

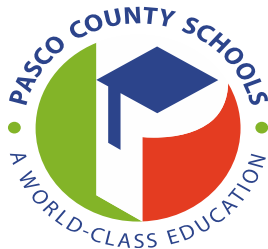


Pasco County Schools

Providing a world-class education for all students

Kurt S. Browning, Superintendent of Schools

A Guide to Services and Fees for Pasco County Charter Schools



The District School Board of Pasco County's *Guide to Services and Fees for Pasco County Charter Schools* outlines the services and resources available to Pasco County charter schools through the District School Board of Pasco County.

Section A of the Guide identifies the services and resources available to charter schools as part of the statutorily allowable administrative fee.

Section B of the Guide identifies additional services, resources and equipment that may be made available to charter schools on a fee-based schedule. Fees will be no greater than the actual cost to the School District.

For questions or assistance, please contact:

Jeff Yungmann
Office for Teaching and Learning, Charter Schools
District School Board of Pasco County
7227 Land O' Lakes Blvd.
Land O' Lakes, FL 34638
jyungman@pasco.k12.fl.us
(813) 794 – 2408, (352) 524 – 2408, (727) 774 – 2408

2014 Florida Statute

Section 1002.33(20)(a)

Administrative Fee

Effective July 1, 2014

1002.33(20) SERVICES.—

(a)1. A sponsor shall provide certain administrative and educational services to charter schools. These services shall include contract management services; full-time equivalent and data reporting services; exceptional student education administration services; services related to eligibility and reporting duties required to ensure that school lunch services under the federal lunch program, consistent with the needs of the charter school, are provided by the school district at the request of the charter school, that any funds due to the charter school under the federal lunch program be paid to the charter school as soon as the charter school begins serving food under the federal lunch program, and that the charter school is paid at the same time and in the same manner under the federal lunch program as other public schools serviced by the sponsor or the school district; test administration services, including payment of the costs of state-required or district-required student assessments; processing of teacher certificate data services; and 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. Student performance data for each student in a charter school, including, but not limited to, FCAT scores, standardized test scores, previous public school student report cards, and student performance measures, shall be provided by the sponsor to a charter school in the same manner provided to other public schools in the district.

2. A total administrative fee for the provision of such services shall be calculated based upon up to 5 percent of the available funds defined in paragraph (17)(b) for all students except that when 75 percent or more of the students enrolled in the charter school are exceptional students as defined in s. 1003.01(3), the 5 percent of those available funds shall be calculated based on unweighted full-time equivalent students. However, a sponsor may only withhold up to a 5-percent administrative fee for enrollment for up to and including 250 students. For charter schools with a population of 251 or more students, the difference between the total administrative fee calculation and the amount of the administrative fee withheld may only be used for capital outlay purposes specified in s. 1013.62(2).

3. For high-performing charter schools, as defined in chapter 2011-232, a sponsor may withhold a total administrative fee of up to 2 percent for enrollment up to and including 250 students per school.

SECTION A

2014 - 2015 School Year

SERVICES AND RESOURCES AVAILABLE TO CHARTER SCHOOLS UNDER THE ALLOWABLE DISTRICT ADMINISTRATIVE FEE

CHARTER SCHOOLS OFFICE [Jeff Yungmann, Program Coordinator for Charter Schools, (813) 794-2408]

The Charter Schools Office serves as a liaison between the school district and the charter schools, providing services, resources and support to Pasco County charter schools, their students and families, and the community at large. Services provided include, but may not limited to, the following:

- Coordinate the support activities of district personnel to ensure statutorily prescribed administrative and educational services are provided to the charter school.
- Monitor and ensure compliance of all charter school contracts.
- Provide contract administrative services, including the preparation of the charter contracts, contract negotiations, and contract amendments. Prepare and disseminate documents.
- Develop district policies, procedures and guidelines related to charter schools.
- Develop charter school procedures and guidelines related to district, state and federal requirements.
- Prepare reports and analyses on the status of charter schools for the Superintendent and School Board.
- Supervise and administer the annual charter school review process, including on-site visits to ensure compliance with the contract and all applicable federal and state requirements. Upon completion of the review, the Supervisor of Charter Schools will prepare the matrices and Summary of Review, to be submitted to the Superintendent and Pasco County School Board.
- Develop and supervise the charter renewals, including preparation of all necessary documentation, assistance to the charter school and its governing board, on-site reviews, contract preparation and negotiations and recommendations to the Superintendent.
- Interface with district staff to problem-solve on issues related to charter schools and their students.
- Disseminate relevant information released by the Florida Department of Education.
- Disseminate information and technical guidance related to statutory changes in federal or state law, Florida Administrative law, and policies and procedures.
- Provide training and assistance on the completion of the statutorily required Florida Department of Education Annual Charter School Accountability Report. Conduct the final review of each charter school's accountability report. Submit all reports to the Florida Department of Education.
- Represent charter schools and the School District as a member of the board of directors of the Florida Association of Charter School Authorizers and as a member of the National Association of Charter School Authorizers; Serve on statewide committees related to charter schools.

