirement.
- Fulfillment of out-of-field requirements by the teacher within the appropriate timeline.

Refer to the [Educator Certification page](#) on the Department of Staffing & Talent Management intranet pages if you have questions.

In order to meet State requirements, please make sure you publish the names and subject areas of all out-of-field teachers in a parent newsletter dated on or before the FTE survey week in October and in February. Your newsletter must include the month, day, and year of its publication for it to be acceptable as evidence of compliance with this notification rule.

At the time your newsletter is distributed, send a complete PDF version to Mr. Bob Brown, Director, Internal Audit at [RobertGB@leeschools.net](mailto:RobertGB@leeschools.net).

5. **Commencement information.** Charter high schools should provide the dates, times, and locations of their spring commencements to Dr. Donna Schroll at [DonnaPS@LeeSchools.Net](mailto:DonnaPS@LeeSchools.Net) by December 15 of each

year. Schools should notify Dr. Schroll at this time whether or not the principal and faculty will be wearing academic gowns.

### **SECTION III: LEGISLATIVE UPDATES**

Bills passed each by the Florida Legislature may directly or indirectly affect charter school operations.

Each charter school should conduct its own review of legal changes with qualified counsel, and identify which employees, vendors and contractors, education service providers, parents and guardians, students, and volunteers may need to be aware of the changes brought about by these and other bills, and then take the proper steps to achieve this awareness.

#### **Florida Department of Education Legislative Summary**

The Florida Department of Education's Office of Governmental Relations publishes summaries of each year's education legislation at <http://www.fldoe.org/policy/edu-laws-legislation/governmental-relations/>.

#### **Additional Resources**

In addition, the following resources have been linked to assist public charter school in considering the impact of new legislation on charter school operations. Note that these resources may not be specifically prepared to include only those aspects of new legislation that affect only charter schools.

Florida Department of Education

- Finance Officers Legislative Tracking  
<http://www.fldoe.org/cefo/folt.asp>

Florida Association of District School Superintendents

- Legislative Update  
<http://www.fadss.org/content/legislativeUpdate>

Florida School Boards Association

- Legislative Session Resource Center  
<http://fsba.org/2019-legislative-session/>

## SECTION IV: NEXT STEPS

- Review the due dates included in this letter and make sure that you understand every deadline. If the opening school documents (Section II.B, Section II.C. and Section II.D.) are not submitted by their respective deadlines, then you may receive a breach notice.
- Be sure that the monitoring documents (Section II.E.) are in preparation and will be ready in plenty of time for the submittal deadline. Some of these may require research or governing board approval (such as the fee schedule), so provide your staff with a little extra time to prepare them.
- Check for Outlook meeting requests to see if charter school principal meetings are scheduled.
- Review your current emergency response plan and make sure that staff members are practiced and prepared for emergency closings. One of the facts of life of living and working in the Caribbean is that we should all be alert to forecasts regarding severe thunderstorms, flooding, tropical storms, and hurricanes. We must all be prepared to face whatever comes our way.

As you review your emergency contact plans, consider all of the multiple ways of sharing critical information after a severe event, when electrical service and normal means of communication may be unavailable for long periods of time.

We learned during Hurricane Irma that almost anything is possible. Some charter schools became unofficial and impromptu emergency shelters for their staff and the families (and pets) of their staff. Official shelters were overwhelmed and asked for volunteers to show up to help manage citizens riding out the storm. Even though many schoolhouses suffered little damage, they were without power or inaccessible because of water and windfall for long periods of time. You don't need a complete plan for every possible eventually but that's a good goal to have — and the one important plan should be how last-minute decisions will be made and how they will be communicated.

**Know your zone.** Of special concern is to remind faculty, staff, and parents who may be new to the area or who may have moved since the last storm season to know the Hurricane Surge Evacuation Zone of the school and of their home.

See evacuation zone information at <https://www.leegov.com/publicsafety/emergencymanagement/knowyourzone> .

See <https://www.leegov.com/publicsafety/emergencymanagement/plan> for more information, including how to prepare personal emergency response plans.

- Carefully review the requirements described in all new legislation that may affect public charter schools. As appropriate, modify your own processes, procedures, and policies to comply with the new statutory language.
- Be alert for Florida State Board of Education actions (especially rule amendments or adoptions) that may affect the implementation of the new legislation.
- Be aware that the School Board of Lee County may be presented with proposed revisions to School Board policies (including but not limited to School Board Policy 2.28) in order to be consistent with the requirements of these bills.
- Check your school's Web site and the [District's charter school directory](#) to make sure that all information about you, your school, your management company, and your governing board is complete, current, and correct. If a correction is needed, contact Dr. Donna Schroll at [DonnaPS@LeeSchools.Net](mailto:DonnaPS@LeeSchools.Net) or (239) 461-8483.
- Review this full document with your legal advisor, key staff members, and governing board to make sure that you are in compliance with all requirements.
- If your charter will expire during this fiscal year, it is time to begin working on your renewal proposal. See the renewal process at [https://www.leeschools.net/our\\_schools/list\\_of\\_schools/charter\\_schools/renewals](https://www.leeschools.net/our_schools/list_of_schools/charter_schools/renewals).

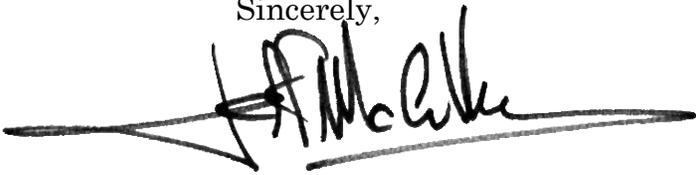
Charters for these schools will expire on June 30, 2020:

Christa McAuliffe Charter Elementary School  
The Island School  
Northern Palms Charter High School  
Oasis Charter Elementary School

Please contact Dr. Schroll if you require any additional information.

It is certainly my honor to have worked with you in this great enterprise. On behalf of our entire District team, I thank you most sincerely for your service, your commitment, and your leadership in serving the students of Lee County.

Sincerely,

A handwritten signature in black ink, appearing to read "J.F. McCullers". The signature is written in a cursive style and is underlined with a long, horizontal stroke that extends to the left and right.

J.F. "Jeff" McCullers, Ed.D.  
Director, Grants & Program Development  
Liason, Public Charter Schools