- Organize and facilitate charter school principal meetings.
- Collaborate with all functional district departments on behalf of the charter schools.
- Chair the district's new charter application process and submit recommendations to the Superintendent.
- Provide assistance with charter school student participation in extracurricular activities at the student's zoned school.
- Provide assistance to charter school personnel or refer them to the appropriate department.
- Provide assistance to parents of students attending charter schools.
- Provide assistance in the resolution of conflicts between charter schools and parents.
- Provide assistance with ESE-related questions and concerns in coordination with the Office for Student Support Programs and Services.
- Provide assistance and consultation related to charter school safety issues.
- Work with community stakeholders on issues related to charter schools.

OFFICE FOR TECHNOLOGY AND INFORMATION SERVICES [John Simon, Director, (813) 794-2416]

The Office for Technology and Information Services provides the following services and resources to charter schools:

- Full-time equivalent student and data reporting services.
- TERMS student reporting software and updates.
- All standard data reports including, but not limited to, regularly scheduled reports, FDOE database reports, FTE reporting verification, hard copy FTE reports, and class size reduction reports.
- Access to student information and reporting services, and other related operations, backup and security.
- Hands-on, face-to-face training of the TERMS student information system, including data entry and reporting, for charter school personnel.
- Provide assistance with class scheduling, teacher scheduling, class size requirements, enrollment/withdrawal.
- One-on-one assistance and support from the Information Services Help Desk.
- Set-up e-Semler and Schools Connect and provide on-site training.
- Print student report cards.
- Provide Microsoft Office software

- Technical support and maintenance, including remote and on-site assistance with technical problems.
- Teacher and administrator access to student testing and assessment reports through Pasco STAR.

OFFICE FOR FINANCE SERVICES [Joanne Millovitsch, Director of Finance, (813) 794-2268]

The Office for Finance Services provides the following services and resources to charter schools:

- Annually prepare the charter school's estimated revenue, including capital outlay funds, based upon FTE projections.
- Calculate and process all financial payments to the charter school, including FEFP, capital outlay funds, and any categorical funds such as School Recognition and Teacher Classroom Supply Programs.
- Process monthly payments and distribution of FTE funds, capital outlay funds, and federal funding.
- Bill monthly for the services provided in Part B of this document.
- Monitor the charter schools' appropriate use of federal and state funds.
- Review charter school monthly financial reports submitted according to DOE format
- Conduct a thorough review of all charter school annual independent financial audits.
- Include all required charter school financial reporting in the district's required financial reporting to the Florida Department of Education.
- Process the required paperwork, documentation and reports related to all federal funds distributed to the charter school.
- Distribute and administer federal grant funds to charter schools, including the Federal Charter School Program Grant. (The district will charge the allowable indirect fee.)
- Monitor the use of grant funds and submits mandatory reports to the Florida Department of Education. (The district will charge the allowable indirect fee.)
- Conduct annual on-site reviews of charter school financial operations, policies and procedures to ensure compliance. (INCLUDES REVIEW OF *INTERNAL AUDIT*)

OFFICE FOR STUDENT SUPPORT PROGRAMS AND SERVICES [Melissa Musselwhite, Director, (813) 794-2165]

The District School Board of Pasco County is the Local Educational Agency (LEA) for charter schools and as such has responsibility for oversight of exceptional student education programs.

In accordance with Senate Bill 1108, the DSBPC offers the district's charter schools the option of choosing Individual with Disabilities Education Act (IDEA) grant funds or services aligned with IDEA areas.

All charter schools will receive the following supports and services, as the items listed below are either the responsibility of the DSBPC as the LEA or are not aligned with IDEA areas:

- Annual review of the school's ESE files to ensure compliance.
- Assistance in the preparation for state or federal ESE audits.
- Section 504 eligibility procedures and consultation.
- Section 504 Planmaker access.
- English Language Learner (ELL) procedures, compliance, and consultation.
- Management of the expulsion process.
- Consultation for appropriate student educational services and placement.
- Consultation with the Supervisor of Student Health Services or designee.
- Coordination of mandatory on-site health screenings:
 - Hearing screening for students in grades K, 1 and 6.
 - Vision screenings for students in grades K, 1, 3 and 6.
 - Growth and Development screening (height and weight) for students in grades 1, 3 and 6.
 - Scoliosis screening for students in grade 6.
- School nurse review of student health information when provided by charter school personnel to manage student health records.
- Provide consultation related to mandated Child Abuse Reporting procedures.
- Provide consultation related to statutory requirements of attendance and Truancy Intervention Program (TIP) referral process.

For charter schools that elect to receive IDEA aligned services the following services are available:

Compliance related activities

- Assignment of a Compliance Resource Teacher.
- Assistance with the Office of Civil Rights complaints.
- Assistance for hospital/homebound services, including district representation at ESE staffing, development of the Individual Education Plan (T/IEP), and recommendations for appropriate instructional personnel or programs to meet the needs of the student.
- Representation at manifestation determination meeting for ESE students.
- Facilitation of ESE staffings.
- Participation of district representation in T/IEP Meetings, as appropriate or requested.

- PlanMaker for ESE access including software, installation, training, and updates.
- Regular review of student T/IEPs to ensure compliance.
- School nurse review of data related to requests for hospital/homebound services.
- Updates on state and federal requirements.

Coordination and consultation

- Access to SSPS manuals, forms and other related materials.
- Assistance with the development of Transitional/Individual Education Plans (T/IEPs).
- Assignment of a social worker, school psychologist, school nurse and consultation.
- Consultation and recommendations in the resolution of parent concerns, complaints and conflicts, as required by law.
- Guidance related to district procedures, state and federal requirements and legal issues.
- On-site visits to the charter schools to provide assistance and consultation to the charter school's ESE coordinator and other charter school staff.

Evaluations

- Child Find services aligned to eligibility areas, which may include: academic, adaptive, behavioral, communication, psychological, and/or sensory assessments. If the student is found eligible, services are provided under the administrative fee.
- District representation for reevaluation and conducting reevaluations including Assistive Technology Evaluations.
- Develop student social/developmental histories as part of an evaluation to determine ESE eligibility or for referral purposes.

Training

- Access to ESE and Student Services professional development opportunities and training. Trainings will be limited to those which are available through the district and which are funded through state or federal grants.

NOTE: Training provided by district ESE staff at the request of the charter school may incur a fee. Requests will be considered based on available resources.

OFFICE FOR TEACHING AND LEARNING [Steve Williams, Director, (813) 794-2242]

The Office for Teaching and Learning Curriculum provides the following services and resources to charter schools:

- Access to federal and state funded trainings and workshops provided by the District School Board of Pasco County.
- Access to the DSPBC's curriculum maps.

- Access to training, materials and preparation in the Next Generation Sunshine State Standards and Florida Standards. *(Subject to change, based on available federal and state funding.)*
- Access to coursework leading to a reading endorsement for charter school teachers when the school elects to participate in the DSBPC's K-12 Reading Plan.
- Access to coursework leading to ESOL endorsement. **-Office of Human Resources and Educator Quality**
- Access to federally funded ESOL professional development and training opportunities, including compliance workshops.
- Opportunities for mandated teacher training for teachers assigned to the instruction of limited English proficient students.
- LEP related student surveys and test materials.
- Administrative orientation to ESOL student, teacher, parent, and program compliance requirements.
- ESOL guides, brochures, manuals and forms.
- Title III Supplementary English resources and professional development.
- On-going assistance in the state-mandated elementary and secondary Progress Monitoring Plan process.
- Annual Progress Monitoring Plan process guidelines for elementary and secondary.
- Forms and materials for the implementation of the Progress Monitoring Plan process.
- Periodic on-site review to ensure compliance with the statutorily required Progress Monitoring Plan process.
- Student access to district-wide academic competitions.
- Access to electronic district instructional and assessment resources.
- Access to the DSBPC's learning management system. (Canvas)
- Participation in the textbook adoption process.
- Annual invitation to participate in the district's K-12 Comprehensive Reading Plan.
- Assistance with curriculum questions.
- Third grade charter school students scoring not proficient on the Florida Standards Assessment for English Language Arts will have access to the district's Summer Reading Camp. Charter schools will be charged a reasonable fee for participating students based on the actual cost to the School District.
- Information and updates on the development of 3rd grade good cause portfolios.
- Review all good cause portfolios for 3rd grade charter school students and promotion determinations.

OFFICE FOR CAREER AND TECHNICAL EDUCATION [Rob Aguis, Director, (813) 794-2200]

- Assistance with reporting of student dropout calculation rates and correction of dropout reporting errors.
- Access to District website for Career and Technical Education
http://academies.pasco.k12.fl.us/?page_id=488

OFFICE FOR ACCOUNTABILITY, RESEARCH AND MEASUREMENT [Dr. Peggy Jones, Director, (813) 794-2338]

The Office for Accountability, Research and Measurement provides the following services and resources to charter schools:

- Discovery Education
- Florida Standards Assessment test administrative services, including annual training and the distribution and collection of all Florida Standards Assessment testing materials.
- End-of Course exam administrative services, including training and the distribution and collection of testing materials. (These include the end of course exams as of the 2014-15 school year. Assessment as required pursuant to Senate Bill 1664.)
- Training, assistance and all testing materials for all other state mandated tests, including all Kindergarten screeners and testing.
- Access to various testing platforms and associated training or information.
- Third grade SAT-10 testing materials, scoring, and final student reports for students scoring not proficient on the Florida Standards Assessment for English Language Arts.
- Third grade SAT-10 testing materials, scoring and final student reports for Mid-Year Promotion.
- Access to additional student data, as available.
- Access to student achievement data from neighboring and “like” schools for the purpose of analysis of the charter school’s progress.
- Annual workshops, training and one-on-one assistance for the development of the annual School Improvement Plan and Differentiated Accountability Plan, if required of the charter school.
- Training and monitoring for Accountability Fixes.
- Respond to charter school questions.

OFFICE FOR HUMAN RESOURCES AND EDUCATOR QUALITY [Christine Pejot, Director, (813) 794-2355]

The District School Board of Pasco County provides staff from the Office of Human Resources and Educator Quality dedicated to supporting and assisting charter schools. Additionally, each charter school is assigned a certification specialist. The Office for Human Resources and Educator Quality provides the following services and resources to charter schools:

- Assigned staff will coordinate with the charter schools to collect all personnel data required by the Florida Department of Education. Personnel data will be entered into MUNIS for reporting to FDOE five times per year.
- Unofficial determination of eligibility for Florida certification of new instructional personnel, as requested.
- Processing of information for teacher temporary and professional certification.
- Notification of certification status of instructional personnel, Florida Teacher Certification Exams requirements, and certification renewals.
- Notification of the status of all highly-qualified, in-field and out-of-field instructional personnel.
- Annual teacher certification audit to ensure compliance with Florida statute.
- Identify new teachers who must complete the Professional Educator Competency (PEC) program.
- Fingerprinting/background screening through the DSBPC. *(The cost must be incurred by the individual.)*
- Verbal and written notification regarding any charter school employee, governing board member, substitute, or contractor when an offense is revealed through the fingerprinting/background screening process or any arrest which occurs during the individual's association with the charter school.
- Processing of all teachers on leave from the District School Board of Pasco County to teach at the charter school, and ensure compliance with all necessary paperwork and reporting requirements.

OFFICE FOR PROFESSIONAL DEVELOPMENT AND SCHOOL SUPPORTS [Chris Christoff, Director, (813) 794-2644]

The Office for Professional Development and School Supports provides the following services and resources to charter schools:

- Track and maintain in-service points for charter school personnel.
- Access to federal and state funded trainings and workshops provided by the District School Board of Pasco County. *(Stipends may be provided, depending upon the funding source. Consult with the district's component coordinator for information.)*
- On-line registration for district training and workshops through Avatar.
- Access to the Professional Development Certification Program. *(Charter school personnel are charged the same fee as non-charter school personnel.)* **-Office of Human Resources and Educator Quality**
- National Board Certified Teachers' application process, mentoring, and recruitment.
- Upon request, district staff will review professional development opportunities provided by the charter school to determine if they meet the expectations for in-service points under the Florida Department of Education professional development criteria.

INSTRUCTIONAL MEDIA AND TECHNOLOGY [Jennifer Krill, Program Coordinator ICT, (813) 794-2456]

The Instructional Media and Technology Department provides the following services and resources to charter schools:

- Access to the District's Learning Management System, CANVAS, through individual logons.
www.pasco.k12.fl.us/staffdev/canvas/
- Consultation for the use of on-line resources.
- Consultation for technology planning.
- Access to federal and state funded technology training provided by the District School Board of Pasco County.
- Student participation in the 4H Tropicana Speech Contest.

FOOD AND NUTRITION SERVICES [Julie Hedine, Director, (813) 794-2435]

Food and Nutrition Services provides the following services and resources to charter schools:

- Completion and submission of all paperwork for the National School Breakfast and Lunch Programs (SBP, NSLP) for those charter schools receiving meals under DSBPC sponsorship.
- Site visits to monitor the charter schools' food services operation to ensure compliance with federal and state guidelines, including National School Lunch and School Breakfast Programs and Nutrition Standards for All Foods Sold in School.
- Technical assistance and training related to compliance with federal and state guidelines.
- Development and monitoring of the Food Services contract between the DSPBC and the charter school.

TRANSPORTATION SERVICES [Gary Sawyer, Director, (813) 794-0400]

Transportation Services provides the following services and resources to charter school:

- Verify ridership during Survey 2 and 3 for Transportation FTE.
- Review bus driver applications and motor vehicle reports.
- Bus drivers will be tracked in the database to ensure state compliance.
- Assist in the development of routes and safe pick-up/drop-out points, when requested.
- Conduct on-site school visits to ensure compliance.
- Develop and distribute annual transportation services contracts.
- Provide technical assistance related to transportation issues.

VOLUNTEER PROGRAMS OFFICE [Linda Cobbe, Director of Communications and Government Relations (813) 794-2718] or [Libby Rossman, Volunteer Programs, (813) 794-2207]

The Volunteer Programs office will process and approve all volunteer applications through the Florida Department of Law Enforcement Sexual Offender/Predator database. School Board policy requires volunteers to apply annually. A list of approved school volunteers will be regularly provided to each charter school.

COURIER SERVICE [Jeff Yungmann, Program Coordinator for Charter Schools, (813) 794-2408]

Courier service to charter schools will rotate on the same schedule as traditional public schools. Courier service will be provided to one (1) school location only. Requests for additional drop-off points cannot be accommodated.

PURCHASING SERVICES [Nicole Westmoreland, Purchasing Agent, (813) 794-2222]

Purchasing Services provides charter schools access to its approved vendors and provide charter schools with the opportunity to purchase items at the same discounted rate available to other Pasco County schools.

WAREHOUSE DISTRIBUTION [Bill Amon, Distributions Services Coordinator, (813) 794-2422]

The District's Warehouse provides charter schools with the following services:

- Access to paper, paper goods and supplies at the same discounted rates as other district schools.
- Access to surplus items, including instructional materials and furniture, as available.

OTHER SERVICES [Jeff Yungmann, Program Coordinator for Charter Schools, (813) 794-2408]

- All Pasco County charter schools are identified on the DSBPC website, with a link to each school's website.
http://www.pasco.k12.fl.us/ed_choice/charter_schools/schools/

SECTION B

DISTRICT FEE-BASED SERVICES AND EQUIPMENT AVAILABLE TO CHARTER SCHOOLS

2014 – 2015 School Year

All services and equipment provided to charter schools on a fee-based schedule will be no greater than the actual cost to the School District. If training materials are required, the charter school will be charged the cost of the materials.

OFFICE FOR TECHNOLOGY AND INFORMATION SERVICES [John Simon, Director, (813) 794-2416]

- TERMS Student Information Systems Equipment & Equipment Support.
 - Computer and Printer: \$750/yr.
 - Network Connection and support: \$333/yr.
 - Equipment Support Cost: \$1,000/yr.
 - *TOTAL FEE:* \$2,083.00/yr. or \$173.58/mo.
 - A second TERMS Student Information System, which includes a computer and print, is available upon request from the charter school at an additional monthly fee of \$90.25.
- e-Semler: Year 1: \$0.70/student per month, invoiced monthly over 10 months
Year 2: \$0.35/student per month, invoiced monthly over 10 months
- School Connect: \$1.75/student per year, invoiced monthly over 10 months

OFFICE FOR STUDENT SUPPORT PROGRAMS AND SERVICES [Melissa Musselwhite, Director, (813) 794-2165]

All charter schools have access to the following fee-based services:

Assistive Technology, Deaf/hard of hearing, and Visually Impaired Services

- Assistive Technology devices/materials for lease.
- Child-specific/teacher training related to student learning or technology needs.
- Conducting evaluations for purposes other than Child Find (Functional Vision, Learning Media Assessment, Assistive Technology, Equipment Trials).
- Consultation services.
- Participation in Individual Education Plan (IEP) meetings.
- Preparation of materials (Assistive technology, Braille or other low vision, etc.).
- Preparation of required ESE documentation and IEPs (summarizing data collected on goals, Medicaid funding reports, logs, etc.).

- Professional development and training activities provided to charter school staff at the charter school. (Requires approval of the District Supervisor).
- Providing direct services to a student in accordance with the student's IEP.
- Providing specialized equipment on loan from the DSBPC.
- Student observation.

Hospital/Homebound Services

- Teleclass Instruction

Student Services Division

School Psychologist:

- Conduct initial student intakes and screenings to determine eligibility for ESE programs and 504 plans. Prepare written reports.
- Participate as a member of the T/IEP and 504 teams. Attend meetings as appropriate.
- Annually review charter school students Section 504 Plans for re-evaluation to determine if testing is necessary. Annual review should be conducted at the beginning of each school year.
- Attend re-evaluation meetings.
- Conduct Functional Behavioral Assessments (FBA), write reports and review findings with the charter school and parents, for the purpose of Child Find. If the student is found eligible, services come under the administrative fee.
- Develop behavioral intervention plans for the purpose of Child Find. If the student is found eligible, services come under the administrative fee.
- DSBPC training and professional development made available through state and federal grants.

School Social Worker:

- Charter schools will be assigned a designated school social worker.
- Participate as a member of the T/IEP and 504 teams. Attend meetings as appropriate.
- Provide initial consultative services.
- Develop student social/developmental histories as part of an evaluation to determine ESE eligibility or for referral purposes.
- Provide consultation related to mandated Child Abuse Reporting procedures.
- Provide consultation related to statutory requirements of attendance and Truancy Intervention Program (TIP) referral process.

School Health Services

- Consultation for health-related questions and concerns.

- Consultation related to communicable diseases. [s. 1003.22(9), F.S.]
- Planning, implementation and evaluation of individual student health care plan.
- Child-specific training related to the delegation of procedures of administration of emergency medication to unlicensed assistive personnel, including but not limited to EpiPen, Diastat, Diabetes.[s.1006.062(4), F.S.]
- Management of school emergency planning and student emergency issues. [s. 1003.22(9), F.S.]
- Review, preparation and pre-audits necessary for accurate submission of reports to county and state agencies, including mandatory K and grade 7 immunization review. (Note: Initial immunization and physical reviews are covered under the administrative fee.)
- Follow-up to screening failures, including re- screenings and notification to parents.
- Assistance with comprehensive health education.
- Professional development and training activities provided to charter school staff at the charter school. (Requires approval of the District Supervisor)
- Attended meeting at request of the charter school or parent that was outside the scope of my responsibilities.
- Specialized equipment on loan from the DSBPC.

School Counselor

Please note: The Office for Student Support Programs and Services is unable to provide the following services:

- Consultation related to discipline issues and suspensions, unless there is a real or perceived threat.
- Counseling services to charter school staff, students or parents.

The District School Board of Pasco County encourages all Pasco County charter schools to employ an experienced full-time or part-time school counselor, or retain the services of a school counselor on a consultation basis, in order to ensure that the complex and ever-changing statutory requirements for student promotion and/or graduation will be met and the social-emotional needs of students are addressed.

Additional Services

- Functional Behavior Assessment /Behavior Intervention Plan for purposes other than Child Find.
- Crisis team in the case of the death of a student or charter school staff member, or in the event of a natural disaster that would impact 50% or more of the student population.
- Problem-solving meetings with charter school staff.
- Threat assessment evaluations.

Procedures for use of Equipment from SSPS

When equipment is provided to the charter school, the Charter Schools Office will notify the charter administrator of the monthly fee.

When the equipment is released to the charter school, the Charter Schools Office will notify the Finance Department of the monthly fee, which will be invoiced monthly to the school.

When the charter school returns the equipment to the District Office (or to its original location), it is the responsibility of the charter administrator to notify the Charter Schools Office. The Charter Schools Office will notify the Finance Department and monthly invoicing will cease.

The charter school must return the equipment to the District Office or to its original location at the end of each school year. Arrangements should be made with the Charter Schools Office for the return of equipment. Upon return, the charter school should request a receipt verifying that the equipment was returned and the date.

OFFICE FOR TEACHING AND LEARNING [Steve Williams, Director, (813) 794-2242]

Fee-based services:

- Training at the charter school site when requested by the school.

OFFICE FOR HUMAN RESOURCES AND EDUCATOR QUALITY [Christine Pejot, Director, (813) 794-2355]

Fee-based services:

- Fingerprinting and background checks for charter school employees and charter school board members, at the standard fee of \$62.75 [\$38.75 Initial Fingerprinting plus \$24.00 retention fees]
- Annual fee of \$6.00 per charter school employee for retention of fingerprint records through the Florida Department of Law Enforcement (FDLE).

Although FDLE invoices the DSPBC monthly for the retention of fingerprint records, including charter school employees, charter schools will only be invoiced annually, at the end of the fiscal year, for their employee's retention fees.

- Charter school employee five-year anniversary re-submission fee of \$16.50, in accordance with FDLE mandated requirements.
- On-site assistance to complete and submit the required charter school employee forms for state-mandated data reporting, in accordance with FDOE guidelines.

FOOD & NUTRITION SERVICES [Julie Hedine, Director, (813) 794-2435]

Fee-based services:

- Development of menus and production of meals in compliance with all federal and state guidelines for the National School Lunch Program.

- Delivery of meals from DSBPC production kitchen to the charter school.
- Point-of-Service computer stations and staff to record meal transactions for those charter schools meeting minimum established meal count criteria.
- Equipment rental, such as a food warmer.
- Nutrition education materials.
- Additional services may be available at the discretion of the Food & Nutrition Services Department.

TRANSPORTATION SERVICES [Gary Sawyer, Director, (813) 794-0400]

Fee-based services:

- Bus driver training for new hires and initial certification. The fee will be based on the actual cost to the School District.
- Mandatory bus driver pre-employment drug testing. The fee will be no greater than the actual cost to the School District.
- Mandatory random drug testing and a fee for mandatory alcohol testing. The charge will be no greater than the actual cost to the School District.
- Bus driver 8-hour in-service training. The fee will be based on the actual cost to the school district.
- Quarterly school bus safety inspections. The charge will be no greater than the actual cost to the School District.

For questions related to fees, please contact the DSBPC's Transportation Training and Safety Coordinator, Transportation West Bus Compound. (727) 774-0400, (813) 794-0400, (352) 524-0400

WAREHOUSE DISTRIBUTION [Bill Amon, Distributions Services Coordinator, (813) 794-2422]

- Delivery charge - \$25

(Whenever feasible, the Warehouse will utilize courier service to avoid a delivery charge. Determinations will be based on weight.)

ATHLETIC ACTIVITIES [Phil Bell, Athletic Director (813) 794-7939] or [Jeff Yungmann, Program Coordinator for Charter Schools, (813) 794-2408]

Charter school students may participate in athletic activities at their zoned school when the student has met the standards of eligibility as defined by The School Board of Pasco County Policy 2431.

A fee for participation, as approved by The School Board of Pasco County, will be charged to the charter school. The charter school shall not request or require that the student or parent pay the fee.

The fee is intended to compensate the Pasco County public school for certain costs incurred when a charter school student participates in an athletic program, such as equipment, travel, referees, and other expenses.

The Office for Finance Services will invoice the charter school for the appropriate fee after it is confirmed that the student is participating in the athletic activity.

Pasco County School Board Approved Fees:

Middle School Fees

\$125.00	Football
\$100.00	Volleyball, Basketball, Soccer
\$ 75.00	Track, Cheerleading

High School Fees

\$150.00	Football
\$125.00	Volleyball, Basketball, Wrestling, Soccer, Baseball, Softball
\$100.00	Track, Cross Country, Tennis, Golf, Cheerleading, Swimming, Weightlifting